



Engineering & Public Works Department

SUBJECT: Owner's Representative Services for the Central Avenue and Downtown Streetscape Project

MEETING DATE: July 14, 2020

FROM: [Brigitte Berger-Raish](#) P.E. Director of Engineering and Public Works
[Dan Manis](#), P.E., Village Engineer

BUDGET IMPACT: Contract Value \$93,006

Recommended Motion

Move to approve a contract in an amount of \$93,006 with RHMG, Mundelein, IL for Owner's Representative Services associated with the Central Avenue and Downtown Streetscape Project.

Background

The first phase of the Central Avenue and Downtown Streetscape Project is scheduled for August through December and is currently on schedule for the project start. The first phase of construction consists of watermain replacement from Green Bay Road to Sheridan Road, immediately followed by road reconstruction of Central Avenue in the downtown. The goal of the first phase is to complete all the Central Avenue downtown road and sidewalk reconstruction by December, so parking and access is fully restored for the holiday shopping season.

Construction of this magnitude will generate many questions and concerns from the project stakeholders, which include the downtown businesses, School District 39, PACE and the residents. In order to ensure the stakeholder's concerns are addressed quickly and thoroughly, staff asked for a proposal from RHMG to perform the role of Owner's Representative during construction.

The Owner's Representative for this project will be Lisa Brock. Ms. Brock's primary role will be to respond to and resolve stakeholder concerns with the contractor and the consulting team overseeing the project. Given the challenges the business community has endured as a result of the on-going pandemic, coordination and communication during construction will be essential. Ms. Brock will focus her work on meeting with the businesses, coordinating their parking and curbside pickup locations and working with the Village's communication team and

the contractor’s public relations team to communicate construction, traffic and parking information to businesses and the public.

Ms. Brock successfully served in the capacity for two recent projects, including the West Park Reservoir and Lake Avenue Pump Over project and currently the Neighborhood Storage Project (NSP), Phase 1 at Community Playfield.

Discussion

The proposal from RHMG includes a combination of part time and full-time hours covering the phase 1 project timeframe. The Village will only be invoiced for the time that Lisa spends on the project. The timing of this proposal works well with her work on the NSP, because as NSP begins to wrap up in August and September, she will be able to transition to the Central Avenue project full time.

Phase 2 of the Central Avenue project is expected to begin in March with road improvements on Wilmette Avenue in the downtown. At that time, Village staff will evaluate the success of the phase 1 engagement, phase 2 project scope, staff’s workload and other project demands. Staff will then make a determination on whether or not to recommend an extension of RHMG’s contract through the end of the Central Avenue project.

Budget Impact

The \$93,006 for RHMG’s contract will be included in the Central Avenue bond issuance for 20201. The expenditure will be divided between the General Fund and the Water Fund.

Central Avenue Financial Summary			
Funding Source	2020	2021	Total
General Fund- Village	\$752,721	\$2,326,843	\$3,079,564
<i>RHMG Contract (50%)</i>	<i>\$46,503</i>		<i>\$46,503</i>
General Fund Total			\$3,126,067
Water Fund- Village	\$2,016,009		\$2,016,009
<i>RHMG Contract (50%)</i>	<i>\$46,503</i>		<i>\$46,503</i>
Water Fund Total			\$2,062,512
Grant Funding-State	\$1,299,005	\$3,031,011	\$4,330,016
Grant Funding-Local	\$221,615	\$517,101	\$738,716
Total Project	\$4,382,356	\$5,874,955	\$10,257,311

Documents Attached

1. Proposal from RHMG for Owner’s Representative Services for the Central Avenue and Downtown Streetscape Project



July 1, 2020

Ms. Brigitte Berger-Raish, P.E.
Director of Engineering and Public Works
Village of Wilmette
711 Laramie Avenue
Wilmette, IL 60091

**Re: Proposal for Professional Engineering Services
Central Avenue Reconstruction & Downtown Streetscape
Owners Representative Services**

Dear Ms. Berger-Raish:

Pursuant to your request, we are pleased to submit our proposal for engineering services as the Owner's Representative for the subject project.

