



### AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Consider Resolution Accepting Supplemental Agreement from Stanley Consultants for Design Services for the Southeast Development Project.		
Presenter & Title:	Aaron Holton – Superintendent of Electric Services		
Date:	October 3, 2022		
<b><i>Please Check Appropriate Box:</i></b>			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: EMS II			
Estimated Cost: \$ 621,532		Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If "Other Funding," please explain how the item will be funded:</i>			
<b>Executive Summary:</b>			
<p>The City originally entered into a Professional Service Agreement with Stanley Consultants in 2014 and amended the agreement in July of 2018, for design services for the Southeast Development Project. Due to the long development period of the Project, the costs associated with design services will exceed the original amount in the Professional Services Agreement from 2018.</p> <p>Stanley Consultants has performed these services for the City in the past and their work has been acceptable, on time and on budget. Staff has evaluated the Work Breakdown Structure as provided by Stanley and found the total hours are the same. The cost increase are the result of the increase of hourly charges for the job classifications and the need to rebid the substation transformer. The respective Work Breakdown Structure and Hourly Rates exhibits are attached.</p>			
<b>Attachments:</b> <i>(please list)</i>			
<ul style="list-style-type: none"> <li>• Memo from Superintendent Holton</li> <li>• Resolution</li> <li>• Supplemental agreement from Stanley Consultants with Work Breakdown Structure and Hourly Rates</li> </ul>			
<b>Voting Requirements:</b>			
<p><i>This motion requires a simple majority of votes for passage.</i></p> <p><i>The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i></p>			
<b>Recommendation / Suggested Action:</b> <i>(how the item should be listed on agenda)</i>			
<p>Recommendation Resolution accepting supplemental agreement from Stanley Consultants, in an amount of \$39,122, to the Professional Services Agreement for design services for the Southeast Development Project in a new total amount not to exceed \$621,532.</p>			



## **PUBLIC WORKS DEPARTMENT MEMORANDUM**

September 19, 2022

**Memo To:** Mayor Burns and Committee of the Whole

**From:** Aaron Holton, Superintendent of Electrical Services

**Re:** Recommendation for Accepting Supplemental Agreement from Stanley Consultants for Design Services for the Southeast Development Project.

The City originally entered into a Professional Services Agreement (PSA) with Stanley Consultant for design services to engineer the substation and infrastructure for the Southeast Master Plan area in 2013. Stanley was selected after an RFQ process. Subsequent to the 2014 PSA, the design of the substation and infrastructure changed significantly and the PSA was amended in 2018 in consideration of these changes.

Work on the design has continued as plans for the development have changed. The City has incurred these expenses against the total not-to-exceed price of the 2018 amended contract. Due to the lead times for many crucial items it is the decision of Electric Division staff to begin moving forward with the final design and construction of the substation and feeders for the area. This decision was also undertaken with consideration to the \$1.2 Million Rebuild Illinois Grant the City received for construction of the substation. This grant has a 24 month timeframe in which to use the funds. It is anticipated that the developer will move forward with annexation, zoning and approvals concurrent to the work on the electric infrastructure.

To date the city has expended approximately \$170,000 of the original contract amount of \$582,140. The supplemental agreement being presented represents the changes in prices over the intervening years, rebidding items for the substation and additional hours needed to completed the project.

**Staff Recommendations:**

It is the staff's recommendation approve the amended agreement with Stanley Consultants in an amount of \$39,122 for a new, total not-to-exceed amount of \$621,532.

Cc: Stephanie Dawkins, City Administrator  
Rich Babica, Director of Public Works  
Jose Ruiz, Manager of Electrical Operations  
Jennifer Hilkemann, Manager of Distribution Construction & Maintenance  
Kirk Landberg, Purchasing & Inventory Coordinator

**RESOLUTION NO. 2022-88**

**RESOLUTION ACCEPTING SUPPLEMENTAL AGREEMENT FROM STANLEY CONSULTANTS, IN AN AMOUNT OF \$39,122, TO THE PROFESSIONAL SERVICES AGREEMENT FOR DESIGN SERVICES FOR THE SOUTHEAST DEVELOPMENT PROJECT IN A NEW TOTAL AMOUNT NOT TO EXCEED \$621,532.**

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**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:**

**SECTION 1:** That the City Administrator is hereby authorized, on behalf of the City of Geneva, to accept supplemental agreement from Stanley Consultants to the Professional Services Agreement for design services for the Southeast Development Project, in the form attached hereto.

