



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Award Contract to WBK for Design Engineering Services for the Extension of the Bob Leonard Riverwalk (Indiana St. to Prairie St.)
Presenter:	James J. Bernahl

*Please check appropriate box:*

Government Operations	<input checked="" type="checkbox"/>	Government Services 03.28.11
Planning & Development	<input type="checkbox"/>	City Council
Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$52,600	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

In the spring of 2010 the completion of the first segment of the Bob Leonard River walk between Illinois St. and Indiana St. was completed. As part of the overall master plan for this walkway, similar to the first segment, stream bank stabilization improvements will need to be designed and implemented prior to the installation of the new brick paver walkway.

To assist the City in preparing a conceptual plan for this southern segment of the Bob Leonard Walkway, as well as the development of the construction plans and specifications for the stream bank stabilization the City acquired a proposal from Wills Burke Kelsey and Associates for professional consulting services. Wills Burke Kelsey and Associates, located in St Charles, was the original consultant that helped prepare the design for the first segment of the walkway. WBK's first hand knowledge of the site conditions, permitting requirements, and appropriate riverbank stabilization methodology make this firm the best choice to assist the City in the extension of this project.

**Attachments: (please list)**

- **Copy of Proposal from (WBK) Wills Burke Kelsey Associates**

**Recommendation / Suggested Action (briefly explain):**

Staff is recommending to award the Contract for Design Engineering Services for the Extension of the Bob Leonard Riverwalk (Indiana St to Prairie St.) to Wills Burke Kelsey Associates for an amount not to exceed \$52,600.00

<i>For office use only:</i>	<i>Agenda Item Number: 7.a</i>
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Fax: 630.443.0533  
www.wbkengineering.com

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**WILLS BURKE KELSEY ASSOCIATES**

January 17, 2011

Mr. James J. Bernahl, P.E.  
Public Works Engineering Division Manager  
City of St. Charles  
2 East Main Street  
St. Charles, IL 60174

Subject: Proposal for Professional Engineering Services:  
St. Charles Riverwalk – Brownstone Segment

Dear Mr. Bernahl:

Wills Burke Kelsey Associates (WBK) is pleased to provide this proposal to perform professional engineering and environmental services related to the preliminary engineering and permitting of the St. Charles Riverwalk – Brownstone Segment in St. Charles, Illinois. Preparing this proposal requires the exercise of professional engineering judgment and as such this proposal remains the proprietary instrument of service of the firm Wills Burke Kelsey. No portion of this proposal may be shared with another firm providing similar services. Included below is our understanding of the assignment, scope of services, and estimate of fee.

**UNDERSTANDING OF THE ASSIGNMENT**

The River Corridor Foundation of St. Charles in cooperation with the City of St. Charles and the St. Charles Park District, is planning to construct a riverwalk path on the west bank of the Fox River in St. Charles. The Brownstone Segment of the path will extend from the existing Indiana Street pedestrian bridge, south to Mt. St Mary's Park on the south side of the Prairie Street Bridge. This phase of the total project involves the identification of the preferred concept for the stabilization of the riverbank, preparation of a preliminary engineering and permit plan to stabilize the riverbank using the selected alternative, obtaining regulatory permits and other associated work. We understand that a topographic survey of the project limits was recently completed under separate contract and will be available for the project. We also understand that the design of a pedestrian path to replace the existing pedestrian path is not included in the scope of this proposal. The project limits for this project will generally be located between the existing pedestrian path and the existing riverbank.

We understand that FY 2011-2012 begins May 1, 2011 and this project will span two fiscal years for the City of St. Charles. We have split our tasks accordingly with the intent.

In preparing this proposal, we have attempted to provide you with a complete package of the engineering services anticipated at this point in time. In doing so, we have made some assumptions which will need to be verified during the engineering process. Any findings which are not consistent with our assumptions may increase the engineering budgets for this project. We will thoroughly discuss any such findings with you and negotiate any budget revisions prior to proceeding. Our assumptions are as follows:

- It is assumed that the site was never used for storage of hazardous materials, therefore the cost of an environmental assessment, mitigation, clean-up and permitting services are not included. Based on discussions with the City, we recommend that the City of St. Charles obtain soil samples under separate contract to evaluate the potential for environmental contamination.
- It is assumed that there will be no modifications to existing adjacent streets.
- It is understood that all land rights for construction of the project have been procured by the City and that the acquisition of easements is not included in the scope of work.
- It is understood that soil borings and geotechnical report are not included in the scope of work. We recommend that the City obtain soil borings under separate contract to evaluate the existing soil conditions.
- It is not known at this time if wetlands exist on the site, therefore the cost of wetland mitigation design or wetland banking fee have not been included.
- We assume that we are not responsible for the monumentation of the affected properties with iron pipes or similar markers that correspond to the Plat of Survey, and that they will be provided to us by others, if required.
- Grant preparation and submittal is not included in this scope of services.
- Formal public presentation of the plans or concepts is not included in this scope of services.

