

COUNCIL WORKSHOP ITEM

ITEM:	ADDENDUM TO CM LAVOIE'S CONTRACT FOR PARKING DECK AND MAIN STREET PEDESTRIAN ACCESS PROJECTS		
DATE:	February 17, 2004		
PREPARED BY:	Dave Barber, P.E. - Director of Public Works Mike Millette, P.E. – Assistant Director of Public Works Brian Parks, Senior Staff Engineer - Public Works		
PURPOSE:	To approve Extra Work Authorizations for the Parking Deck Contract, Project #18-03; and the Main Street Pedestrian Access Contract, Project #17-03.		
PROPOSAL AMOUNT:	\$26,180.00	ACCOUNT:	107.541.0000.5805
BUDGET AMOUNT:	\$TIF FUNDS		

DISCUSSION: The CM Lavoie (CML) Company has provided consultant engineering services for the Village of Downers Grove for all the civil engineering task's related to the Parking Deck Facility. They have also provided engineering services for the design of the Main Street Pedestrian Access project that is currently out for bid. This being said, CML is requesting that an addendum for extra work for both of the mentioned projects be considered for approval.

The Village requested additional services of CML for the Parking Deck Facility that were not originally within the scope of work under the original contract dated July 17, 2001. These services include additional time for weekly construction progress meetings that went beyond the timeframe that was agreed to by both parties (see Task 1). An Electrical Site Plan design was also introduced into the Parking Deck project which involved the photometric study of the proposed lighting layout and all contract documents related to the installation of the site lighting (see Task 2). The total not-to-exceed cost of both of these tasks amounts to \$14,780.00.

Also, in addition to the original contract for the proposed Main Street Pedestrian Access project, CML provided the Village with an estimated timeframe for weekly construction progress meetings that will take place from approximately March 1, 2004 through June 1, 2004 (see Task 3). Work associated with this task involves the review and approval of submittals from the contractor for conformance with the plans and specifications. The total not-to-exceed cost for this task amounts to \$4,900.00.

Lastly, CML proposes to have their Project Manager attend weekly progress meetings during the finalization of the Parking Deck site work from approximately April 30, 2004 until the project completion (see Task 4). Work associated with this task involves the review and approval of submittals from the contractor for conformance with the plans and specifications in addition to performing a final walk-through and punch list items. The total not-to-exceed cost for this task amounts to \$6,500.00.

The Grand Total for all four (4) tasks combined is \$26,180.00.

ATTACHMENT:

Copy of Extra Work Authorization Agreement for Tasks 1 & 2

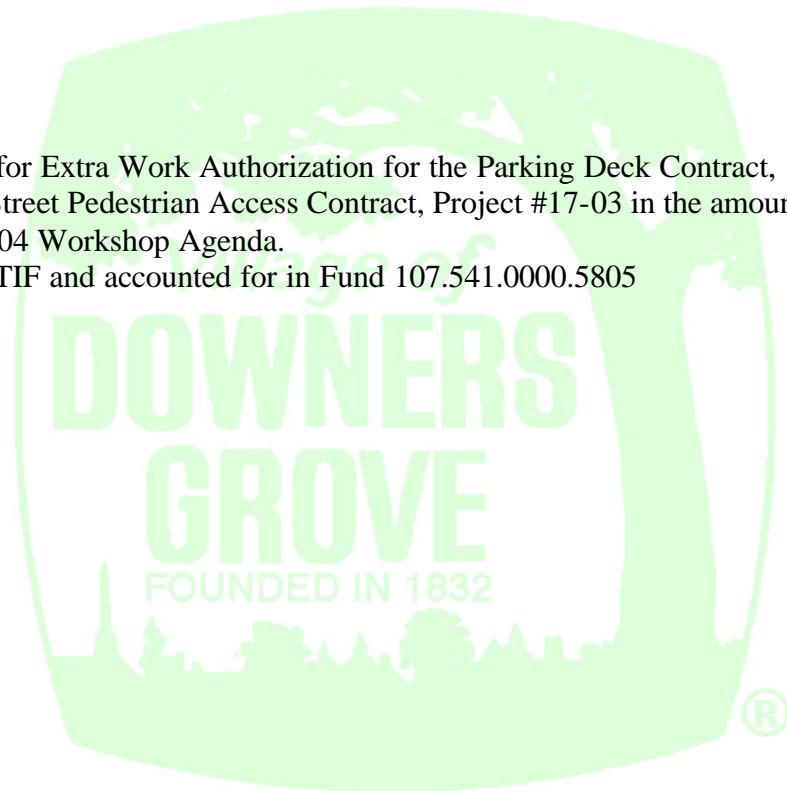
Copy of Extra Work Authorization Agreement for Task 3