**SECTION 2:** This Resolution shall become effective from and after its passage as in accordance with law.

**PASSED** by the City Council of the City of Geneva, Kane County, Illinois, this 3<sup>rd</sup> day of October, 2022

**AYES: \_\_ NAYS: \_\_ ABSENT: \_\_ ABSTAINING: \_\_ HOLDING OFFICE: \_\_**

Approved by me this 3<sup>rd</sup> day of October, 2022.

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Mayor

ATTEST:

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City Clerk



**SUPPLEMENTAL AGREEMENT NO. 22-01**

This Supplemental Agreement, made and entered into by and between STANLEY CONSULTANTS, INC. (Consultant) and CITY OF GENEVA, ILLINOIS (Client) amends their agreement of August 6, 2018, for Consultant to provide services to the Client for the Southeast Development Substation and Distribution Feeders Project, as follows:

Scope of Services

The original Kautz Road distribution and substation design that was started in 2018 was put on hold and restarted in 2022. The transformer had been bid but not awarded, and preliminary drawings of the distribution and substation had been created. This change order is to provide additional fee to cover reinitiating the project, rebidding of the transformer and to update the remainder of the hours that will be required to new personnel and from 2018 to 2022 rates.

Fees and Payments

The total not-to-exceed fee will be increased by Thirty-Nine Thousand One Hundred Twenty-Two Dollars (\$39,122). Payment terms and conditions will follow the original agreement.

Except as specifically amended by this Supplemental Agreement, all the terms and conditions of the original Agreement dated August 6, 2018 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Supplemental Agreement to be executed on the date below indicated.

**STANLEY CONSULTANTS, INC.**

**CITY OF GENEVA, ILLINOIS**

By:   
Eric Kamm, Business Development  
Manager

By: \_\_\_\_\_

Date: September 13, 2022

Date: \_\_\_\_\_

Attest:

Attest:

By:   
Phillip Schulz, Project Manager

By: \_\_\_\_\_

# Hourly Rates

Compensation for office-based personnel in the U.S. for time in the performance of the work, including travel time, shall be in accordance with the following Hourly Rates.

<b>Client</b>	<b>City of Geneva</b>
<b>Description</b>	<b>Fiscall Year 2022-2023 Hourly Fees</b>
<b>Location</b>	<b>Geneva, IL</b>

Hourly Rates subject to revision on or after ..... **2 Apr 2023**

<b>Billing Category*</b>	<b>Hourly Rate</b>
BC-03	\$82.00
BC-04	\$94.50
BC-05	\$107.00
BC-06	\$120.00
BC-07	\$133.00
BC-08	\$145.00
BC-09	\$157.50
BC-10	\$170.00
BC-11	\$182.50
BC-12	\$196.00
BC-13	\$208.00
BC-14	\$220.50
BC-15	\$233.00
BC-16	\$245.50
BC-17	\$258.50
BC-18	\$271.00
BC-19	\$283.50
BC-20	\$296.00
BC-21	\$308.50

*\* Representative Labor Classifications for each BC can be provided upon request*

