


|  |                                      |  |  |
|--|--------------------------------------|--|--|
|   | <b>AGENDA ITEM EXECUTIVE SUMMARY</b> |  | Agenda Item number: *6.c               |
|  | Title:                               | Recommendation to Approve Professional Service Agreement for the Country Club Lift Station Replacement |  |
|  | Presenter:                           | Tim Wilson   |  |
| Meeting: Government Services Committee   |                                      | Date: October 28, 2019   |  |
| Proposed Cost: \$75,654.83   |                                      | Budgeted Amount: \$78,400  | Not Budgeted: <input type="checkbox"/> |
| <b>Executive Summary</b> ( <i>if not budgeted please explain</i> ):<br><br><p>The Country Club Lift Station was constructed in 1988 when the St. Charles Country Club moved its clubhouse to the east side of Illinois Route 25. The lift station serves only the Country Club and is located in the southeast portion of the club house parking lot. Overall, the lift station has aged beyond its useful life and will be replaced as part of this construction project. The construction portion of this project is anticipated to begin during the next fiscal year of 20/21.</p> <p>The Water Pollution Control Loan Program is the main funding source of this project and it requires a two-step process for Engineering Procurement based on the qualification selection. The first step of this process is to issue a Request for Qualifications (RFQ). On August 26, 2019, the City received eight (8) RFQ submissions. City staff evaluated the RFQ submittals and ranked the firms based on the standard criteria.</p> <p>The second step of the process is negotiating the contract and scope of work. The City started the negotiating phase on September 3, 2019. The proposed engineering contract for the project includes design services, IEPA loan application, bid process, contractor negotiations and construction phase oversight. Budgeting for this project extends over the next three years. Staff recommends approving and awarding the engineering contract in its entirety to Ciorba Group.</p> <p>The engineering fees associated with this project are based on cumulative hourly rates not to exceed total project cost. Based on the complexity and size of the project, the proposal rates provided are comparable to several other Environmental Services projects.</p> |                                      |  |  |
| <b>Attachments</b> ( <i>please list</i> ):<br><br><p>* Country Club Lift Station Engineering Professional Services Agreement</p>   |                                      |  |  |
| <b>Recommendation/Suggested Action</b> ( <i>briefly explain</i> ):<br><br><p>Recommendation to approve Professional Services Agreement for the Country Club Lift Station Replacement Project to Ciorba Group for \$75,654.83 and a Resolution authorizing the Mayor and Clerk to execute the same on the behalf of the City of St Charles.</p>   |                                      |  |  |

August 26, 2019

Mr. Tim Wilson  
Environmental Services Manager  
City of St. Charles  
Public Works Building  
2<sup>nd</sup> Floor Administrative Area  
1405 S. 7th Avenue  
St Charles, Illinois 60174

**Subject: Country Club Lift Station Replacement Project  
Initial Proposal Cost**

Dear Mr. Wilson:

Enclosed please find one (1) hard copy of our initial Proposal Cost for Professional Engineering Design, Bidding and Construction Engineering Services for the Country Club Lift Station Replacement.

Why Ciorba?

Ciorba Group has been involved in the assessment, design, and / or construction management of 12 lift station projects within the past 3 years alone. We believe consistency in the project personnel through all phases of the project is key in providing a well-executed improvement. We also believe that lift station projects should be designed to minimize bypass pumping and optimize space. Lastly, we believe clear communication of construction site expectations is a requirement in keeping a good relationship with impacted business owners and the public. Our project approach has been developed around these beliefs.

The City of St. Charles needs a partner that cares about quality and budget, that has the experience you need and the responsiveness you demand. We are excited for the opportunity to provide exceptional service to the City.

We take no exceptions to the contract in the RFP. Should you have any questions about this proposal, please contact me at 773.355.2947 or at [lmattson@ciorba.com](mailto:lmattson@ciorba.com)

Sincerely,

**Ciorba Group, Inc.**



Luke A. Mattson, PE  
Water Resources Project Manager

Ciorba Group proposes the following fees to complete the Country Club Lift Station Replacement Project.