## **SCOPE OF SERVICES**

### **FY 2010- 2011**

The following tasks are anticipated to be performed by Wills Burke Kelsey Associates in FY 2010-2011. Our services will consist of preliminary design and permitting civil engineering services described as follows:

#### **TASK 1 - WETLAND & WATERS OF THE UNITED STATES ASSESSMENT**

We will prepare a wetland assessment and delineation of the site in accordance with the requirements of the U.S. Army Corps of Engineers (COE) and the Kane County Stormwater Ordinance. An investigation of the project site will be completed to determine the limits of the wetlands present. Also, during the site visit, wildlife and plant community qualities will be assessed. The limits of the wetland community will be field staked so that they can be located in relation to the project coordinate system. The results of the field reconnaissance will be summarized in a letter report and a jurisdictional determination will be requested from COE. The wetland's generalized quality ratings, according to the Swink and Wilhelm Methodology (1994), will be included along with exhibits depicting the approximate wetland and project boundaries, National Wetland Inventory, soil survey, floodplain, USGS topography, site photographs

and their locations, and the U.S. Army Corps of Engineers (COE) Routine On-site Data Forms.

**TASK 2 – PRELIMINARY ENGINEERING AND PERMIT PLAN:** WBK will perform the following tasks during the Preliminary Engineering and Permit Plan Phase:

- a. Develop a concept plan as follows:
  1. In cooperation with the City of St. Charles, identify the preferred concept for the proposed riverbank stabilization. It is anticipated that the concept will generally consider large diameter riprap, stepped lannon stone from the bank out into the river, riprap stream barbs and riverbank vegetation stabilization areas similar to the Bob Leonard Way improvements immediately north of the Brownstone site. It is not anticipated that a structural river wall will be considered.
  2. Prepare a concept stabilization exhibit. Assume one plan sheet that may be an oversized sheet larger than 24" x36" in size.
  3. We will assist the City with presentations to the appropriate design committees of the City and Downtown St. Charles partnership.
  4. Consult with regulatory agencies on a preliminary basis to obtain input regarding the proposed concept plan. Assume one site meeting.
  5. Prepare a concept estimate of construction cost for the proposed improvements.
- b. Request existing utility information from the City of St. Charles.
- c. Perform a supplemental topographic survey to obtain river bottom elevations for a distance of 20 feet from the normal water line and capture delineated wetland limits.
- d. Prepare a base plan based upon the provided topographic survey and utility information obtained in Task items 2.b and 2.c above.
- e. Based upon the approved concept plan, prepare a preliminary engineering and permit plan for the proposed river bank stabilization that will generally include the following:
  1. Cover sheet
  2. Existing Conditions and Removal Plan
  3. Geometric, Grading and Site Plan
  4. Landscaping Plan
  5. Erosion and Sediment Control Plan
  6. Cross Section Sheets
  7. Details
- f. Analyze the requirement for floodplain compensatory storage and assist the City of St. Charles in identifying a suitable location for providing storage, if required. The topographic survey and design of a compensatory storage

area will be considered as Supplemental Services if the compensatory storage location is located outside of the project limits.

- g. Prepare a preliminary opinion of probable construction cost based on the preliminary engineering plans.
- h. Plan submittals: We intend to make two submittals to the City (as owner) to review. We will review specific design concepts, issues and concerns as they arise independent of owner review submittals. The first review submittal will be at 75% complete. This will allow the City to provide comments on design concepts and details, so far as they are developed. The second submittal is at 100% complete. Upon this submittal, Task 2 is complete and no further changes are considered in this scope.

#### **TASK 3 – HYDRAULICS AND HYDROLOGY:**

Utilizing the current regulatory hydraulic model, we will perform one existing condition and one proposed condition hydraulic analysis of the project. Both conditions will be modeled using the latest HEC-RAS hydraulic model. These models will be utilized in the Illinois Department of Natural Resources-Office of Water Resources (IDNR-OWR) permit submittal.

#### **TASK 4 - PERMITTING**

We will prepare and submit permits necessary for construction of the project as defined by the Preliminary Engineering Plan in Task 2. We anticipate the following permits and coordination will be necessary. WBK cannot guarantee the issuance of permits from agencies or the time agencies take for review of submittals. The response to agency comments resulting from the initial permit submittal will be performed under this task and the final engineering design phase.

