

CITY OF BATAVIA

DATE: April 11, 2013
TO: Public Utilities Committee
FROM: Steven Allen, Senior Project Engineer
SUBJECT: Resolution 13-59-R Authorizing Execution of Task Order #5 with HBK Engineering for American Can Substation Demolition and Restoration Engineering Services

Summary: The City of Batavia Electric Utility has retired the American Can substation located on the property of the current Amcor Corporation at 1300 South River St. All electrical apparatus has been removed and the remaining work is to remove the existing concrete foundation structures and fencing. The ground is to be restored to its original grade with topsoil and a seeding mix.

Background: The Electric Utility enlisted the engineering services of HBK Engineering to perform the Civil Engineering for the former Mill Creek substation last year and they did an exemplary job. Staff has elected to use HBK again for the engineering to restore the former American Can Substation. They will provide the necessary drawings for the removal of the concrete foundations, conduits, and ground grid, as well as coordinate any permits necessary from both Kane County and the City as this property lies within city limits. They will also assist with contract preparation, plan holder lists, bid evaluation, and provide oversight when demolition and restoration is to commence. Work to be completed on site is to remove existing foundations, cyclone fencing and ground grid. The existing site material will be used to fill any voids created by the removal of the foundations. The actual demolition and construction work will be bid separately.

This restoration project is a part of the 2013 approved budget for the rebuilding of the electric service at 1300 South River.

Staff recommendations:

- Recommend Public Utilities Committee and City Council approve Resolution 13-59-R Authorizing Execution of Task Order #5 with HBK Engineering for American Can Substation Demolition and Restoration Engineering Services

**CITY OF BATAVIA, ILLINOIS
RESOLUTION 13-59-R**

**AUTHORIZING EXECUTION OF TASK ORDER #5 WITH HBK ENGINEERING
FOR AMERICAN CAN SUBSTATION DEMOLITION AND RESTORATION
ENGINEERING SERVICES**

WHEREAS, the City of Batavia owns and operates an electric utility whereby it purchases wholesale power and resells same to its citizens; and

WHEREAS, the City of Batavia has retired the American Can Substation and is seeking engineering services to have the site demolished and restored to its natural state; and

WHEREAS, the City of Batavia has an executed Master Services Agreement with HBK Engineering for Professional Engineering Services under Resolution 12-71-R; and

WHEREAS, Task Order #5 of the Master Services Agreement shall be for the professional engineering services for the American Can Substation Demolition and Restoration; and

WHEREAS, HBK Engineering has the appropriate expertise and experience necessary to provide the professional engineering services for the American Can Substation Demolition and Restoration and has submitted a proposal for said services which is fair and reasonable; and

WHEREAS, the estimated total cost of said engineering services is \$27,320.00; and

WHEREAS, funding for said professional engineering services is available in the 2013 City of Batavia Electric Utility budget.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Batavia, Kane and DuPage Counties, Illinois, as follows:

SECTION 1: That the Mayor and City Clerk are hereby authorized to execute the proposal from HBK Engineering as Task Order #5 in conjunction with the terms of the existing Master Services Agreement between HBK Engineering and the City of Batavia for professional engineering services related to the American Can Substation in the amount of \$27,320.00. The proposal is attached hereto as Attachment "1" and Task Order #5 is attached hereto as Attachment "2".

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 6th day of May, 2013.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 6th day of May, 2013.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Sparks				
2	Dietz					Wolff				
3	Jungles					Chanzit				
4	Volk					Schmitz				
5	Frydendall					Theelin Atac				
6	Liva					Clark				
7	Tenuta					Brown				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Heidi Wetzel, City Clerk

ATTACHMENT #1



City of Batavia
April 5, 2013

Professional Services Agreement
HBK Project File 13-351

Part I: Scope of Services

1. MEETINGS/COORDINATION

Consultant shall, as required, provide support to, and attend meetings with: the Client; Owner; Owner's consultants; Owner's contractors to discuss specific requirements of the Owner, the Client, and various public and private agencies. Consultant shall provide assistance to Client and Owner for the coordination with various public and private agencies for installation of proposed infrastructure. Meeting time provided in this proposal is an estimate that can and may be exceeded due to meeting requirements of Client, Owner and governing agencies.