### COUNTRY CLUB LIFT STATION REPLACEMENT PROJECT

#### Phase I - Design Engineering

|                                      |                     |
|--------------------------------------|---------------------|
| Ciorba Labor & Overhead Costs:       | 35,465.12           |
| Ciorba In-House Direct Costs:        | 262.25              |
| Services by Others:                  | 2,500.00            |
| <b>Phase I Engineering Subtotal:</b> | <b>\$ 38,227.37</b> |

#### Phase II - Bidding and Negotiation

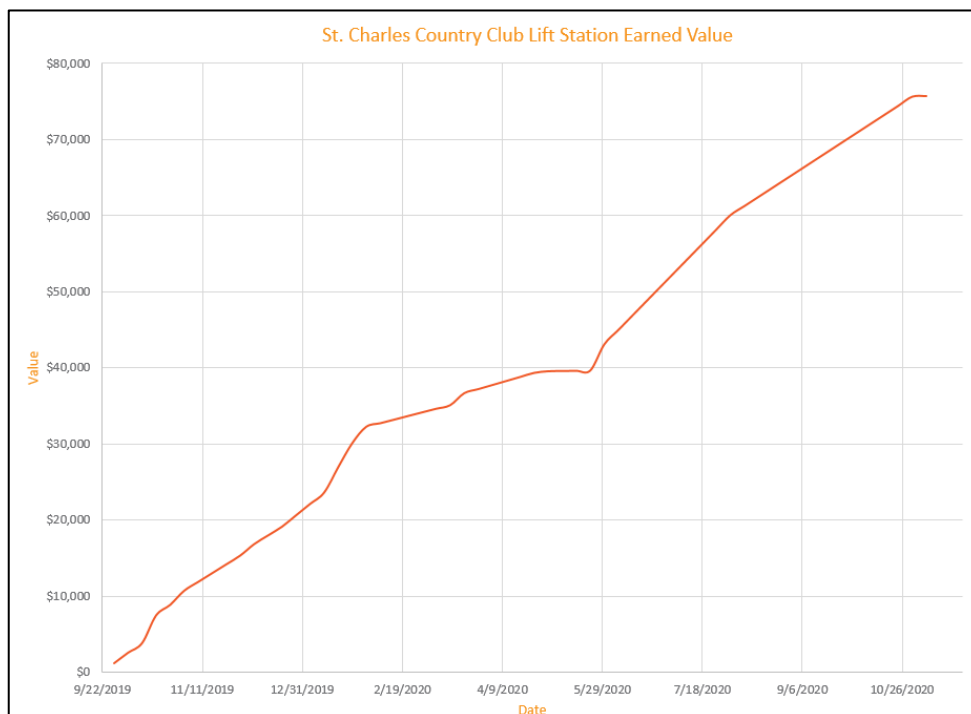
|                                       |                    |
|---------------------------------------|--------------------|
| Ciorba Labor & Overhead Costs:        | 1,424.71           |
| Ciorba In-House Direct Costs:         | 0.00               |
| Services by Others:                   | 0.00               |
| <b>Phase II Engineering Subtotal:</b> | <b>\$ 1,424.71</b> |

#### Phase III - Construction Engineering

|  |                     |
|--|---------------------|
| Ciorba Labor & Overhead Costs:         | 33,817.25           |
| Ciorba In-House Direct Costs:          | 2,185.50            |
| Services by Others:                    | 0.00                |
| <b>Phase III Engineering Subtotal:</b> | <b>\$ 36,002.75</b> |

**TOTAL** **\$75,654.83**

The tables on the following pages provide detailed staff hour and direct cost estimates as well as current staff hourly rates. The earned value chart for this project is presented below.



