VILLAGE OF HOMEWOOD

BOARD AGENDA MEMORANDUM **DATE OF MEETING: November 10, 2026**

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 2027

PURPOSE

Staff is requesting Village Board approval of a budget amendment to the Water and Sewer Fund in the amount of $265,388, ***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 Engineering Co., Inc. of Chicago, IL for professional engineering services associated with Construction Management for the FY27 Lead Service Line Replacement (LSLR) project.

PROCESS

The Village plans to replace up to 249 lead service lines in 2027 — the second year of its Lead Service Line Replacement Program. Following extensive coordination with Burns & McDonnell, the Illinois Environmental Protection Agency (IEPA) has reserved funding for the project through the State Revolving Fund (SRF). This marks the second 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, Burns & McDonnell was retained to prepare a Construction Bid Package identifying the 2027 replacement locations and providing general design details and specifications to support construction oversight. The Village is currently soliciting bids to secure a contract for the 2027 construction work, with Burns & McDonnell serving in an observation and documentation role—monitoring progress, reporting to the Village, and ensuring compliance with project specifications.

Status of 2026

For FY 2026, the Village budgeted $388,600 for construction management services. For FY 2027, Burns & McDonnell has proposed a reduced cost of $265,388, representing a savings of $123,212. This reduction is largely attributed to Burns & McDonnell's ability to develop a more accurate cost estimate based on actual experience and expenditures from the FY 2026 program. Additionally, any unused funds from the FY 2026 construction management budget could be

carried forward to FY 2027 to help offset potential change orders or unforeseen project expenses, subject to applicable funding requirements.

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 2027 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 2027 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 $265,388. Below is the summary table.

Task Description	Task Total
Task 1 – Construction Administration	$45,805
Task 2 – Resident Project Representative (RPR)	$219,583
Scope Total	**$265,388**

Scheduled Benchmarks

1. Provide Contractor Notice to Proceed in January 2027.
   - Contractor will have 275 days from Notice to Proceed to Substantial Completion.
2. Work to commence in March 2027.
3. Work to be substantially complete by the end of October 2027.

Total of FY27 Lead Service Line Professional Engineering Services
(all eligible for reimbursement through the SRF)

Agreement	IEPA SRF Category	Burns & McDonnell Approved Contract Value
Lead Service Line Replacement Plan FY27	Design Services	$12,470
Design & Bidding of Lead Service Line Replacement FY27	Design Services	$1,645
Construction Management and Observation of Lead Service Line Replacement FY27	Construction Engineering	$265,388
	Total	**$279,503**

FINANCIAL IMPACT

- **Funding Source:** Water & Sewer Fund
- **Budgeted Amount:** $0
- **Budget Amendment Requested:** $265,388 (to be reimbursed through the SRF loan)
- **Cost:** $265,388

LEGAL REVIEW

Pending review of the General Conditions of the Consultant Agreement

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RECOMMENDED BOARD ACTION

Approve a budget amendment of $265,388 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 $265,388, to assist the Village of Homewood in Construction Management of Lead Service Line Replacement Fiscal Year 2027 in accordance with the United States Environmental Protection Agency and Illinois Environmental Protection Agency requirements.

ATTACHMENT(S)

Burns & McDonnell Engineering Services Proposal