**City of Geneva - EXISTING  
SE Development Substation  
and Distributon**  
Engineering Services Estimate

**Stanley Consultants Inc.**

Prepared: 09/12/22

Activity - Task Description	B Schoer/J Sovers	Steve Smith	Philip Schulz	Grant Askren	Philip Schulz	Eric Cole/Tyler	Tyler/Brian	Jasone Varone	Barb Veal	Cathy Weikel	John Kremer	Bill Robb	Ben Goodnight	Mandy Hoag	Darla	TOTAL HRS	LOADED LABOR	TASK EXPENSES
	\$256	\$243	\$180	\$158	\$180	\$130	\$158	\$180	\$158	\$158	\$217	\$158	\$120	\$101	\$70			
<b>Phase 1.0 PreDesing Activities</b>																		
Task 1.1- General and Administration																0		\$0.00
Task 1.1.1- Scheduling			16													16		\$2,878.72
Task 1.1.2 - Status Reporting			16													16		\$2,878.72
Task 1.1.3 - Review Meetings			9	9		9	9									36		\$5,634.72
Task 1.1.4 - Internal Meetings			30	20		20	20	20	20			20	20			170		\$26,634.40
Task 1.3.1 - Survey Scope			8			10	5							4		27		\$3,933.28
Task 1.3.2- Geotech Scope		2	8	4	1	4	1	6						4		30		\$4,899.44
Phase 1 Subtotal	0	2	87	33	1	43	35	26	20	0	0	20	20	8	0	295	\$46,859.28	\$750.00
<b>Phase 2.0 Transformer Specification/Procurement</b>																		
Task 2.1 - Procurement Specification	2		2	20	2									8		34		\$5,200.00
Task 2.2 - Bidding Services			2	10										8	2	22		\$2,887.04
Task 2.3 - Shop Drawing Review			2	16											2	20		\$3,028.48
Task 2.4 - Factory Witness Testing			40													40		\$7,196.80
Phase 2 Subtotal	2	0	46	46	2	0	0	0	0	0	0	0	0	16	4	116	\$18,312.32	\$5,198.20
<b>Phase 3.0 Control Building Specification/Procurement</b>																		
Task 3.1 - Procurement Specification	4	4	10	60	20			8						12		158		\$24,313.12
Task 3.2 - Bidding Services			4	10									40	8	2	24		\$3,246.88
Task 3.3 - Shop Drawing Review			4	60				2							6	72		\$10,982.40
Phase 3 Subtotal	4	4	18	130	20	0	0	10	0	0	0	0	40	20	8	254	\$38,542.40	\$50.00
<b>Phase 4.0 Substation Package Spec/Procurement</b>																		
Task 4.1 - Procurement Specification	4	8	10	60	16			16				60	60	8		242		\$37,479.52
Task 4.2 - Bidding Services			4	10											2	16		\$2,439.84
Task 4.3 - Shop Drawing Review			4	30				16							6	56		\$8,758.88
Phase 4 Subtotal	4	8	18	100	16	0	0	32	0	0	0	60	60	8	8	314	\$48,678.24	\$50.00
<b>Phase 5.0 Sub/T-line Design/Construction Package</b>																		
Task 5.1 - Design Drawings and Specification	8	12	10	76	20			40	120	25			100	8		419		\$65,264.16
Task 5.2 - Bidding Services			16	20				4							2	42		\$6,899.36
Task 5.3 - Shop Drawing Review	2			50	16										8	76		\$11,851.84
Task 5.4 - Relay Settings				160	30											190		\$30,690.40
Task 5.5 - SWPPP									40	10						50		\$7,904.00
Phase 5 Subtotal	10	12	26	306	66	0	0	44	160	35	0	0	100	8	10	777	\$122,609.76	\$477.00
<b>Phase 6.0 Distribution Design/Spec/Const. Package</b>																		
Task 6.1 - Design Drawings and Specification	8	8				796	194	30						16		1801		\$234,733.20
Task 6.2 - Bidding Services			16			20	4						749		2	42		\$6,250.40
Task 6.3 - Shop Drawing Review	2					20	4								4	30		\$4,022.72
Task 6.4 - SWPPP									40	10						50		\$7,904.00
Phase 6 Subtotal	10	8	16	0	0	836	202	30	40	10	0	0	749	16	6	1923	\$252,910.32	\$627.00
<b>Phase 7.0 Construction Site Visits</b>																		
Task 7.1 - Construction Kickoff Meeting			10	10		10										30		\$4,680.00
Task 7.2 - Monthly Inspections			50	50		50										150		\$23,400.00
Task 7.3 - Final Walkthrough Inspection			10	10		10										30		\$4,680.00
Phase 7 Subtotal	0	0	70	70	0	70	0	0	0	0	0	0	0	0	0	210	\$32,760.00	\$2,149.00
<b>Phase 8.0 Installation Record Drawings</b>																		
Task 8.1 - Record Drawings				40		1										81		\$11,237.20
Phase 8 Subtotal	0	0	0	40	0	1	0	0	0	0	0	0	40	0	0	81	\$11,237.20	\$1,200.00
	\$0.00	\$0.00	\$0.00	\$6,323.20	\$0.00	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,784.00	\$0.00	\$0.00	81	\$11,237.20	\$1,200.00
<b>Total Hours</b>	<b>30</b>	<b>34</b>	<b>281</b>	<b>725</b>	<b>105</b>	<b>950</b>	<b>237</b>	<b>142</b>	<b>220</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>1009</b>	<b>76</b>	<b>3,970</b>	<b>\$571,909.52</b>	<b>\$10,501.20</b>