2. ORDINANCE REVIEW

Consultant shall perform review of municipal, state and federal design standards, manuals, codes, and ordinances applicable to this project, specifically civil engineering design, storm water management, and erosion and sediment control. Initiate contact with the relevant regulatory agencies to discuss how the various codes and ordinances apply to the Project, and attend preliminary meetings with the various regulatory agencies as appropriate. Consultant shall obtain information with regard to the necessary supporting documentation for the required permit submittals and determine the permits that need to be submitted for the proposed project.

3. SITE ASSESSMENT & WALKDOWN

Consultant shall perform site visits to project area including the adjacent Public ROW, and adjacent private property (to the extent possible). Site visits could be performed to: collect preliminary information; assess feasibility of survey & design plan implementation; determine the points of service; determine the service entrance locations for Client / Owner facilities; attend meetings with team; work with site representatives to determine locations and routing solutions; or other activities deemed necessary by the Consultant. Consultant may take photos and may make sketches of existing conditions for use in the compilation of updated base map as deemed necessary by consultant.

4. TOPOGRAPHIC SURVEY

Consultant shall utilize conventional surveying data collection methods and a two person survey crew to survey, confirm and locate the existing topography, surface appurtenances of existing subsurface and surface improvements, and infrastructure elevations for the areas within the Project Limits.

Throughout field activities, Consultant's crews shall attempt to open accessible utility structures to collect additional information. Data collected might include invert and/or top of pipe elevations, internal dimensions of structure, digital photography, etc.

The survey performed under this scope item will be a topographic survey to the extent necessary to perform a civil design for the proposed facility installation. Topographic survey will be provided for the Mill Creek substation yard, gate, abandoned infrastructure locations and any land adjacent to said locations as necessary to facilitate design of planned improvements within the project limits.

Note: The provision of an ALTA Survey is outside of the scope of this proposal and will be priced separately, if requested by Owner and Client.



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5. ENVIRONMENTAL SITE ASSESSMENT

The provision of an environmental site assessment is outside of the scope of this proposal and will be priced separately, if requested by Owner and Client. Currently the Consultant assumes that this will not be required.

6. WETLAND DELINEATION

The provision of wetland delineation is outside of the scope of this proposal and will be priced separately, if requested by Owner and Client. Currently the Consultant assumes that this will not be required.

7. WETLAND REPORT

The provision of wetland report is outside of the scope of this proposal and will be priced separately, if requested by Owner and Client. Currently the Consultant assumes that this will not be required.

8. SITE TOPOGRAPHIC MODEL

Consultant shall create a drawing of the site's existing conditions using the information obtained from the topographic survey, the Client, the Owner and from Consultant's research and create a model of the site topography to sufficient detail to complete the Civil Restoration Design.

9. SITE FLOOD STUDY

The provision of a site flood study is outside of the scope of this proposal and will be priced separately, if requested by Owner and Client. Currently the Consultant assumes that this will not be required.

10. CIVIL SITE DEMOLITION PACKAGE

Consultant will furnish demolition plans, specifications and other documents necessary for the demolition of the existing infrastructure provided in this proposal. Unless specifically requested by the Client, the Construction Documents will be issued *after* all necessary permitting is complete, so that all changes, modifications, and revisions can be reflected in the construction documents. The demolition drawings will be signed and sealed by an Illinois-Licensed Professional Engineer.

11. GRADING & DRAINAGE PLAN

Consultant shall utilize the topographic survey provided for civil site design to create a grading & drainage plan design that will convey storm water runoff to the drainage system. A grading and drainage plan will be provided for the area of planned improvements as deemed necessary by Consultant and by design within the project limits.

12. SITE EARTHWORKS CALCULATIONS

Consultant shall utilize the Grading and Drainage plan to perform calculations of the estimated quantities of material to be moved to develop the proposed site. Calculations shall include a detailed cut/fill analysis of the proposed site. Calculations will be based on the parameters provided in the Geotechnical Consultants Report provided for the site. Consultant will endeavor to "balance" the earthworks to the greatest extent practical, given the specific circumstances of the project site. However, it may be necessary to create a design which requires the import or export of material to meet the design grades dictated by the surrounding topography.



