
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR
SUBJECT: RESOLUTION: AUTHORIZING AN AGREEMENT WITH EEI FOR
PEDESTRIAN / BICYCLE BRIDGE INVESTIGATION
AGENDA: NOVEMBER 15, 2016 BOARD MEETING
DATE: NOVEMBER 10, 2016

ISSUE

Should the Village Board approve a resolution with EEI for a Preliminary Design Report for a pedestrian / bicycle bridge over the Blackberry Creek.

DISCUSSION

The Village has been in informal discussions with the Forest Preserve District of Kane County to determine the viability of a Pedestrian / Bicycle Bridge over the Blackberry Creek to the Virgil Gilman Trail. Currently, there is no path connection and the area south of the Virgil Gilman Trail must use Bliss Road to access the trail. Bliss Road is not currently user friendly to pedestrians or bicyclists south of the Blackberry Creek.

EEI has prepared a proposal to provide a Preliminary Design Report for options and costs associated with a Pedestrian / Bicycle crossing over the Blackberry Creek. The estimated cost of the project is \$8,170. The Sugar Grove Park District has pledged \$1,400 towards the costs of the report for a total Village cost of \$6,770.

COST

The Fiscal Year 17-18 Capital Budget, account number 30-53-6303: Engineering Services has \$5,000 budgeted for this project.

RECOMMENDATION

The Village Board approves Resolution **#20161115PW5** authorizing an Agreement with EEI for the Preliminary Design Report associated with Pedestrian / Bicycle crossing over the Blackberry Creek.



RESOLUTION NO. 20161115PW5

VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH
EEI FOR A PRELIMINARY DESIGN REPORT - BLACKBERRY CREEK
CROSSING**

WHEREAS, the Village of Sugar Grove Board of Trustees find that it is in the best interest of the Village to engage the services of EEI to provide a Preliminary Design Report for a pedestrian / bicycle crossing over the Blackberry Creek, and to execute the attached agreement;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

That attached hereto and incorporated herein by reference as Exhibit A is an agreement between EEI and the Village of Sugar Grove for a Preliminary Design Report of a pedestrian / bicycle crossing over the Blackberry Creek, and to execute the attached agreement;. The President and Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement.

Passed by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 15th day of November, 2016.

P. Sean Michels,
President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST: _____
Cynthia L. Galbreath
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Kevin M. Geary	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Ted Koch	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____



April 28, 2016

Mr. P. Sean Michels
Village President
Village of Sugar Grove
601 Heartland Drive
Sugar Grove, IL 60554

**Re: *Professional Services for
Pedestrian Bridge Crossing of Blackberry Creek
Village of Sugar Grove, Kane County, Illinois***

Dear Mr. Michels:

Thank you for the opportunity to submit this proposal for professional engineering services for the proposed pedestrian bridge project across Blackberry Creek in Sugar Grove, Illinois.

Our proposal presents in more detail below the following items: Project Description, Scope of Services, Fees and Conditions, Qualifications and Acceptance.

PROJECT DESCRIPTION

The Village of Sugar Grove, hereinafter referred to as Client, has been in informal discussions with the Forest Preserve District of Kane County (FPDKC) to determine the viability of a pedestrian bridge crossing over Blackberry Creek to the Virgil Gilman Trail. Currently there is no path connection between the Virgil Gilman Trail and the area south of Blackberry Creek. Bicyclists and pedestrians travel on Bliss Road to get to the area south of Blackberry Creek and Bliss Road is not set up to accommodate bicyclists and pedestrians.

This proposal is for the preparation of a Preliminary Design Report to determine the options and costs for a pedestrian crossing of Blackberry Creek.

SCOPE OF SERVICES

EEI purposes to furnish the necessary personnel, materials, equipment and transportation to make necessary investigations, measurements, computations and analysis to perform field and office civil engineering services for the above referenced project, in accordance with the detailed scope of services listed below, accepted civil engineering practices, and current Ordinances and Regulations of the Village of Sugar Grove, Kane County, IL.

CIVIL ENGINEERING DESIGN SERVICES

We will work together with the Client and FPDKC to identify the viable options for the location of a pedestrian bridge over Blackberry Creek and to prepare a preliminary design report.

Preliminary Design Report

We will prepare a preliminary design report in consultation with the Client and FPDKC. This Preliminary Design Report will look at the various options for crossing Blackberry Creek and will consider existing easements and property ownership, the Blackberry Creek floodplain and environmental issues, and the termini of the path connections. The report will include exhibits showing up to 3 options. We will also prepare preliminary cost estimates for the various options. This report will be used to explore various outside funding options.

Meetings

Two (2) meetings with the Client and FPDKC are included with this proposal. We would propose a kickoff meeting with the Client to better identify the project scope and then a meeting with the Client and FPDKC once some of the initial information has been gathered. Additional meetings can be attended on an hourly basis at the request of the Client.

Estimate of Probable Cost

We will prepare a Preliminary Engineer's Opinion of Probable Construction Cost for the up to three (3) options.

We will communicate with the Client any cost implications of design decisions as they are being considered throughout the preliminary design process.

ITEMS NOT COVERED UNDER THIS SCOPE OF SERVICES

The following items are excluded from EEI's Scope of Work:

- Geotechnical Investigation
- Land Surveying Services
- Wetland Delineation

FEES AND CONDITIONS

The proposed methods of payment for the required professional services are at Lump Sum (LS), Hourly (HR) and/or Actual Cost (AC) fees for the various classifications of employees who will perform the work as listed on the Standard Schedule of Charges dated January 1, 2016.