**Cost Estimate of  
Consultant Services**  
(Direct Labor Multiple)

|         |                        |
|---------|------------------------|
| Firm    | Ciorba Group, Inc      |
| Client  | Village of St. Charles |
| County  | Cook                   |
| Job No. |                        |

Date 08/21/19

| ITEM  | MANHOURS<br>(A) | PAYROLL<br>(B) | (2.9+R) TIMES<br>PAYROLL<br>(C) | DIRECT<br>COSTS<br>(D) | SERVICES<br>BY<br>OTHERS<br>(E) | TOTAL<br>(C+D+E) | % OF<br>GRAND<br>TOTAL |
|---|-----------------|----------------|---------------------------------|------------------------|---------------------------------|------------------|------------------------|
| Meetings, Data Collection & Coordination    | 27              | \$ 1,522.61    | \$ 4,415.57                     | \$ 132.25              |                                 | \$ 4,547.82      | 6.01%                  |
| Topographic Survey                          | 18              | \$ 761.54      | \$ 2,208.46                     | \$ 130.00              |                                 | \$ 2,338.46      | 3.09%                  |
| Water Resources                             | 103             | \$ 5,045.18    | \$ 14,631.03                    |                        |                                 | \$ 14,631.03     | 19.34%                 |
| Engineering Studies/Plans                   | 82              | \$ 4,177.20    | \$ 12,113.87                    |                        |                                 | \$ 12,113.87     | 16.01%                 |
| Construction Engineering / Phase III Assis. | 278             | \$ 11,879.57   | \$ 34,450.75                    | \$ 2,185.50            |                                 | \$ 36,636.25     | 48.43%                 |
| QC/QA                                       | 6               | \$ 450.00      | \$ 1,305.00                     |                        |                                 | \$ 1,305.00      | 1.72%                  |
| Project Management & Administration         | 8               | \$ 545.66      | \$ 1,582.41                     |                        |                                 | \$ 1,582.41      | 2.09%                  |
| Concentric Integration                      |                 |                |                                 |                        | \$ 2,500.00                     | \$ 2,500.00      | 3.30%                  |
| <b>TOTALS</b>                               | 522             | \$ 24,381.75   | \$ 70,707.08                    | \$ 2,447.75            | \$ 2,500.00                     | \$ 75,654.83     | 100.00%                |