Rates shown are average rates for the project duration including escalation. Current rates in effect are found on the attached rate sheet.

Total Labor Cost \$571,909.52  
 Total Expenses \$10,501.20  
**Total Not-to Exceed \$582,410.72**

City of Geneva - **NEW**  
SE Development Substation  
and Distribution

Stanley Consultants Inc.

Engineering Services Estimate

Prepared: 09/20/22

Activity - Task Description	B Schoer/J Sovers	Jaime Guzman	Philip Schulz	Seth Weiss	Philip Schulz	Eric Cole	Brian/Matt	Jasone Varone	Jordan Turner	Cathy Weikel	Emily/John Kremer	Bill Robb	Steph Worrell	Mandy Hoag	Darla	TOTAL HRS	LOADED LABOR	TASK EXPENSES	
	SENIOR APPROVER MANAGER	QA/QC STRUCTURAL ENGINEER	PROJECT MANAGER ELEC./QAQC	SUB ELEC ENGINEER	SUB ELEC/QAQC	DIST. ELEC ENGINEER	DIST. ELEC/QAQC	LEAD STRUCTURAL ENGINEER	CIVIL ENGINEER	QA/QC CIVIL ENGINEER	FIELD ENGINEER	RTU COMM ENGINEER	DESIGNER	GRAPHICS	ESTIMATES/SPECS				CLERICAL
	\$309	\$246	\$221	\$158	\$221	\$145	\$196	\$208	\$120	\$196	\$196	\$259	\$170	\$120	\$120	\$95			
<b>Phase 1.0 PreDesing Activities</b>																			
Task 1.1- General and Administration																	0	\$0.00	
Task 1.1.1- Scheduling				16													16	\$3,528.00	
Task 1.1.2 - Status Reporting				16													16	\$3,528.00	
Task 1.1.3 - Review Meetings				9	9		9	9									36	\$6,471.00	
Task 1.1.4 - Internal Meetings				30	20		20	20	20				20	20			170	\$28,945.00	
Task 1.3.1 - Survey Scope				8			10	5							4		27	\$4,674.00	
Task 1.3.2- Geotech Scope		2		8	4		4	1	6						4		30	\$5,609.50	
Phase 1 Subtotal	0	2	87	33	1	43	35	26	20	0	0	0	20	20	8	0	295	\$52,755.50	\$750.00
<b>Phase 2.0 Transformer Specification/Procurement</b>																			
Task 2.1 - Procurement Specification	2		2	20	2										8		34	\$5,609.00	
Task 2.2 - Bidding Services			2	10											8	2	22	\$3,165.00	
Task 2.3 - Shop Drawing Review			2	16												2	20	\$3,150.00	
Task 2.4 - Factory Witness Testing			40														40	\$8,820.00	
Phase 2 Subtotal	2	0	46	46	2	0	0	0	0	0	0	0	0	16	4	116	\$20,744.00	\$5,198.20	
<b>Phase 3.0 Control Building Specification/Procurement</b>																			
Task 3.1 - Procurement Specification	4	4	10	60	20			8						40	12		158	\$26,185.00	
Task 3.2 - Bidding Services			4	10											8	2	24	\$3,606.00	
Task 3.3 - Shop Drawing Review			4	60				2								6	72	\$11,315.00	
Phase 3 Subtotal	4	4	18	130	20	0	0	10	0	0	0	0	0	40	20	8	254	\$41,106.00	\$50.00
<b>Phase 4.0 Substation Package Spec/Procurement</b>																			