A brief explanation of the reasons for the various proposed Lump Sum, Hourly and/or Actual Cost fees is in order and is as follows: 1. the proposed Lump Sum fee is for work that is clearly defined and is under our control; and 2. the proposed Hourly fee is for work that is subject to unknown conditions, and other conditions that are not under our control; and 3. the proposed Actual Cost fee is for work and/or expenses the exact cost of which cannot be determined in advance.

- | | |
|---|------------------------|
| The proposed method and amount of payment for Preliminary Design Report is | \$ 5,700.00 LS. |
| The proposed method and amount of payment for attendance at two (2) meetings is | \$ 970.00 LS. |
| The proposed method and amount of payment for Preliminary Cost Estimates is | \$ <u>1,500.00</u> LS. |

The total proposal amount for Preliminary Design Services is

\$8,170.00 LS

Payment for all work will be based on invoices submitted periodically by our firm, but not more frequently than monthly as the work progresses. Invoices will be payable by the Client within 30 days of the date of the invoice. In the event that payment is not made by the Client within 30 days, interest will be charged at the rate of 1.0 percent per month on the unpaid balance.

Additional assignments not described above will be performed at an hourly rate for the various classifications of employees who will perform the work as listed on the attached Standard Schedule of Charges dated January 1, 2016, or in accordance with a separate proposal.

QUALIFICATIONS

Engineering Enterprises, Inc. is actively engaged in the planning, design and construction of both public and private improvement projects requiring civil engineering and land surveying services in throughout Northeastern Illinois.

While various members of our firm will perform the work on this project, the principal contact person with our firm will be David R. Burroughs, P.E., Senior Vice President.

The office services for the project will be produced using Computer Aided Drafting (CAD) systems using complementary software and hardware. The field services for the project will be produced using electronic total stations, electronic data collectors and automatic levels. Adequate field vehicles and communication equipment are available to facilitate field to office coordination.

ACCEPTANCE

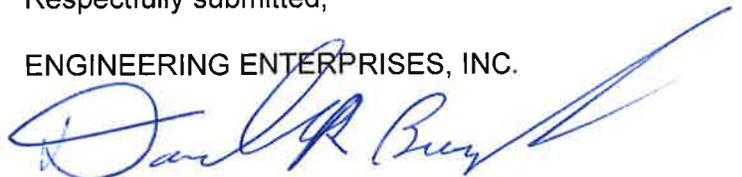
We will give our full attention to the project so that it may be finalized as soon as practicable, consistent with performance of our services, and other considerations.

If the Project Description, Scope of Services, and Fees and Conditions, as cited above are satisfactory, please indicate your acceptance by signing both of the enclosed proposals and returning one of them to us for our records.

We welcome the opportunity to submit this proposal for professional services to you for your consideration. We look forward to working with and for you on this exciting project.

Respectfully submitted,

ENGINEERING ENTERPRISES, INC.



David R. Burroughs, P.E.
Senior Vice President

pc: Michele Piotrowski, EEI
DRB/bja

AGREEMENT

All terms and conditions to this Agreement for Professional Services

accepted this _____ day of _____, 2016.

By _____

By _____

Village of Sugar Grove
Organization

10 Municipal Drive
Address

Sugar Grove IL 60556
City State Zip

Accepted this _____ day of _____, 2016.

ENGINEERING ENTERPRISES, INC.
Organization

52 Wheeler Road
Address

Sugar Grove IL 60554
City State Zip

(corporate seal)

By *[Signature]*
Senior Vice President

By *[Signature]*





Standard Schedule of Charges

January 1, 2016

EMPLOYEE DESIGNATION	CLASSIFICATION	HOURLY RATE
Senior Principal	E-4	\$190.00
Principal	E-3	\$185.00
Senior Project Manager	E-2	\$180.00
Project Manager	E-1	\$163.00
Senior Project Engineer/Planner/Surveyor II	P-6	\$150.00
Senior Project Engineer/Planner/Surveyor I	P-5	\$141.00
Project Engineer/Planner/Surveyor	P-4	\$129.00
Senior Engineer/Planner/Surveyor	P-3	\$117.00
Engineer/Planner/Surveyor	P-2	\$108.00
Associate Engineer/Planner/Surveyor	P-1	\$ 97.00
Senior Project Technician II	T-6	\$141.00
Senior Project Technician I	T-5	\$129.00
Project Technician	T-4	\$117.00
Senior Technician	T-3	\$108.00
Technician	T-2	\$ 97.00
Associate Technician	T-1	\$ 84.00
Engineering/Land Surveying Intern	I-1	\$ 80.00
GIS Technician	G-1	\$ 65.00
Administrative Assistant	A-3	\$ 78.00

CREW RATES, VEHICLES AND REPROGRAPHICS

1 Man Field Crew with Standard Survey Equipment		\$153.00
2 Man Field Crew with Standard Survey Equipment		\$240.00
1 Man Field Crew with RTS or GPS *		\$190.00
2 Man Field Crew with RTS or GPS *		\$276.00
Vehicle for Construction Observation		\$15.00
In-House Scanning and Reproduction	\$0.25/Sq. Ft. (Black & White) \$1.00/Sq. Ft. (Color)	

*RTS = Robotic Total Station / GPS = Global Positioning System