**WORK BREAKDOWN STRUCTURE**  
**Village of St. Charles**  
**Country Club Lift Station Replacement**

| Task<br>Sub-Task                                       | Activity  | Grand<br>Total | Water Resources Manager<br>QC/QA | Project Manager / Engineer | Water Resources Engineer | Resident Engineer | Resident Project Representative | Electrical Engineer | Party Chief |
|--|---|----------------|----------------------------------|----------------------------|--------------------------|-------------------|---------------------------------|---------------------|-------------|
|  |   | 522            | 12                               | 97                         | 99                       | 98                | 172                             | 28                  | 16          |
| <b>1. Meetings, Data Collection &amp; Coordination</b> | Task Total:   | 27             | 2                                | 16                         | 7                        |                   |                                 | 2                   |             |
| 010 Meetings   | Subtotal:   | 15             | 2                                | 10                         | 1                        |                   |                                 | 2                   |             |
|  | Meetings with Owner (Kickoff, 50% Review, 75% Review) | 10             | 2                                | 6                          |                          |                   |                                 | 2                   |             |
|  | Meeting Minutes ( mtg x 1 - 2 hr/mtg)                 | 3              |                                  | 3                          |                          |                   |                                 |                     |             |
|  | Prepare Agenda/Exhibits for Meetings                  | 2              |                                  | 1                          | 1                        |                   |                                 |                     |             |
| 011 Coordination                                       | Subtotal:   | 12             |                                  | 6                          | 6                        |                   |                                 |                     |             |
|  | Coordination with Owner                               | 4              |                                  | 4                          |                          |                   |                                 |                     |             |
|  | Coordination with Suppliers                           | 4              |                                  | 2                          | 2                        |                   |                                 |                     |             |
|  | Coordination with Utilities                           | 4              |                                  |                            | 4                        |                   |                                 |                     |             |
| <b>2. Topographic Survey</b>                           | Task Total:   | 18             |                                  | 2                          |                          |                   |                                 |                     | 16          |
| 020 Field Survey                                       | Subtotal:   | 14             |                                  | 2                          |                          |                   |                                 |                     | 12          |
|  | Topographic Survey                                    | 12             |                                  |                            |                          |                   |                                 |                     | 12          |
|  | Field Verification of Existing Conditions             | 2              |                                  | 2                          |                          |                   |                                 |                     |             |
| 021 Process Survey Information                         | Subtotal:   | 4              |                                  |                            |                          |                   |                                 |                     | 4           |
|  | Process Survey Information                            | 4              |                                  |                            |                          |                   |                                 |                     | 4           |
| <b>3. Water Resources</b>                              | Task Total:   | 103            |                                  | 34                         | 55                       |                   |                                 | 14                  |             |
| 033 Sanitary Sewer                                     | Subtotal:   | 79             |                                  | 16                         | 49                       |                   |                                 | 14                  |             |
|  | Conflict Investigation                                | 4              |                                  | 1                          | 3                        |                   |                                 |                     |             |
|  | Demolition Design                                     | 10             |                                  | 2                          | 8                        |                   |                                 |                     |             |
|  | Valve & Bypass Vault Design                           | 14             |                                  | 4                          | 10                       |                   |                                 |                     |             |
|  | Force Main Design                                     | 5              |                                  | 1                          | 4                        |                   |                                 |                     |             |
|  | Submersible Pump Station Design                       | 26             |                                  | 6                          | 20                       |                   |                                 |                     |             |
|  | Electrical Plan and Details                           | 14             |                                  |                            |                          |                   |                                 | 14                  |             |
|  | Site Work Design                                      | 6              |                                  | 2                          | 4                        |                   |                                 |                     |             |
| 034 Reports  | Subtotal:   | 6              |                                  | 6                          |                          |                   |                                 |                     |             |
|  | Design Summary Memo                                   | 6              |                                  | 6                          |                          |                   |                                 |                     |             |
| 035 Permits  | Subtotal:   | 18             |                                  | 12                         | 6                        |                   |                                 |                     |             |
|  | Permit - IEPA (Sanitary)                              | 4              |                                  | 2                          | 2                        |                   |                                 |                     |             |
|  | Funding - IEPA (SRF)                                  | 14             |                                  | 10                         | 4                        |                   |                                 |                     |             |

