

# VILLAGE OF HOMEWOOD



## BOARD AGENDA MEMORANDUM

DATE OF MEETING: July 22, 2025

**To:** Village President and Board of Trustees

**Through:** Napoleon Haney, Village Manager

**From:** Terence Acquah, Assistant Village Manager

**Topic:** Proposal for Professional Engineering Services - Design and Bidding of Lead Service Line Replacement Plan

### PURPOSE

On March 12, 2024, the Village Board approved a professional services agreement with Burns & McDonnell of Chicago, IL, for the development of the Lead Service Line Replacement (LSLR) Plan and the preparation of a State Revolving Fund (SRF) loan application. The LSLR Plan outlined the project schedule, prioritization, community outreach, and funding strategy and was submitted to the Illinois Environmental Protection Agency (IEPA) in April 2024. With Burns & McDonnell's assistance, the Village also submitted an SRF loan application, which provides access to low-interest and forgivable loans to help communities fund critical water and sewer infrastructure projects. This partnership enabled the Village to secure essential funding to begin replacing lead service lines this year.

The IEPA's Draft 2026 **Intended Use Plan** (IUP) has reserved the full amount requested, \$4,137,498, for the Village's LSLR project. The loan will be repaid to the State of Illinois over a 30 or 40-year term at 0% interest, and it includes \$2,465,000 in principal forgiveness. The FY26 Lead Service Line Replacement Project (EPA Loan Project Number: L177418) will include the design and preparation of contract drawings and specifications, as well as coordination of the bidding process in compliance with IEPA SRF requirements. Professional services under this agreement are eligible for retroactive reimbursement through the SRF.

Staff is requesting Village Board approval of a budget amendment to the Water and Sewer Fund in the amount of \$90,000, which will be reimbursed through the State Revolving Loan Fund. Staff also recommends the Board accept and approve the proposal from Burns & McDonnell Engineering of Chicago, IL for professional engineering services related to the design and bidding of the Lead Service Line Replacement project.

# VILLAGE OF HOMEWOOD



## PROCESS

Staff estimates that Homewood's Lead Service Line Replacement project could cost approximately \$70 million over the next 10 years to complete. Staff has been working closely with Burns & McDonnell to advance the next phase of the project and ensure that lead service line replacements begin this year.

### *Scope of Work and Next Steps*

The Public Works Department has already submitted Homewood's initial lead service line inventory and Lead Service Line Replacement Plan to the Illinois Environmental Protection Agency (IEPA). The next phase of the process involves developing detailed engineering drawings and specifications. These documents will be used to solicit bids from contractors to perform the lead service line replacement work.

### Summary of Proposal Tasks as listed in the Burns & McDonnell Proposal (Critical Tasks)

#### ***Task 1: Project Management and Coordination***

This task includes project management, coordination with the Village, and internal coordination with Burns & McDonnell staff for Tasks 2 and 3.

#### ***Task 2: Contract Package of Specifications and Drawings***

Burns & McDonnell will develop detailed engineering drawings and specifications for the Village's 2025 Lead Service Line Replacement Program that include:

- engineering drawings that include the locations of the lead service line replacements, standard details, and restoration activities.
- specifications that address the requirements for receiving State Revolving Loan Funding, and material and equipment for lead service lines.

#### Meetings and Deliverables:

- One (1) in-person kickoff meeting with the Village to discuss project scope and schedule
- One (1) virtual meeting to discuss the Draft Contract Package of Specifications and Drawings
- One (1) Draft Contract Package of Specifications and Drawings delivered electronically in PDF format
- One (1) Final Contract Package of Specifications and Drawings delivered electronically in PDF format

#### ***Task 3: Bidding***

Burns & McDonnell will provide electronic copies of the final Issued for Bid documents to the Village in PDF format to advertise to potential bidders. Burns & McDonnell will prepare for and

## VILLAGE OF HOMEWOOD



conduct one pre-bid meeting and review bidder questions and requests for clarification, respond to questions in writing and prepare/issue addenda as necessary. Burns & McDonnell will attend the bid opening, review and evaluate bids for completeness, develop and review the bid tabulation, verify contractor representations, check references, and make a written recommendation for contract award.

### Meetings and Deliverables:

- One (1) in-person Pre-Bid Meeting with potential bidders
- One (1) in-person Bid Opening Meeting with the Village
- One (1) Bid Tabulation and Recommendation delivered electronically in PDF format

## OUTCOME

Burns & McDonnell proposes to perform Tasks 1 through 3 on a lump sum basis of \$90,000. Below is the summary table and schedule.

<u>Task</u>	<u>Task Total</u>
Task 1 - Project Management and Coordination	\$6,194
Task 2 - Contract Package of Specifications and Drawings	\$65,398
Task 3 - Bidding	\$18,408
<b>Scope Total</b>	<b>\$90,000</b>

### *Scheduled Benchmarks*

- Submit Pre-Final Contract Package – August 29, 2025
  - Submit Draft Specifications and Drawings to the Village of Homewood and the IEPA for review
- Complete Coordination with IEPA for Loan Approval prior to December 31, 2025
  - Contract to conclude upon receiving the loan

### *Additional Tasks to be Presented in the Future*

Burns & McDonnell is in the process of submitting a proposal for construction oversight for the Village's Lead Service Line Replacement program in 2026. Staff will evaluate and consider the additional scope and tasks and will present to the Board as needed.

## FINANCIAL IMPACT

- **Funding Source:** Water Sewer Fund
- **Budgeted Amount:** \$0
- **Budget Amendment Requested:** \$90,000 (to be reimbursed through the SRF loan)
- **Cost:** \$90,000

## VILLAGE OF HOMEWOOD



### **LEGAL REVIEW**

Not required

### **RECOMMENDED BOARD ACTION**

Approve a budget amendment of \$90,000 to the water sewer fund; and, accept a proposal from Burns & McDonnell of Chicago, IL for professional engineering services (Tasks 1, 2, and 3) in an amount not to exceed \$90,000, to assist the Village of Homewood in Design and Bidding of Lead Service Line Replacement Fiscal Year 2026 in accordance with the United States Environmental Protection Agency and Illinois Environmental Protection Agency requirements.

### **ATTACHMENT(S)**

Burns & McDonnell Engineering Services Proposal