Background

The Central Avenue Reconstruction and Downtown Streetscape Project entails comprehensive improvements to the Central Avenue corridor between Green Bay Road and Sheridan Road. The scope of work includes new curbs and gutters, minor drainage improvements, a new water main, road reconstruction and downtown streetscape improvements. The project corridor serves a wide variety of stakeholders including homeowners, businesses, Central Elementary School, pedestrians, bicyclists, motorists, and transit. This project will make Central Avenue more functional, sustainable, safe, beautiful, and user-friendly.

Scope of Services

1. Pre-Construction

- 1.1. Familiarity Review of Plans and Specifications** - RHMG will review the plans and specifications in order to become familiar with the project scope. Comments regarding any concerns and/or issues impacting either constructability or stakeholder impacts will be provided in the form of a technical memorandum.
- 1.2. Attend Open House and Business Meetings** – RHMG will attend the project open house that will be held in July for the businesses and other stakeholders, as well as meetings with each impacted businesses.

2. Construction

2.1. Meetings – RHMG will:

- 2.1.1.** Attend project meetings including preconstruction meetings, mobilization meetings, weekly project meetings, etc.



Ms. Brigitte Berger-Raish
Director of Engineering and Public Works
Village of Wilmette
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- 2.1.2. Lead weekly construction update meetings with stakeholders such as businesses and residents.
 - 2.1.3. Attend relevant stakeholder meetings (open houses), provide input and respond to evolving concerns.
 - 2.1.4. Review meeting minutes to confirm discussions, decisions, and action items.
- 2.2. **Requests for Information (RFIs)** – RHMG will review and provide input on requests from the contractor to use alternate materials or methods and other RFI matters as requested.
- 2.3. **Stakeholder Coordination/Communications** – RHMG will:
- 2.3.1. Respond to stakeholder questions / concerns including concerns from the businesses, residents and others impacted by the project.
 - 2.3.2. Serve as the point of contact for all stakeholder calls to the Village, manage issues arising from the calls, and assist the project team in resolving.
 - 2.3.3. Meet with business owners and residents to hear their concerns, communicate them to the project team and facilitate resolution.
 - 2.3.4. Act as a buffer for resident engineers, foremen, etc. in interfacing with stakeholders.
- 2.4. **Optional Tasks** – If requested, RHMG can provide the following as additional scope items:
- 2.4.1. Review and / or confirm recommendations for pay requests.
 - 2.4.2. Assist with coordination of utilities.
 - 2.4.3. Issue project status reports.

Project Team

RHMG's services for the Village of Wilmette Central Avenue Reconstruction and Downtown Streetscape Owner's Representative Services will be provided by Lisa M. Brock, P.E. Lisa has 31 years of professional experience. She is an excellent construction engineer in terms of both technical expertise and being proactive and communicating with the contractor, residents and other affected stakeholders. Lisa served in a similar role on the Village of Wilmette's West Park Sanitary Sewer Overflow Tank, Odor Control Building and Lift Station completed in 2015. She is



RHMGE ENGINEERS, INC.

Ms. Brigitte Berger-Raish
Director of Engineering and Public Works
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currently fulfilling a comparable role as a subconsultant to CBBEL on the Neighborhood Storage Project Phase 1. A copy of Lisa's resume is included as Exhibit A.

Proposed Fee

RHMGE proposes to perform the above services associated with Tasks 1 through 2.3 on an hourly rate basis, with a not-to-exceed fee limit of \$93,006. The basis of this fee limit is shown on the attached Exhibit B.

You may authorize this work by executing the signature block below and returning a copy of this letter.

Thank you for this opportunity to be of service to the Village of Wilmette. If you have any questions or need additional information regarding this proposal, please do not hesitate to contact me to discuss.