Copy of Extra Work Authorization Agreement for Task 4

RECOMMENDATION:

Place approval for Addendum for Extra Work Authorization for the Parking Deck Contract, Project #18-03; and the Main Street Pedestrian Access Contract, Project #17-03 in the amount of \$26,180.00 on the March 9, 2004 Workshop Agenda.

Funding for this item is in the TIF and accounted for in Fund 107.541.0000.5805





C.M. Lavoie & Associates, Inc.
 Consulting Civil Engineering
 Land Planning & Surveying
 633 Rogers Street
 Downers Grove, Illinois 60515
 voice 630-434-2780
 fax 630-434-2781

01-180
 Task
 5.

July 18, 2003

Mr. Mike Millette
 Assistant Director of Public Works
 Village of Downers Grove
 Public Works Department
 5101 Walnut Avenue
 Downers Grove, IL 60515

RE: Professional Services
 Downers Grove Parking Facility

EXTRA WORK AUTHORIZATION

The following lists a description of several additional services outside of our original contract dated July 17, 2001 pursuant to revisions to the scope of work for the above mentioned project:

- Task 1- Weekly Construction Progress Meetings
 A Project Manager from CML will attend weekly progress meetings during the construction of the Parking Facility. It is estimated that the meetings will take place from May 1, 2003 until April 30, 2003, and will be 2 hours per meeting. This timeframe was used to determine the estimated fee associated with Task 1.
- Task 2 - Electrical Site Plan
 CML will provide contract documents required for the site lighting of the proposed parking facility. This will include a photometric study of the proposed lighting layout and all contract documents necessary for the installation of the site lighting.

ADDITIONAL FEE

• Task 1	\$ 9,880.00
• Task 2	\$ 4,900.00
Total=	\$ 14,780.00

This is a not to exceed fee. It is understood that any extra work, if necessary, must be authorized by the village before Lavoie will be allowed to proceed. The Village will comply with the Prompt Payment Act, 30 ILCS 540/32.

Payment for the above mentioned work shall be due upon receipt of an invoice. In the event that any invoice is not paid within thirty days, it shall commence bearing interest from the date of the invoice at the rate of 18% annually and CLIENT agrees to pay all interest together with the invoiced amount for services rendered. In addition to the hourly rates for professional services, expenses for any outside costs such as reproducible, prints, and delivery charges will be billed to you at cost plus a 15% handling fee.

The items listed above are either completed or underway. Please forward written authorization as soon as possible. If the above information is satisfactory to you, please sign and return one copy to me at your earliest convenience.

CLIENT AUTHORIZATION:

Signature: _____

Title _____

Date: _____

Sincerely,
 C. M. Lavoie and Associates, Inc.

Chris M. Lavoie

Christopher M. Lavoie, P.E.
 Principal

Chris



C.M. Lavoie & Associates, Inc.