Task 4.1 - Procurement Specification	4	8	10	60	16			16					60	60	8		242	\$40,069.00	
Task 4.2 - Bidding Services			4	10												2	16	\$2,646.00	
Task 4.3 - Shop Drawing Review			4	30				16								6	56	\$9,502.00	
Phase 4 Subtotal	4	8	18	100	16	0	0	32	0	0	0	0	60	60	8	8	314	\$52,217.00	\$50.00
<b>Phase 5.0 Sub/T-line Design/Construction Package</b>																			
Task 5.1 - Design Drawings and Specification	8	12	10	76	20			40	120	25				100	8		419	\$64,579.00	
Task 5.2 - Bidding Services			16	20				4								2	42	\$7,699.00	
Task 5.3 - Shop Drawing Review	2			50	16											8	76	\$12,776.00	
Task 5.4 - Relay Settings				160	30												190	\$31,815.00	
Task 5.5 - SWPPP									40	10							50	\$6,760.00	
Phase 5 Subtotal	10	12	26	306	66	0	0	44	160	35	0	0	0	100	8	10	777	\$123,629.00	\$477.00
<b>Phase 6.0 Distribution Design/Spec/Const. Package</b>																			
Task 6.1 - Design Drawings and Specification	8	8				796	194	30						749	16		1801	\$255,916.00	
Task 6.2 - Bidding Services			16			20	4									2	42	\$7,401.00	
Task 6.3 - Shop Drawing Review	2					20	4									4	30	\$4,679.00	
Task 6.4 - SWPPP									40	10							50	\$6,760.00	
Phase 6 Subtotal	10	8	16	0	0	836	202	30	40	10	0	0	0	749	16	6	1923	\$274,756.00	\$627.00
<b>Phase 7.0 Construction Site Visits</b>																			
Task 7.1 - Construction Kickoff Meeting			10	10		10											30	\$5,230.00	
Task 7.2 - Monthly Inspections			50	50		50											150	\$26,150.00	
Task 7.3 - Final Walkthrough Inspection			10	10		10											30	\$5,230.00	
Phase 7 Subtotal	0	0	70	70	0	70	0	0	0	0	0	0	0	0	0	0	210	\$36,610.00	\$2,149.00
<b>Phase 8.0 Installation Record Drawings</b>																			
Task 8.1 - Record Drawings				40		1								40			81	\$11,245.00	
Phase 8 Subtotal	0	0	0	40	0	1	0	0	0	0	0	0	0	40	0	0	81	\$11,245.00	
<b>Total Hours</b>	<b>30</b>	<b>34</b>	<b>281</b>	<b>725</b>	<b>105</b>	<b>950</b>	<b>237</b>	<b>142</b>	<b>220</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>1009</b>	<b>76</b>	<b>36</b>	<b>3,970</b>	<b>\$613,062.50</b>	<b>\$10,501.20</b>

Rates shown are average rates for the project duration including escalation. Current rates in effect are found on the attached rate sheet.

Total Labor Cost	\$613,062.50
Total Expenses	\$10,501.20
<b>Total Not to Exceed</b>	<b>\$623,563.70</b>
Not to Exceed Increase	\$41,152.98
JTD Used	\$155,000.00
Percent Used	0.26135211
Not to Exceed Increase Used	\$10,952.26
Not to Exceed Increase Left	\$30,200.72
Transformer Bidding Extra	\$5,274.00
Additional Expenses	\$148.00
<b>Total Change Order</b>	<b>\$39,122.72</b>