

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: October 28, 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 – Construction Management for Lead Service Line Replacement Fiscal Year 2026

PURPOSE

On July 22, 2025, the Village Board approved a proposal from Burns & McDonnell Engineering Co., Inc. (BMcD) of Chicago, IL for design and bidding services related to the FY26 Lead Service Line Replacement (LSLR) Project. That agreement provided the engineering design, preparation of specifications and drawings, and bid assistance necessary to advance the project to construction.

The next phase of the Village's lead service line replacement program involves identifying a consultant to perform the management and observation of construction activities for our FY26 project under the Illinois Environmental Protection Agency (IEPA) State Revolving Fund (SRF) loan (Project No. L177418). The IEPA's Draft 2026 Intended Use Plan (IUP) reserved \$4,137,498 for this project, including \$2,465,000 in principal forgiveness.

Staff is requesting Village Board approval of a budget amendment to the Water and Sewer Fund in the amount of \$388,600, ***which will be reimbursed through the Village's State Revolving Loan Fund allocation***. Staff also recommends the Board accept and approve the proposal from Burns & McDonnell for professional engineering services associated with Construction Management for the FY26 LSLR project.

PROCESS

The Village plans to replace up to 235 lead service lines in 2026 — the first year of its Lead Service Line Replacement Program. Following extensive coordination with Burns & McDonnell (BMcD), the Illinois Environmental Protection Agency (IEPA) has reserved funding for the project through the State Revolving Fund (SRF). This marks the initial phase of a long-term effort to replace all remaining lead service lines by 2037, in compliance with the United States Environmental Protection Agency's Lead and Copper Rule Improvements issued in October 2024.

Under a separate agreement, BMcD was retained to prepare a Construction Bid Package identifying the 2026 replacement locations and providing general design details and

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specifications to support construction oversight. The Village is currently soliciting bids to secure a contract for the 2026 construction work, with BMcD serving in an observation and documentation role—monitoring progress, reporting to the Village, and ensuring compliance with project specifications.

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

Task 1: Construction Administration

The Construction Administrator will support the Village in the successful implementation and management of the 2026 Lead Service Line Replacement Program. Working under the direction of the Public Works Director or designee, the Construction Administrator (Burns & McDonnell) will oversee project coordination, contract compliance, documentation, and reporting to ensure timely and compliant delivery of the program. The Administrator will be responsible for the following duties:

Duties	Summary
Project Coordination	Serve as the main point of contact between the Village, Burns & McDonnell, and the contractor to ensure clear communication and efficient project delivery.
Contract Compliance	Review contractor submittals (insurance, bonds, schedules) for compliance with contract terms and SRF/IEPA requirements.
Construction Oversight	Observe field activities periodically to confirm general compliance with specifications and report progress to the Village.
Documentation & Administration	Maintain organized project records, daily reports, correspondence, and documentation from the Resident Project Representative.
Payments & Change Orders	Review and process contractor pay requests and prepare up to five (5) change orders as required.
Meetings & Reporting	Lead progress meetings, prepare project updates, and assist with SRF documentation and disbursement requests.
Project Closeout	Conduct pre-final and final inspections, develop punch lists, verify corrective work, and process final payment.
Resident Coordination	Support distribution and collection of property access agreements, track responses, and address resident inquiries.
Data Management	Document and report service line replacement details—including materials and addresses—for integration into the Village's inventory.

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Task 2: Resident Project Representative

The Resident Project Representative (RPR) will provide ***on-site*** field observation, contract administration, and documentation support during the duration of Homewood's 2026 Lead Service Line Replacement Project. The RPR will work under the direction of the Construction Administrator (Burns & McDonnell) and coordinate closely with the Village to ensure the contractor's work generally conforms to project specifications and schedule requirements.

Duties	Summary
Field Observation	Periodically observe construction to confirm general compliance with contract documents, document daily activities, and report progress to the Construction Administrator and Village.
Contract Liaison	Serve as the on-site liaison between the Village, contractor, utilities, and agencies. Respond to contractor inquiries and coordinate interpretation of plans and specifications.
Testing & Quality Control	Observe field and lab testing (e.g., concrete, compaction) to verify compliance. Document results, record material quantities, and report any deficiencies.
Schedules & Progress	Review contractor schedules, identify potential delays, and communicate issues to the Construction Administrator and Village.
Meetings	Lead or participate in weekly progress meetings to review work status, scheduling, and any field issues.
Documentation & Records	Maintain organized project files, logs, daily reports, weather records, correspondence, and other site documentation.
Payments & Change Orders	Review pay applications for accuracy and assist in evaluating and documenting up to five (5) change orders.
Service Line Inventory	Use a Village-provided tablet to update the GIS service line inventory with materials, photos, and replacement data.
Record Drawings	Update drawings to reflect installed service line locations and submit final as-builts to the Village and IEPA in PDF format.
Final Completion	Conduct pre-final and final inspections, develop punch lists, verify completion, and recommend final payment.

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OUTCOME

Burns & McDonnell proposes to perform Tasks 1 through 2 on a time and materials basis of \$388,600. Below is the summary table.

Task Description	Task Total
Task 1 – Construction Administration	\$ 20,044
Task 2 – Resident Project Representative (RPR)	\$368,556
Scope Total	\$388,600

Scheduled Benchmarks

1. Provide Contractor Notice to Proceed in January 2026.
 - Contractor will have 275 days from Notice to Proceed to Substantial Completion.
2. Work to commence in March 2026.
3. Work to be substantially complete by the end of October 2026.

Total of Professional Engineering Services (all eligible for reimbursement through the SRF)

Agreement	IEPA SRF Category	Burns & McDonnell Contracts Approved
Lead Service Line Replacement Plan	Design Services	\$66,983
Design and Bidding of Lead Service Line Replacement FY26	Design Services	\$90,000
Construction Management and Observation of Lead Service Line Replacement FY26	Construction Engineering	*\$388,600
	Totals	\$545,583

*Contract pending Board approval 10/28/2025

FINANCIAL IMPACT

- **Funding Source:** Water Sewer Fund
- **Budgeted Amount:** \$0
- **Budget Amendment Requested:** \$388,600 (to be reimbursed through the SRF loan)
- **Cost:** \$388,600

LEGAL REVIEW

Pending review of the General Conditions of the Consultant Agreement

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RECOMMENDED BOARD ACTION

Approve a budget amendment of \$388,600 to the water sewer fund; and, accept a proposal from Burns & McDonnell of Chicago, IL for professional engineering services (Tasks 1 & 2) in an amount not to exceed \$388,600, to assist the Village of Homewood in Construction Management 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