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13. STORM WATER MANAGEMENT CALCULATIONS

Consultant shall prepare the calculations for the design and permitting of: expected storm water run-off from the site per the reviewing agency's required storm event; appropriate methods of storm water management; onsite stormwater Best Management Practices (if necessary); release location and rate if necessary; safeguards to ensure that possible contaminant release is minimized. The designs provided shall be for the construction phase and the final installation.

14. STORM WATER MANAGEMENT REPORT

Consultant shall prepare and provide a storm water management report for the proposed installation. The report could include calculations, methodology, summary of existing reports studied, proposed drainage plan as well as any necessary figures, graphs or tables.

15. STORM WATER POLLUTION PREVENTION PLAN (SWPP)

The provision of a SWPP plan is outside of the scope of this proposal and will be priced separately, if requested by Owner and Client. Currently the Consultant assumes that this will not be required.

16. EROSION PREVENTION & SEDIMENT POLLUTION CONTROL PLAN DRAWING

Consultant shall develop a site specific Erosion Prevention and Sediment Pollution Control Plan drawing utilizing the proposed site design and grading plan as a base document. This plan shall depict the: proposed locations of all erosion and sediment control measures; if required, a chart or notation for the sequencing of the installation of these measures; chart or notation of inspection and maintenance schedule for all control measures; if required, phased construction conditions. Note: the Erosion and Sediment Control Plan is intended to guide the Owner and the Owner's contractor during the construction phase of the project, and will contain a suggested arrangement and sequence of construction-phase stormwater BMP's. It is the express responsibility of the Owner and/or Owner's contractor to implement the Erosion and Sediment control plan effectively for a given phase of construction. If such effective implementation cannot be achieved, the Client or Owner shall engage Consultant for assistance.

17. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT SUPPORT

The provision of a NPDES permit is outside of the scope of this proposal and will be priced separately, if requested by Owner and Client. Currently the Consultant assumes that this will not be required.

18. PERMITTING SUPPORT

Consultant shall outline with Client and Owner the permitting efforts required for the proposed installation. Based on the requirements determined by the Client, Owner and Consultant, the Consultant shall then provide drawings and support for necessary permits with all required regulatory agencies. Consultant shall attend required meetings and/or perform correspondence with governing agencies to obtain permits after submittal of design documents. Perform revisions to Civil Restoration and Demolition Drawings as required. The Consultant assumes on average that two (2) iterations of revisions will be required during permit review process for each applicable regulatory agency.

This scope item does not include any permitting fees; all permitting fees incurred by Consultant will



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be billed as a pass through cost to Client.

19. CONSTRUCTION BID SCOPE DOCUMENT CREATION

Consultant shall work with the Owner's management and engineers to create a project specific scope document based on the typical format provided by the Owner. The purpose of this document will be to set the bidding items and desired contractor's work product baseline for the procurement process for the proposed installation. This document could cover required permits and documentation that will be supplied by the Owner and those that would be provided by the Contractor.

20. BID PACKAGE PREPARATION

Consultant shall assemble documents comprising the Bid Package for issuance to potential construction contractors will be prepared and issued in conjunction with information supplied by Client / Owner. Pre-qualified construction contractors solicited for Bids to be selected by Client / Owner. Package could consist of: installation design drawings; installation specifications; material specifications; construction scope documents; geotechnical reports; environmental reports.

21. BID PROCESS AND BID REVIEW SUPPORT

Consultant shall assist the Client / Owner with responses to questions during the bid process, bid evaluation provided from outside contractors, provide documentation and support to Client / Owner as requested throughout the construction bid process.

22. CONTRACT DOCUMENT PACKAGE ASSEMBLY

Consultant shall prepare, assemble and coordinate appropriate contract documents supplied by the Owner as they relate to the project work to be performed under the contract for the proposed installation. Consultant will work with Owner to determine the list of documents that will be required as part of the contract documents for the proposed installation.