**WORK BREAKDOWN STRUCTURE**  
**Village of St. Charles**  
**Country Club Lift Station Replacement**

| Task<br>Sub-Task                                      | Activity  | Grand<br>Total | Water Resources Manager<br>QC/QA | Project Manager / Engineer | Water Resources Engineer | Resident Engineer | Resident Project<br>Representative | Electrical Engineer | Party Chief |
|---|---|----------------|----------------------------------|----------------------------|--------------------------|-------------------|------------------------------------|---------------------|-------------|
| <b>4. Engineering Studies/Plans</b>                   | <b>Task Total:</b>                                    | <b>82</b>      |                                  | 33                         | 37                       |                   |                                    | 12                  |             |
| 055 Contract Plans                                    | <b>Subtotal:</b>                                      | <b>35</b>      |                                  | 6                          | 29                       |                   |                                    |                     |             |
|   | Title Sheet   | 1              |                                  |                            | 1                        |                   |                                    |                     |             |
|   | General Notes   | 3              |                                  | 1                          | 2                        |                   |                                    |                     |             |
|   | Demolition Plan                                       | 7              |                                  | 1                          | 6                        |                   |                                    |                     |             |
|   | Site Plan   | 7              |                                  | 1                          | 6                        |                   |                                    |                     |             |
|   | Electrical Plan                                       | 11             |                                  | 1                          | 10                       |                   |                                    |                     |             |
|   | Details   | 6              |                                  | 2                          | 4                        |                   |                                    |                     |             |
| 058 Quantity Calculations                             | <b>Subtotal:</b>                                      | <b>4</b>       |                                  | 2                          | 2                        |                   |                                    |                     |             |
|   | Quantities (Water Resources)                          | 4              |                                  | 2                          | 2                        |                   |                                    |                     |             |
| 059 Specifications & Estimates                        | <b>Subtotal:</b>                                      | <b>43</b>      |                                  | 25                         | 6                        |                   |                                    | 12                  |             |
|   | Specifications (Water Resources)                      | 36             |                                  | 20                         | 4                        |                   |                                    | 12                  |             |
|   | Estimate of Time                                      | 1              |                                  | 1                          |                          |                   |                                    |                     |             |
|   | Estimate of Cost                                      | 6              |                                  | 4                          | 2                        |                   |                                    |                     |             |
|   |   |                |                                  |                            |                          |                   |                                    |                     |             |
| <b>5. Construction Engineering / Phase III Assis.</b> | <b>Task Total:</b>                                    | <b>278</b>     |                                  | 8                          |                          | 98                | 172                                |                     |             |
| 080 Construction Startup                              | <b>Subtotal:</b>                                      | <b>8</b>       |                                  |                            |                          |                   | 8                                  |                     |             |
|   | Review Plans, Specifications and Contract Documents   | 4              |                                  |                            |                          |                   | 4                                  |                     |             |
|   | Set Up Project Documentation                          | 4              |                                  |                            |                          |                   | 4                                  |                     |             |
| 081 Pre-Construction Conference                       | <b>Subtotal:</b>                                      | <b>6</b>       |                                  |                            |                          | 2                 | 4                                  |                     |             |
|   | Attendance  | 4              |                                  |                            |                          | 2                 | 2                                  |                     |             |
|   | Meeting Minutes                                       | 2              |                                  |                            |                          |                   | 2                                  |                     |             |
| 083 Construction Observation / Documentation          | <b>Subtotal:</b>                                      | <b>220</b>     |                                  |                            |                          | 60                | 160                                |                     |             |
|   | Resident Project Representative (40 days x 4 hrs/day) | 160            |                                  |                            |                          |                   | 160                                |                     |             |
|   | Resident Engineer (20 days x 2 hrs/day)               | 40             |                                  |                            |                          | 40                |                                    |                     |             |
|   | Construction Revisions / Start-Up / Close Out         | 20             |                                  |                            |                          | 20                |                                    |                     |             |
| 086 Shop Drawing Review / Catalog Cut Review          | <b>Subtotal:</b>                                      | <b>36</b>      |                                  |                            |                          | 36                |                                    |                     |             |
|   | Utilities   | 36             |                                  |                            |                          | 36                |                                    |                     |             |
| 087 Construction Assistance                           | <b>Subtotal:</b>                                      | <b>8</b>       |                                  | 8                          |                          |                   |                                    |                     |             |
|   | Assistance During Bidding                             | 8              |                                  | 8                          |                          |                   |                                    |                     |             |
|   |   |                |                                  |                            |                          |                   |                                    |                     |             |