Sincerely yours,

RHMGE ENGINEERS, INC.

William R. Rickert, P.E., BCEE, CFM
President

Attachments: Exhibit A – L.M. Brock Resume
Exhibit B – Fee Estimate

EXHIBIT A



RHMG ENGINEERS, INC.

PROFESSIONAL OVERVIEW

Ms. Brock's engineering experience has included designing and reviewing sanitary and water distribution systems, construction engineering, project budgeting, estimating, supervision, testing, resident engineering on sanitary, water, stormwater and concrete and asphalt road reconstruction projects, structural analysis and design of concrete and steel structures, bridge and site inspections, designing and reviewing standards for noise abatement, civil/site engineering design, construction observation and construction administration. **Ms. Brock is an excellent construction engineer in terms of both technical expertise and being proactive and communicating with the contractor, residents, and other affected stakeholders.**

REPRESENTATIVE EXPERIENCE

- Neighborhood Storage Project Phase 1, Village Liaison - Construction Engineering Services, Village of Wilmette, IL
- East Lake Avenue Pump Over Lift Station, Construction Engineering Services, Village of Wilmette, IL
- West Park Sanitary Sewer Overflow Tank, Odor Control Building and Lift Station - Owner's Representative, Construction Engineering Services, Village of Wilmette, IL
- Winnetka Water Treatment Plant Filter and Settling Basins Structural Evaluation and Rehabilitation, Winnetka, IL
- Fairhaven Estates Watermain Replacement, Construction Engineering Services, Aqua Illinois, Barrington, IL
- Beach Road Reconstruction Project, Beach Park, IL
- ELOG Roadway and Storm Drainage, Glen Ellyn, IL
- Libertyville Siphon Sanitary Sewer Construction Engineering Services, Libertyville, IL
- Highland Avenue Concrete Pavement Reconstruction Project Resident Engineer, Elgin, IL
- Volo Historic Sanitary Sewer Resident Engineer, Volo, IL
- Lakes Region Sanitary District Design and Resident Engineering Services, 2011 Sanitary Sewer Repairs Project, Ingleside, IL
- Heron Creek Forest Preserve Entrance Installation and Old McHenry Road Widening, Lake County Forest Preserve District, Long Grove, IL
- Ryerson Conservation Area Ring Road and Parking Lot Repaving Project, Lake County Forest Preserve District, Lincolnshire, IL
- Lakes Region Sanitary District Design Engineer, 2009 Sanitary Sewer Repairs Project, Ingleside, IL
- Lake Villa Consolidated School District 41 Site Survey and Permitting for Demolition Services and Tank Removal, Lake Villa, IL
- Winnetka Water Treatment Plant Dehumidification Project, Feasibility and Design, Winnetka, IL

LISA M. BROCK

Title: Project Engineer

Years of Experience: 32

Education: BS Civil Engineering, Northwestern University, Evanston, IL 1982

MS Civil Engineering, John Hopkins University, Baltimore, MD, 1990

Registrations:
Professional Engineer -IL, MD

Certifications: IDOT Documentation of Contract Quantities

Designated Erosion Control Inspector - Lake County SMC

Employment History:
RHMG Engineers, Inc., Mundelein, IL, 2000 - Present, Senior Civil Engineer

Engineering Testing Services, Wheeling, IL, 1998 - 2000, Project Engineer

URS Engineering, Baltimore, MD, 1985 - 1991, Structural Engineer

Bechtel Power Corp., Ann Arbor, MI, 1982 - 1984, Structural Engineer

Significant Achievements:
ASCE Young Engineer of the Year, Maryland Section, 1990
ASCE Secretary, Maryland Section, 1990 - 1991
ACEC 2007 Engineering Excellence Merit Award, LCFPD Ryerson Visitor's Center Site Improvements, 2005
ASCE Design Award, Riva Road Bridge Span Replacement, Annapolis, Maryland, 1991