23. CONSTRUCTION SUPPORT OFFICE STAFF

Consultant shall provide construction support services during the proposed installation. Construction support may include: consultation; responding to requests for information (RFI); responses to field change requests (FCR); development of sketches; update of construction drawings; additional permitting support for field design changes; contractor material submittal reviews; meeting attendance. This scope item does not include on-site construction support.

24. CONSTRUCTION SITE VISITS

Consultant shall provide project site visits during the course of construction activities as requested by the Owner, this could be for on-site meeting attendance, RFI and FCR clarifications and investigations and for other requirements as posed by the Owner. Visit time provided in this proposal is an estimate that can and may be exceeded due to meeting requirements of Owner and governing agencies.

25. RECORD DATA ACQUISITION

Consultant shall utilize conventional surveying data collection methods, red line drawings supplied by the Client and/or contractor and a two-person field crew to perform a survey of the completed installation to the extent necessary to develop final record drawings of the design work completed under this contract.



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26. CIVIL RECORD DRAWINGS

Following the conclusion of construction of the proposed installation using the record data provided by the Consultant, Client, Owner and/or installation contractor, Consultant shall develop final AutoCAD record drawings of the completed installation of the design work performed under this contract. Consultant assumes that the record information provided is in sufficient detail to create the Record Drawing set. This scope item does not include record drawing data acquisition.

27. DELIVERABLES

Supply one (1) hard, DWF and PDF copy of the design package for: Comment; Permitting; Bid; Construction. Supply one (1) hard, DWF and PDF copy as well as the AutoCAD file of the design package for Record.

End Part I



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Part II: Project Description/Project Limits/Payment for Services Project

Description

Engineering consulting services in connection with the American Can Substation Retirement Site Restoration in Batavia, Illinois for City of Batavia.

Project Limits

Private property of the City of Batavia American Can Substation in Batavia, Illinois.

Payment for Services

The Engineer will perform the services, enumerated in Part 1 – Scope of Services, at Standard Hourly Rates (listed below). Estimated Project costs, including itemized hourly estimates, are attached as Exhibit A.

Progress billings will be made monthly. Client agrees to pay each billing within 30 days of receipt. If Engineer does not receive any payment within 30 days of the invoice date, Engineer may, at Engineer’s sole option, cease all Project Work until Engineer receives payment in full for all unpaid balances due.

In the event Client requests Engineer perform additional services not included in the Scope of Services and/or the itemized estimates contained in Exhibit A, unless otherwise agreed in writing, by and between Engineer and Client, such services shall be performed at the Standard Hourly Rates with authorization limits to be set at the time such services are requested.

Standard Hourly Rates -- Effective January 1, 2011

- Principal – \$160.00 Engineering
- Director - \$140.00
- Senior Licensed Professional Engineer, P.E. – \$125.00
- Senior Project Manager – \$125.00
- Licensed Professional Engineer, P.E. – \$110.00 Project Manager – \$110.00
- Project Coordinator - \$95.00
- Licensed Engineer Intern, E.I. – \$105.00
- Senior Project Designer – \$105.00 Project Designer - \$95.00
- Designer - \$80.00 Instrument Person – \$100.00 Rod Person – \$70.00
- One-person Field Crew w/ GPS RTK Unit – \$170.00
- Two-person Field Crew – \$170.00
- Three-person Field Crew – \$240.00
- One-person Tunnel Crew w/ required safety equipment/training \$100.00
- Two-person Tunnel Crew w/ required safety equipment/training – \$200.00
- Three-person Tunnel Crew w/ required safety equipment/training – \$270.00
- Administrative - \$60.00