Consulting Civil Engineering
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633 Rogers Street
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February 9, 2004

Mr. Michael Millette, P.E.
Assistant Director of Public Works-Engineering
Village of Downers Grove
Public Works Department
5101 Walnut Avenue
Downers Grove, IL 60515

RE: Professional Services
Main Street Pedestrian Access
Downers Grove, Illinois

EXTRA WORK AUTHORIZATION

The following lists a description of several additional services outside of our original contract dated January 24, 2003 pursuant to revisions requested by the Village of Downers Grove during the review process for the above mentioned project:

• **Task 3 Weekly construction Progress Meetings**

A Project Manager from CML will attend weekly progress meetings during the construction of the Main Street Pedestrian Access. It is estimated that the meetings will take place from approximately March 1, 2004 through June 1, 2004, including final walk-through and punch list items. Additional work associated with this task involves the review and approval of submittals from the contractor for conformance with the plans and specifications.

ADDITIONAL LUMP SUM FEE

• Task 3 \$ 4,900.00
Total= \$ 4,900.00

This is a not to exceed fee. It is understood that any extra work, if necessary, must be authorized by the Village before Lavoie will be allowed to proceed. The Village will comply with the Prompt Payment Act, 30 ILCS 540/3-2.
Payment for the above mentioned work shall be due upon receipt of an invoice. In the event that any invoice is not paid within thirty days, it shall commence bearing interest from the date of the invoice at the rate of 18% annually and CLIENT agrees to pay all interest together with the invoiced amount for services rendered. In addition to the hourly rates for professional services, expenses for any outside costs such as reproducibles, prints, and delivery charges will be billed to you at cost plus a 15% handling fee.

The items listed above are either completed or underway. Please forward written authorization as soon as possible. If the above information is satisfactory to you, please sign and return one copy to me at your earliest convenience.

CLIENT AUTHORIZATION:

Signature: _____

Title _____

Date: _____

Sincerely,
C. M. Lavoie and Associates, Inc.

Brad Hartjes, P.E.
Project Manager



C.M. Lavoie & Associates, Inc.
 Consulting Civil Engineering
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February 9, 2004

Mr. Mike Millette
 Assistant Director of Public Works-Engineering
 Village of Downers Grove
 Public Works Department
 5101 Walnut Avenue
 Downers Grove, IL 60515

RE: Professional Services
 Downers Grove Parking Facility

EXTRA WORK AUTHORIZATION

The following lists a description of several additional services outside of our original contract dated July 17, 2001 pursuant to revisions to the scope of work for the above mentioned project:

- Task 4- Additional Weekly Construction Progress Meetings
 A Project Manager from CML will attend weekly progress meetings during the construction of the Parking Facility. It is estimated that the meetings will take place during the finalization of the site work from approximately April 30, 2004 until the project completion, including final walk-through and punch list items. Additional work associated with this task involves the review and approval of submittals from the contractor for conformance with the plans and specifications.

ADDITIONAL LUMP SUM FEE

• Task 4 \$ 6,500.00
Total= \$ 6,500.00

This is a not to exceed fee. It is understood that any extra work, if necessary, must be authorized by the Village.
 Payment for the above mentioned work shall be due upon receipt of an invoice. In the event that any invoice is not paid within thirty days, it shall commence bearing interest from the date of the invoice at the rate of 18% annually and CLIENT agrees to pay all interest together with the invoiced amount for services rendered. In addition to the hourly rates for professional services, expenses for any outside costs such as reproducibles, prints, and delivery charges will be billed to you at cost plus a 15% handling fee. *will be allowed to proceed. The Village will comply with the prompt payment Act;*

The items listed above are either completed or underway. Please forward written authorization as soon as possible. If the above information is satisfactory to you, please sign and return one copy to me at your earliest convenience.

CLIENT AUTHORIZATION:

Signature: _____
 Title _____
 Date: _____

Sincerely,
 C. M. Lavoie and Associates, Inc.

[Handwritten Signature]
 Christopher M. Lavoie, P.E.
 Principal

30 JLCs 540/3-2
[Handwritten Signature]