- Grant Township Sanitary Sewer Extension Construction Engineering Services, Volo, IL
- Wal-Mart Sanitary Sewer Extension Construction Engineering Services, Lakes Region Sanitary District, Round Lake Beach, IL
- Ryerson Conservation Area Porous Pavement Parking Lot Construction Services, Lake County Forest Preserve District, Lincolnshire, IL
- Thomas Place Senior Center Sanitary Sewer Construction Engineering Services, Lakes Region Sanitary District, Fox Lake, IL
- NPDES Year 6 Reports for Green Oaks, Hainesville and Beach Park, IL
- Lakes Region Sanitary District Resident Engineer, LRSD Headquarters Building Site and Parking Lot, Ingleside, IL
- Shadow Lake Shoreline Piling Evaluation, Schaumburg, IL
- Heron Harbor Elevated Tank Construction Engineering Services, Antioch, IL
- Naperville Elevated Tank Antennae Study, Naperville, IL
- Libertyville Commuter Parking Lot Underground Detention, Libertyville, IL
- Palombi Elementary School Addition Site Design and Resident Engineering, Lake Villa, IL
- Libertyville Waste Water Treatment Plant Anaerobic Digester Structural Evaluation, Libertyville, IL
- Atkinson Road Timber Bridge Evaluation, Green Oaks, IL
- Roberts Road Preserve Entrance and Des Plaines River Trail Construction Engineering Services, Lake County Forest Preserve District
- Lakes Region Sanitary District Resident Engineer, Terra Springs Subdivision and Lift Station, Volo, IL
- Green Oaks 2004 MFT Project - Design and Resident Engineer, Green Oaks, IL
- Lakes Region Sanitary District Resident Engineer, Forest Avenue Lift Station, Ingleside, IL
- Lakes Region Sanitary District Resident Engineer, Holiday Park Subdivision and Lift Station, Fox Lake, IL
- Lakes Region Sanitary District Resident Engineer, Prairie Trail and Cedar Ridge Subdivisions, Lake Villa, IL
- Lakes Region Sanitary District Resident Engineer, Lancaster Falls North and South, Symphony Meadows, Autumn Grove Subdivisions, Volo, IL
- Village of Hainesville Resident Engineer, Union Square, Cranberry Lakes 4, Hainesville Village Hall, Hainesville, IL
- Lakes Region Sanitary District Design and Resident Engineering, Prairie Pointe Lift Station Generator and Control Building Construction, Round Lake, IL
- Lakes Region Sanitary District Resident Engineer, Round Lake Western Trunk Sewer, Round Lake, IL
- Lakes Region Sanitary District Resident Engineer, Volo Commerce Center and Remington Pointe North Subdivision, Volo, IL
- Lakes Region Sanitary District Design and Resident Engineering, Wilson Road Sanitary Sewer Repairs, Ingleside, IL

**EXHIBIT B
MANPOWER & FEE ESTIMATE
CENTRAL AVENUE RECONSTRUCTION & DOWNTOWN STREETScape
OWNER'S REPRESENTATIVE ENGINEERING SERVICES
VILLAGE OF WILMETTE**

Task	Constr. Engineer
1. Pre-Construction	
1.1. Familiarity review of plans & specifications	24
1.2. Attend open house	12
2. Construction *	569
2.1. Meetings	
2.2. Requests for information (RFI's)	
2.3. Stakeholder coordination/communication	
Total Hours	605
Rate	\$148.00
Cost	\$89,540
TOTAL LABOR	\$89,540
DIRECT EXPENSES	\$3,466
TOTAL ESTIMATED LABOR PLUS EXPENSES	\$93,006

* Based on:

 August = 50% time = 80 hrs.

 Sept. = 67% time = 113 hrs.

 October = 100% time = 176 hrs

 November = 100% time = 160 hrs.

 December = 1 week = 40 hours