#### **THREATENED AND ENDANGERED SPECIES, NATURAL AREAS AND CULTURAL RESOURCES CONSULTATION:**

WBK will submit a consultation request to the United States Fish and Wildlife Service (USFWS) in compliance with Section 7 of the Endangered Species Act. We will prepare the initial response to any requests made by USFWS for additional searches for T & E species. If the agency requests additional assessments, we will assist you in finding consultants qualified to perform the required field work if it is species our staff does not have previous experience with. We will submit an Illinois Department of Natural Resources (IDNR) Agency Action Report Consultation for state threatened and endangered species. We will prepare the initial response to any requests made by IDNR for additional searches for T & E species.

WBK will submit a consultation request with the Illinois Historic Preservation Agency (IHPA) in compliance with the Illinois State Historic Resources Preservation Act and Section 106 of the National Historic Preservation Act. The consultation request will require photographs of all standing structures on-site and in the immediate vicinity. We will prepare the initial response to any requests made by IHPA for a Phase 1 Archaeological Survey for Historic or Cultural Resources. If the agency requests additional assessments, we will assist you in finding consultants qualified to perform the

required historic preservation field work. This consultation is required prior to obtaining permits or authorizations from the Federal Government for development on this site.

**U.S. ARMY CORPS OF ENGINEERS PERMIT APPLICATION:**

WBK will prepare the necessary documents required to submit a United States Army Corps of Engineers (USACE) Regional Permit application for any waters impacts based on a proposed design. WBK cannot guarantee that said permit will be issued. We will submit the necessary exhibits for the permit submittal and coordinate with USACE.

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES (OFFICE OF WATER RESOURCES) PERMIT APPLICATION:**

We will complete the appropriate permit application and submittal requirements for an IDNR-OWR Permit for Regulation of Public Waters (Part 3704 Rules) and Floodway Construction (Part 3708 Rules). Since the project consists of less than 1000 feet of streambank stabilization a Regional Permit No. 3 can be issued for compliance with the Part 3708 Rules. However, the project is located in the Fox River, a public body of water, therefore a 21-day public comment period must be completed prior to the regional permit be issued. We will submit the necessary hydraulic calculations and exhibits for the permit submittal and coordinate with IDNR-OWR.

**KANE DUPAGE SOIL AND WATER CONSERVATION DISTRICT – REVIEW OF SOIL EROSION AND SEDIMENT CONTROL PLANS:**

We will prepare a soil erosion and sediment control submittal for the Kane DuPage Soil and Water Conservation District as required by the U.S. Army Corps of Engineers through their memorandum of understanding. This submittal will include a project narrative, a description of the potential impacts, the plan set, and a description of the erosion and sediment control measures to be taken as part of the development of the project.

Permit fees are not included in our scope of work for any permits whether noted above or not. Permit fees will be submitted separately but concurrent with the permit applications.

A Kane County Stormwater Permit Application and Illinois Environmental Protection Agency NPDES Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP) are not included in the scope of work. They are anticipated to be completed in the future under separate contract at the time of Final Engineering design and plan preparation.

**TASK 5 – MEETINGS AND COORDINATION:**

Due to coordination between the City, Engineer, resource and permitting agencies several meetings and points of coordination are planned to ensure project assumptions are validated and that project schedule and budget are met. Meeting and points of coordination include:

- Project kickoff meeting with the City of St. Charles
- Discussion of Concept Alternatives and Selection by City – assume one meeting
- 75% completion of Preliminary Engineering Plan Documents meeting with City

- One joint meeting with United States Army Corps of Engineers and the Kane-DuPage Soil and Water Conservation District.

Internal coordination and progress monitoring will occur on a continual and on-going basis. Regular progress updates will be provided to the City contact person on a weekly basis or as needed. Quality control review of designs, calculations, plans and estimates will occur as the project progresses as part of this task.

### **FY 2011- 2012**

The following will be performed by Wills Burke Kelsey Associates in FY 2011-2012.

### **TASK 6 – FINAL ENGINEERING PLANS AND SPECIFICATIONS:**

- a. Based on the approved preliminary engineering plans, prepare final engineering plans that will include the following:
  1. Title sheet
  2. General Notes and Summary of Quantities
  3. Existing Conditions and Removal Plan
  4. Geometric, Grading and Site Plan
  5. Landscaping Plan
  6. Erosion and Sediment Control Plan
  7. Storm Water Pollution Prevention Plan
  8. Cross Section Sheets
  9. Details
- b. Prepare and submit permit applications as follows:
  1. Kane County Stormwater Permit
  2. Kane-DuPage Soil & Water Conservation District
  3. Illinois Environmental Protection Agency NPDES Notice of Intent and Storm Water Pollution Prevention Plan.
  4. Filing of Notice of Termination (NOT) once the project is complete.
- c. Prepare Final Specifications including bidding requirements, contract forms, contract conditions and construction specifications.
- d. Prepare a final engineering opinion of probable construction cost based on the final engineering plans at the time of final engineering document submittal.
- e. Plan submittals: We intend to make three submittals to the City (as owner) to review. We will review specific design concepts, issues and concerns as they arise independent of owner review submittals. The first review submittal will be at 60% complete. The second submittal will be made at 90% complete (pre-final). This will allow the City to provide comments on design and details, so far as they are developed. The third submittal is at 100% complete. Upon this submittal, Task 6 is complete and no further changes are considered in this scope.

