

**RESOLUTION NO. R2021-\_\_**

**A RESOLUTION APPROVING TASK ORDER NO. 4  
WITH TERRACON CONSULTANTS, INC.  
FOR CONSTRUCTION ENGINEERING SERVICES**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the City to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, on December 7, 2020 the City Council adopted Resolution No. R2020-73, approving a master contract with Consultant to perform the engineering services for the City as required by the City ("**Master Contract**") pursuant to task orders issued by the City in accordance with the Master Contract; and

WHEREAS, the City has identified the need for construction engineering services in connection with the 2021 Asbestos Abatement and Building Demolition Project on Old Town Redevelopment Site #2 commonly known as 28W244 Warrenville Road ("**Construction Engineering Services**"); and

WHEREAS, Consultant submitted a proposal to perform the Construction Engineering Services in the not-to-exceed amount of \$21,468; and

WHEREAS, the City has budgeted sufficient funds in the FY2022 budget for the procurement of the Construction Engineering Services; and

WHEREAS, the City proposes to enter into Task Order No. 4 under the Master Contract with Consultant for the procurement of the Construction Engineering Services from Consultant in the not-to-exceed amount of \$21,468 ("**Task Order No. 4**"); and

WHEREAS, the City Council has determined that it is in the best interest of the City and the public to enter into enter into Task Order No. 4 with Consultant;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

**SECTION 1: Recitals.** The recitals listed above are incorporated in this Resolution as if fully set forth in this Resolution.

**SECTION 2: Approval of Task Order No. 4.** The City Council hereby approves Task Order No. 4 in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the City Administrator.

**SECTION 3: Authorization to Execute Task Order No.4.** The City Council hereby authorizes and directs the City Administrator to execute, on behalf of the City, final Task Order No. 4 only after receipt by the City Clerk of at least one executed copy of final Task Order No. 4 from Consultant; provided, however, that if the City Clerk does not receive one executed copy of final Task Order No. 4 from Consultant within 60 days after the date of adoption of this Resolution, then this authority to execute and seal final Task Order No. 4 shall, at the option of the City Council, be null and void.

**SECTION 4: Change Orders.** The City Administrator, or his designee, is authorized to execute one or more Change Orders to Task Order No. 4 for additional work consisting of additional unforeseen items of work related to, or arising from other work contemplated by, the scope of work in Task Order No. 4 in an amount not to exceed \$10,000, subject to the City Administrator making the necessary determination that the work contemplated by the Change Order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the contract file.

**SECTION 5: Effective Date.** This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2021.

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2021.

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MAYOR

ATTEST:

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CITY CLERK

**EXHIBIT A**

**TASK ORDER NO. 4**





October 27, 2021

Mr. Ronald Mentzer  
Community Development Director  
City of Warrenville  
3S528 Manning Avenue  
Warrenville, Illinois 60555

Phone: 630-393-5745

Email: [RMentzer@warrenville.il.us](mailto:RMentzer@warrenville.il.us)

**Re: Proposal for Abatement and Demolition Consulting Services  
Convenience Store and Kiosk - Former Phillips 66 Station  
28W244 Warrenville Road, Warrenville, DuPage County, Illinois  
Terracon Proposal No.: P11217305**

Dear Mr. Mentzer:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to the City of Warrenville (Client) to provide abatement and demolition consulting services at the above-referenced locations. Our understanding of the project, proposed scope of services and compensation are presented in the following sections.

## **A. PROJECT INFORMATION**

Terracon conducted a pre-demolition survey of the convenience store and kiosk located at Former Phillips 66 Station located at 28W244 Warrenville Road, Warrenville, Illinois. The survey was conducted on November 5, 2019 in general accordance with Terracon's Proposal Number P11197229, dated October 2, 2019. Interior and exterior areas were inspected and the presence of asbestos-containing materials (ACM) and universal waste requiring removal prior to demolition were identified.

Terracon understands that the Client is planning on demolishing the site structures. If this information is not accurate, please inform us immediately.

## **B. SCOPE OF SERVICES**

### **Task 1 – Construction Administration**

Terracon will provide construction administration services during construction work as follows:

- Attend project meetings as deemed necessary to review schedules, progress of work, etc.;

Terracon Consultants, Inc. 135 Ambassador Drive Naperville, Illinois  
P [630] 717 4263 F [630] 357 9489 [terracon.com](http://terracon.com)



- Obtain and review copies of notices and submittals from the contractor prior to initiation of the work;
- Visit the site at intervals appropriate to the stage of construction to assess the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the contract documents. However, Terracon will not be required to make exhaustive or continuous on-site inspections to check the quantity of the work;
- Terracon will review and prepare responses to contractor correspondence relating to the work;
- Terracon will review contractor's pay requests;
- Coordinate the construction oversight activities;
- Provide project status updates on a weekly basis.

## **Task 2 – Construction Oversight**

### Asbestos Abatement:

Terracon will provide daily oversight during the asbestos abatement. Oversight will include project communication, monitoring contractor conformance and compliance with applicable laws and the specifications, preparation of daily logs, pre- and post-abatement visual inspections of the work area(s).