End Part II

Scope Item	Description	Personnel	Estimated Hours	Standard Hourly Rates	Estimated Fee
1	MEETINGS & COORDINATION	DIR	4	140	560
		PE	4	110	440
2	ORDINANCE REVIEW	DIR	2	140	280
		PE	4	110	440
3	SITE ASSESSMENT & WALKDOWN	DIR	8	140	1120
		PE	8	110	880
4	TOPOGRAPHIC SURVEY (ASCE LEVEL C)	2FC	8	170	1360
		PLS	4	125	500
		PE	4	110	440
5	ENVIRONMENTAL SITE ASSESSMENT	DIR	0	140	0
		<i>Not required at this time.</i> PE	0	110	0
6	WETLAND DELINEATION	DIR	0	140	0
		<i>Not required at this time.</i> PE	0	110	0
7	WETLAND REPORT	DIR	0	140	0
		<i>Not required at this time.</i> PE	0	110	0
8	SITE TOPOGRAPHIC MODEL	DIR	1	140	140
		PE	4	110	440
9	SITE FLOOD STUDY	DIR	0	140	0
		<i>Not required at this time.</i> PE	0	110	0
10	CIVIL DEMOLITION PACKAGE	DIR	2	140	280
		PE	8	110	880
11	GRADING & DRAINAGE PLAN	DIR	2	140	280
		PE	8	110	880
12	SITE EARTHWORKS CALCULATIONS	DIR	1	140	140
		PE	4	110	440
13	STORM WATER MANAGEMENT CALCULATIONS	DIR	1	140	140
		PE	8	110	880
14	STORM WATER MANAGEMENT REPORT	DIR	1	140	140
		PE	8	110	880
15	STORM WATER POLLUTION PREVENTION PLAN (SWPP)	DIR	0	125	0
		<i>Not required at this time.</i> PE	0	110	0
16	EROSION PREVENTION & SEDIMENT POLLUTION CONTROL PLAN	DIR	2	140	280
		PE	8	110	880
17	NPDES PERMIT SUPPORT	DIR	0	125	0
		<i>Not required at this time.</i> PE	0	110	0
18	PERMITTING SUPPORT	DIR	2	140	280
		PE	8	110	880
19	CONSTRUCTION BID SCOPE DOCUMENT CREATION	DIR	4	140	560
		PE	4	110	440
20	BID PACKAGE PREPARATION	DIR	4	140	560
		PE	4	110	440
21	BID PROCESS AND BID REVIEW SUPPORT	DIR	8	140	1120
		PE	8	110	880
22	CONTRACT DOCUMENT PACKAGE ASSEMBLY	DIR	8	140	1120
		PE	8	110	880

Scope Item	Description	Personnel	Estimated Hours	Standard Hourly Rates	Estimated Fee
23	CONSTRUCTION SUPPORT OFFICE STAFF	DIR	8	140	1120
		PE	8	110	880
24	CONSTRUCTION SITE VISITS	DIR	8	140	1120
		PE	8	110	880
25	RECORD DATA ACQUISITION	2FC	8	170	1360
		PE	2	110	220
26	CIVIL RECORD DRAWINGS	DIR	2	140	280
		PE	8	110	880
27	DELIVERABLES	DIR	2	140	280
		PE	4	110	440
Total Estimated Fee					\$27,320
Notes/Comments:					
1	All design drawings / documentation to be signed and sealed by a Professional Engineer registered in the State of Illinois				
2	HBK Personnel Initials				
	PEP: Principal, Professional Engineer				
	DIR: Engineering Director				
	SPE: Senior Professional Engineer				
	SPM: Senior Project Manager				
	SEA: Senior Electrical Associate				
	PE: Professional Engineer				
	PM: Project Manager				
	PC: Project Coordinator				
	EA: Electrical Associate				
	PLS Professional Land Surveyor				
	EI: Licensed Engineer Intern				
	SPD: Senior Project Designer				
	PD: Project Designer				
	D: Designer				
	2FC: Two-Person Field Survey Crew				
	3TC: Three-Person Tunnel Survey Crew				
	ADMIN: Administrative				
Project Limits:					
Part I: The Private Property of the City of Batavia's American Can Substation, Batavia, IL.					

ATTACHMENT #2

TASK ORDER NO. 5

**REGARDING MASTER SERVICES AGREEMENT BETWEEN THE CITY OF
BATAVIA**

AND

HBK ENGINEERING, LLC

Project Description: Provide engineering services related to the demolition and restoration of the former American Can Substation, contract preparation, bidding assistance, and oversight of field work.

Scope of Services: Found in HBK proposal 13-351

Time of Performance: To be agreed upon between the City and HBK

Estimated Fee for Services: \$27,320.00

Proposed by: _____

Date: _____

Approved by: _____

Date: _____

Attest: _____

Date: _____