**WORK BREAKDOWN STRUCTURE**  
**Village of St. Charles**  
**Country Club Lift Station Replacement**

| Task<br>Sub-Task                                  | Activity               | Grand<br>Total | Water Resources Manager<br>QC/QA | Project Manager / Engineer | Water Resources Engineer | Resident Engineer | Resident Project<br>Representative | Electrical Engineer | Party Chief |
|---|------------------------|----------------|----------------------------------|----------------------------|--------------------------|-------------------|------------------------------------|---------------------|-------------|
| <b>6. QC/QA</b>                                   | Task Total:            | 6              | 6                                |                            |                          |                   |                                    |                     |             |
| 090 QC/QA   | Subtotal:              | 6              | 6                                |                            |                          |                   |                                    |                     |             |
|   | Water Resources        | 6              | 6                                |                            |                          |                   |                                    |                     |             |
|   |                        |                |                                  |                            |                          |                   |                                    |                     |             |
| <b>7. Project Management &amp; Administration</b> | Task Total:            | 8              | 4                                | 4                          |                          |                   |                                    |                     |             |
| 100 Project Management & Administration           | Subtotal:              | 8              | 4                                | 4                          |                          |                   |                                    |                     |             |
|   | Project Administration | 4              | 4                                |                            |                          |                   |                                    |                     |             |
|   | Project Management     | 4              |                                  | 4                          |                          |                   |                                    |                     |             |
|   |                        |                |                                  |                            |                          |                   |                                    |                     |             |



**FIRM NAME**  
**PRIME/SUPPLEMENT**  
**Client**

Ciorba Group, Inc. **DATE**  
Prime  
Village of St. Charles

08/21/19

**ESCALATION FACTOR** **2.36%**

| CLASSIFICATION                  | CURRENT RATE | ESCALATED RATE |
|---------------------------------|--------------|----------------|
| Construction Manager            | \$75.00      | \$75.00        |
| Water Resources Manager QC/QA   | \$75.00      | \$75.00        |
| Project Manager / Engineer      | \$60.00      | \$61.41        |
| Water Resources Engineer        | \$37.00      | \$37.87        |
| Resident Engineer               | \$60.00      | \$61.41        |
| Resident Project Representative | \$30.50      | \$31.22        |
| Electrical Engineer             | \$61.00      | \$62.44        |
| Party Chief                     | \$39.00      | \$39.92        |
| Survey Crew Member              | \$30.50      | \$31.22        |





Payroll Escalation Table  
Fixed Raises  
New Formula

CLIENT Village of St. Charles  
FIRM NAME Ciorba Group, Inc  
PRIME/SUPPLEMENT Prime

DATE 08/21/19

CONTRACT TERM 14 MONTHS  
START DATE 10/1/2019  
RAISE DATE 1/1/2020

OVERHEAD RATE 0.00%  
COMPLEXITY FACTOR 0  
% OF RAISE 3.00%

ESCALATION PER YEAR

|   |                      |       |  |  |
|---|----------------------|-------|--|--|
| 10/1/2019 - 1/1/2020                            | 1/2/2020 - 12/1/2020 |       |  |  |
| 3   | 11                   |       |  |  |
| 14  | 14                   |       |  |  |
| = 21.43%  | 80.93%               |       |  |  |
| = 1.0236  |                      |       |  |  |
| The total escalation for this project would be: |                      | 2.36% |  |  |

**IN-HOUSE DIRECT COSTS**  
**Village of St. Charles**  
**Country Club Lift Station Replacement**  
**PHASE I, II, AND III**



**Meetings, Data Collection & Coordination**

| Description       | Unit | Unit Cost | Quantity | Extended Cost           |
|-------------------|------|-----------|----------|-------------------------|
| Vehicle (mileage) | mile | \$ 0.58   | 230      | \$ 132.25               |
| Total:            |      |           |          | <b>\$ <u>132.25</u></b> |

**Topographic Survey**

| Description   | Unit | Unit Cost | Quantity | Extended Cost           |
|---------------|------|-----------|----------|-------------------------|
| Vehicle (day) | day  | \$ 65.00  | 2        | \$ 130.00               |
| Total:        |      |           |          | <b>\$ <u>130.00</u></b> |

**Construction Engineering / Phase III Assis.**

| Description       | Unit | Unit Cost | Quantity | Extended Cost             |
|-------------------|------|-----------|----------|---------------------------|
| Vehicle (mileage) | mile | \$ 0.58   | 1540     | \$ 885.50                 |
| Vehicle (day)     | day  | \$ 65.00  | 20.0     | \$ 1,300.00               |
| Total:            |      |           |          | <b>\$ <u>2,185.50</u></b> |