## SUPPLEMENTAL SERVICES

Engineering, environmental and surveying services which have not been included in the above detailed scope of work are usually referred to as Supplemental Services. If during the preliminary engineering design and permitting process it becomes apparent that additional services will be required, or if major changes in the scope of work are made by you or any regulatory agency, upon your request we shall perform or obtain from others such services. Wills Burke Kelsey Associates will be paid for such services on an hourly basis, or based on subsequent proposal/contract agreements, at the option of Client.

Tasks considered as Supplemental Services include, but are not limited to, major changes to the scope of work, expert witness testimony in any litigation or other court proceedings involving this project, revisions to previously approved studies and/or design documents, major revisions to the site plan or building footprints, unanticipated improvements (on or off site), soil borings, wetland mitigation, easement acquisition, response to permit submittals, permit fees, tree survey, sanitary sewer, water main, structural design, mechanical design, meetings, renderings, studies or reports not specifically listed under the Scope of Basic Services, meetings or technical assistance during construction, preparation of any plats or record drawings not specifically listed under the Scope of Basic Services, design of buildings, landscaping, lighting, etc., and construction staking or restaking not specifically listed in the Scope of Basic Services.

## ESTIMATE OF FEES

### FY 2010- 2011

	<u>Amount</u>
Task 1: Wetland and Waters of the United States Assessment	\$1,650
Task 2: Preliminary Engineering and Permit Plan	\$21,750
Task 3: Hydraulics and Hydrology	\$3,700
Task 4: Permitting	\$6,900
Task 5: Meetings and Coordination	\$1,950
Reimbursable expenses	<u>\$750</u>
Total:	\$36,700

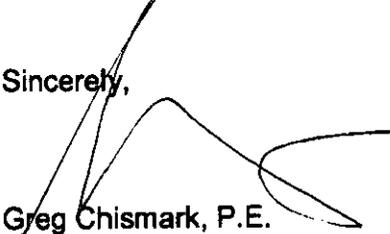
**FY 2011- 2012**

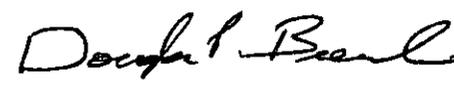
Task 6:	Final Engineering Plans and Specifications	\$13,700
Task 7:	Meetings and Coordination	\$1,950
	Reimbursable expenses	<u>\$250</u>
	Total:	\$15,900

We propose to bill you monthly based on the attached Schedule of Charges. We establish our contract in accordance with the attached General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

If this proposal meets with your approval, please sign both copies and return one to us for our files.

Thank you for the opportunity to provide service to the City of St. Charles. If you have any questions, please do not hesitate to call.

Sincerely,  
  
Greg Chismark, P.E.  
Executive Vice President

  
Douglas P. Breunlin, P.E.  
Senior Project Manager

CC: Mark Koenen

- Encl. Schedule of Charges (2010)
- General Terms and Conditions (dated September 30, 2010)
- Manhour Summary

**THIS PROPOSAL, GENERAL TERMS AND CONDITIONS, AND SCHEDULE OF CHARGES ACCEPTED FOR THE CITY OF ST. CHARLES.**

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**WILLS BURKE KELSEY ASSOCIATES, LTD.  
STANDARD CHARGES FOR PROFESSIONAL SERVICES  
JANUARY 2010**

<u>Classification</u>	<u>Hourly Rate</u>
Principal	\$ 199
Engineer VI	\$ 185
Engineer V	\$ 157
Engineer IV	\$ 135
Engineer III	\$ 105
Engineer II	\$ 84
Engineering Technician IV	\$ 129
Engineering Technician III	\$ 110
Engineering Technician II	\$ 92
Engineering Technician I	\$ 79
Senior Structural Engineer	\$ 140
Senior Soil / Environmental Scientist V	\$ 141
Soil / Environmental Scientist	\$ 107
Environmental Resource Specialist IV	\$ 110
Environmental Resource Specialist III	\$ 97
Environmental Resource Specialist II	\$ 79
Environmental Resource Technician	\$ 73
Resource Planner V	\$ 140
Resource Planner IV	\$ 92
Resource Planner III	\$ 84
Resource Planner II	\$ 75
GIS Analyst	\$ 79
Engineering Intern	\$ 44
Administrative	\$ 75
Office Professional	\$ 60
Direct Costs: copies & prints, messenger & delivery services, mileage, etc.	Cost +10%

*Charges include overhead and profit.*

*Wills Burke Kelsey Associates, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2010.*