Terracon will collect and analyze air samples by phase contrast microscopy (PCM) in accordance with the National Institute for Occupational Safety and Health (NIOSH) Method 7400 during the ACM removal activities as follows:

- Prior to commencement of removal, if feasible, Terracon will perform area air sampling to establish the baseline airborne fiber concentrations;
- During removal activities, Terracon will perform area sampling at representative locations both inside and outside the work area to monitor the airborne fiber concentrations.
- Final clearance air sampling - After final cleanup, but prior to clearance sampling, Terracon will perform a visual inspection in general accordance with ASTM E1368 to ensure that the asbestos work area is free of any accumulations of dirt, dust, or visible debris and prepare a written report documenting the results of the inspection. Upon successful visual inspection, Terracon will perform final clearance air sampling within the work area. An analyst accredited under the AIHA Registry Programs, LLC Asbestos Analyst Registry (AAR) or a laboratory accredited by the AIHA Laboratory Accreditation Programs, LLC under the Industrial Hygiene Laboratory Accreditation Program (IHLAP) will analyze air samples by PCM in accordance with NIOSH Method 7400 on a turnaround time (TAT) of less than one business day following receipt by the laboratory.

*In order to achieve final clearance, the fiber counts from all final clearance air samples must be less than 0.01 fibers per cubic centimeter or be not greater than the background, whichever is greater. Should any of the final samples not achieve final clearance, Terracon will require the abatement contractor to re-clean the area and the sampling and analysis will be repeated.*

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Universal Waste Abatement:

Terracon will provide daily oversight during the universal waste abatement. Oversight will include project communication, monitoring contractor conformance and compliance with applicable laws and the specifications, preparation of daily logs, pre- and post-abatement visual inspections of the work area(s).

Demolition and Site Preparation:

Terracon will provide periodic oversight during the demolition and site preparation activities to endeavor to determine, in general, if demolition, concrete removal and site work is proceeding in accordance with the Contract Documents.

**Task 3 – Closeout Report**

Terracon will provide a project closeout report upon completion of abatement and demolition activities. Daily logs, air monitoring results and pertinent project documentation will be included in a final report prepared by Terracon and submitted to the client two weeks following Terracon receiving the contractor's final closeout package. Unless otherwise instructed, one PDF copy (via e-mail) and two hard copies of the final report will be submitted to the address indicated herein.

**Task 4 – Support RLF Reimbursement Request**

Terracon will assist the City with submitting the RLF reimbursement request.

**Schedule**

The proposed services can be initiated immediately upon receipt of authorization to proceed. In order to comply with the proposed schedule, please provide the following items at the time of notification to proceed.

- A signed notice to proceed evidencing acceptance of this scope of services;
- Right of entry to conduct the assessment, including access to building interiors; and
- Notification of any restrictions or special requirements (such as confidentiality, scheduling, or on-site safety requirements) regarding accessing the site.

## C. COMPENSATION

We will perform the scope of services outlined in this proposal for the following fees:

TASK	DESCRIPTION	FEE <sup>1</sup>	Authorized by Client Yes / No
1	<b>Construction Administration/Project Management (T&amp;M)</b> Principal Consultant (4 hrs @ \$200 per hour) Senior Environmental Engineer/Certified Industrial Hygienist (CIH) (10 hrs @ \$175 per hour) Senior Project Manager (4 hrs @ \$145 per hour) Admin. Assistant (2 hrs @ \$60 per hour)	\$3,250.00	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<b>Construction Oversight (T &amp; M)</b> <u>Asbestos Abatement/Universal Waste Removal:</u> Principal Consultant (4 hrs @ \$200 per hour) Senior Environmental Engineer /CIH (4 hrs @ \$175 per hour) Senior Project Manager (8 hrs @ \$145 per hour) Staff Scientist/ Licensed Technician (56 hrs [seven 8-hour shifts] @ \$85 per hour) {Asbestos/Universal Waste}  <u>Demolition/Site Preparation:</u> Senior Environmental Engineer/CIH (2 hrs @ \$175 per hour) Senior Project Manager (2 hrs @ \$145 per hour) Project Scientist (16 hrs [eight 2-hour visits including travel] @ \$95 per hour) {demolition/site preparation}  PCM Air Sampling (10 days - including background and clearance sampling) @ \$57.6 per day PLM Sampling (as needed; 18 samples @ \$34.5 per sample) Travel Expenses (400 miles @ \$0.67/mile)	\$10,728.00	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<b>Closeout Report (T&amp;M)</b>	\$5,070.00	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<b>Support for RLF reimbursement request</b> Principal Consultant (4 hrs @ \$200 per hour) Geologist/Scientist II (12 hrs @ \$115 per hour) Admin. Assistant (4 hrs @ \$60 per hour)	\$2,420.00	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>ESTIMATED TOTAL</b>	<b>\$21,468.00</b>	

<sup>1</sup> Fee estimates for Task 2 assume an abatement duration of up to 7 days followed by demolition/site preparation duration of up to 8 (partial) days.



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Terracon will proceed with services in accordance with written authorization. If activities outlined herein do not reflect your intended objectives, a modification of the proposed scope can be considered.

Terracon will submit invoices to the address appearing in the heading of this proposal at semi-regular intervals as the work proceeds.

**D. AUTHORIZATION**

Terracon will perform the services described herein in accordance with the terms, conditions and limitations stated in the Master Services Agreement (MSA) dated 12/7/2020, between City of Warrenville and Terracon. If actual condition varies we will discuss with the Client immediately and seek authorization before commencing additional work. This proposal may be accepted by signing below and returning one copy along with this proposal to Terracon. This proposal is valid only if authorized within 60 days from the proposal date. Project initiation may be expedited by e-mailing a copy of the signed proposal to Heather Eckard at heather.eckard@terracon.com.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please give us a call.

Sincerely,

**Terracon Consultants, Inc.**

Riyaz Syed, CIH, CSP, CHMM  
Senior Industrial Hygienist  
Industrial Hygiene/Asbestos Services

*Mitch Reiber*

Mitch Reiber, PG, CIH  
Principal

CC: Linda Yang, P.G.  
Senior Principal

**NOTICE TO PROCEED**

By signing below, the above-referenced proposal is accepted by City of Warrenville

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

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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