

Village of  
**West Dundee**



TO: Village President and Board of Trustees

FROM: Eric Babcock, Director of Public Works



DATE: March 14, 2024

SUBJECT: Amendment 1 to the 2024 Street Improvements Professional Services Agreement with Baxter and Woodman

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**INTRODUCTION:**

At the Regular Village Board Meeting on December 4, 2023, the Board approved a Professional Services Agreement with Baxter & Woodman to design the 2024 Street Improvements Project. Amendment 1 proposes a significant expansion to the scope of the project and is presented to the Board for consideration.

**BACKGROUND:**

The initial 2024 Street Improvements Project area covered under the original agreement includes Pember Circle, Spaulding Avenue and Knowlton Drive at an approved design engineering cost of \$44,527.

The Fiscal Year 2024/25 Budget request includes a \$1,000,000 expansion of the 2024 project as a proposed use of Cares Act funds. The proposed expansion area includes Market Loop (*from Village Quarter Rd. to Willow Ln.*), Willow Ln. (*from Beacon St. to IL Route 31*) and Strom Dr. (*from IL Route 31 to Dunning Ave.*).

If the Board is in agreement with the 2024/25 Budget request to expand the scope of the project, it is necessary for Baxter & Woodman to begin their design work now to remain on schedule and avoid the cold weather problems experienced in the past. If the Board is not in agreement with the proposed expansion following the Budget presentation, design of the proposed expanded area will still be needed and useful for projects in the near future.

A copy of Amendment 1 to Baxter & Woodman's Professional Services Agreement is attached for your review and consideration.

**FISCAL IMPACT:**

Baxter & Woodman's fee to facilitate design engineering for the proposed project expansion is \$15,000. This will change the total design cost from \$44,527 to \$59,527, which is accounted for in the Fiscal Year 2024/25 Budget request.

**RECOMMENDATION:**

Therefore, it is respectfully requested and recommended that:

**MOTION:** Move to approve Amendment 1 to the 2024 Street Improvements Agreement with Baxter and Woodman representing an additional cost not to exceed \$15,000.

March 12, 2024

Mr. Eric Babcock  
Public Works Director  
Village of West Dundee  
900 Angle Tarn Road  
West Dundee, IL 60118

***Subject: Village of West Dundee – 2024 Street Improvements Design Engineering –  
Amendment 1***

Dear Mr. Babcock:

Baxter & Woodman, Inc. is pleased to submit Amendment 1 to our proposal dated December 5, 2023 to provide additional design Engineering Services to add streets to the Village's 2024 street improvements.

**PROJECT UNDERSTANDING:**

The streets to be added to the 2024 street improvements include the following:

<b>Street</b>	<b>From</b>	<b>To</b>
Market Loop Road	Village Quarter Road	Willow Lane
Market Loop Circle	Market Loop Road	Market Loop Road
Willow Lane	Beacon Street	IL Route 31
Strom Drive	IL Route 31	Dunning Avenue

The work on the above streets includes curb and sidewalk repairs, partial or full depth HMA pavement removal, base repairs, and HMA binder and surface replacement.

**SCOPE OF SERVICES:**

1. EARLY COORDINATION AND DATA COLLECTION

- A. *Data Collection:* Obtain, review, and evaluate the following information provided by the Village for use in design:
- 1) Utility Atlases
  - 2) Existing Roadway Plans
  - 3) Aerial Photography
  - 4) Maintenance and Flooding Records
  - 5) ROW, GIS, and Property Data

- B. *Field Evaluation*: Perform a field evaluation to determine the condition of existing pavements, curb and gutters, drainage structures, and sidewalk ramps. Estimate quantities of pavement repair.

## 2. GEOTECHNICAL REPORT

- A. *Pavement Cores*: Hire a geotechnical sub-consultant to take up to 14 pavement cores of the surface and base material on the streets to be resurfaced to determine the composition of the existing pavement material. Test pH levels of the subgrade material and include results in IEPA form LPC-662 to assist with CCDD soils disposal.
- B. *Clean Construction or Demolition Debris (CCDD)*: CCDD testing and completion of a Preliminary Site Investigation (PSI) or IEPA Form LPC-663 is not included in this scope because it is anticipated that the work will generate small amounts of excavation in a residential area.

## 3. PLAN PREPARATION

- A. *Estimate of Cost and Time*: Prepare summary of quantities, estimate of time, schedules of materials, and an engineer's estimate of cost.
  - B. *Specifications*: Prepare special provisions in accordance with Village guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction.
  - C. *Final Contract Proposal*: Prepare bidding documents consisting of Location Map, Typical Sections, Details, Special Provisions, Contract Proposal, Schedule of Prices, and Engineer's Estimate of Cost for the Village to receive bids. Separate plan sheets will not be prepared.
4. QC/QA – Perform an in-house peer and constructability review by senior staff of the pre-final proposal documents.

## **PROJECT SCHEDULE**

The project schedule will follow the schedule indicated on the 2024 Street Improvements proposal.

**PROJECT FEE**


Our engineering fee for the additional above stated scope of services is based on our standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel and pavement cores, which in total will not exceed \$15,000, for an amended not to exceed total of \$59,527.00.

All terms and conditions of the original proposal shall apply to this proposal. If you find this proposal acceptable, **please sign and return one copy for our files.**

We appreciate this opportunity to assist the Village with its street improvement program, and we look forward to working with you on this Project. Please feel free to call me if you have any questions.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Jason J. Fluhr, PE  
Vice President

**VILLAGE OF WEST DUNDEE, IL**

AUTHORIZED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_