



Agenda
Village of Glen Ellyn
Capital Improvements Commission
Regular Meeting
Tuesday, September 10, 2019
7:00 PM
Glen Ellyn Civic Center, Room 301

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village at least 24 hours before the meeting.

A. Call to Order

B. Public Comment (Non Agenda Items)

C. Approval of Minutes

July 9, 2019 Capital Improvements Commission Meeting Minutes

D. Current Business

1. Engineering Division 2020 Budget Presentation to CIC
2. CBD Streetscape and Utility Project - Phase II Engineering Agreement

E. Trustee's Report

F. Other Business

G. Public Works Report

H. Project Report

Engineering Project Report Dated September 6, 2019

I. Adjournment



Capital Improvements Commission

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/10/19 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Minutes

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4127)

DOC ID: 4127

July 9, 2019 Capital Improvements Commission Meeting Minutes

The draft Meeting Minutes from the July 9, 2019 Capital Improvements Commission Meeting are attached for review and approval by the Capital Improvements Commission.

ATTACHMENTS:

- CIC Meeting Minutes July 9 2019 - Draft (PDF)

Village of Glen Ellyn



DRAFT

Minutes
 Village of Glen Ellyn
 Capital Improvements
 Regular Meeting
 July 9, 2019
 7:00 PM
 Glen Ellyn Civic Center, Room 301

Board or Commission: Capital Improvements
Meeting: Regular
Quorum: Yes

Date: July 9, 2019
Called to Order: 7:00 p.m.
Adjourned: 9:16 p.m.

MEMBER ATTENDANCE:

Michael Lane	Chairman	Present
Adam Biggam	Commissioner	Present
Joshua Cattero	Commissioner	Present
Arthur Foerster	Commissioner	Present
Michael Lindquist	Commissioner	Present
Steve Neurauder	Commissioner	Present
Steve Szymanski	Commissioner	Present
Rocco Zuccherro	Commissioner	Present
Richard Daubert	Professional Engineer	Present

Also Present:

Steve Thompson	Liaison Trustee	Present
Tom Topor	Senior Civil Engineer	Present

Public Present:

Todd Ryne	Former Commissioner	Present

Attachment: CIC Meeting Minutes July 9 2019 - Draft (4127 : Approval of July 9, 2019 CIC Meeting Minutes)

A. CALL TO ORDER

The July 9, 2019 meeting of the Capital Improvements Commission was called to order by Chairman Lane at 7:00 PM at the Glen Ellyn Civic Center.

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES FROM May 14, 2019 MEETING

MOVE TO APPROVE MINUTES OF REGULAR MEETING FROM 5/14/2019

RESULT: Motion Unanimously Carried

MOVER: Commissioner Lindquist

SECONDER: Commissioner Szymanski

D. ANNOUNCEMENTS – Commissioner Ryne announces his resignation from the CIC. He wishes the CIC well and has enjoyed his time on the Commission. Professional Engineer Daubert presents Commissioner Ryne with a certificate of appreciation for his 25 plus years of service. He commends him for all his efforts and help, citing numerous specific projects and initiatives Ryne was involved with such as the Master Roadway Plan, Annual Road Projects, Taylor Avenue Pedestrian Tunnel, among many others. The CIC applauds Ryne for his efforts.

E. CURRENT PROJECT BUSINESS

1. *Continued Discussion on CBD Streetscape & Utility Project:* Professional Engineer Daubert presents to the CIC the CBD strategies and items for discussion. The following items are what we will be discussing and looking for input on from the CIC. Status of Phase II Engineering, Construction Schedule Update, Parking Updates, Delivery Truck Loading Zones, Street Light Poles Update, Material Selection Update and Mock Ups (Exposed Aggregate Concrete Samples, Granite Cub planter Samples Festoon Lights) and Parklets Renderings.

RFP for Phase II – Professional Engineer Daubert reports RFP's are out right now and we have a meeting on Friday to review the RFP with firms. Follow up interviews will be conducted as part of the procurement process. Chairman Lane inquired as to whether or not procurement of Phase II is critical to the schedule at this time. Engineer Daubert noted some timing flexibility given the project is more likely tracking commencement of construction in 2021, per staff's forthcoming recommendation to be discussed this evening.

Construction Schedule Update – Senior Civil Engineer Topor reports that the Village Board has directed us to look at 2 different schedule options. Civiltech has broken this down into 2 options. Option A is to begin with utility work in 2020 (see attached presentation for detailed description of timeline and stages). The utility work that will be worked on is water main, water services, sanitary sewer and storm sewer. The water main replacement on Main Street is the biggest part of the utility work.

Commissioner Biggam asks if Main Street will be closed. Professional Engineer Daubert replies that the street would likely be closed to make the work both safe and productive. Senior Civil Engineer Topor reports that we feel this timeline is a little too aggressive. We need to consider the Frida Exhibit which is to start June – August 2020. If we are to do the work we would need to start a month or two before or wait until after the exhibit. We expect to have a lot of traffic as a result of this exhibit so we will want to keep the road work to a minimum during this time. We don't want to lose patrons from the exhibit to go to visit nearby towns as a result of the roadwork in downtown Glen Ellyn. Option B is to start with utility construction in 2021 (see attached presentation for a detailed description of timeline and stages). Commissioner Biggam asks if the Giesche project would impact this project. Professional Engineer Daubert replies the schedule for the project is not definitive at this time. We would like to do our utility work and streetscape work in unison with theirs. Commissioner Szymanski asks if businesses will have to close as a result of the utility construction project. Professional Engineer Daubert responds some may have to close for a day due to utility work. We will try to work with the businesses to see which day will be best for them to close. Professional Engineer Daubert adds of the two options presented, staff recommends Option B – Construction to begin in 2021. Professional Engineer Daubert asks the CIC if they have any further questions or concerns; otherwise a motion is recommended. Commissioner Foerster motions to advance the project with Option B, Commissioner Biggam seconds the motion.

MOVE TO ADVANCE THE CBD STREETScape AND UTILITY PROJECT WITH SCHEDULE OPTION B,
CONSTRUCTION TO BEGIN IN 2021
RESULT: Motion Unanimously Carried
MOVER: Commissioner Foerster
SECONDER: Commissioner Biggam

Proposed Parking Updates - Senior Civil Engineer Topor presents Proposed Parking updates (see attached presentation). We will have 333 public on street parking spaces including 19 accessible spaces. We were able to retain the parking by the fire station and add additional spaces on Hillside. In total we are losing 27 spaces. Professional Engineer Daubert adds the parking losses have been reduced with this latest proposed parking plan while still adding needed accessible spaces.

Delivery Truck Loading Zones – Professional Engineer Daubert presents preliminary loading zone spaces (see attached presentation). He adds we spoke with the business chamber and Civiltech to offer flexibility with use of these zones for both parking and loading. We also spoke with the police department and businesses to identify the challenges they face. We want to offer safe spaces for loading. Those areas will be used for parking during non-peak business hours. Commissioners unanimously expressed that the proposed loading zones are a good starting point. Commissioner Cattero noted that we should review additional locations for use of ride share spaces such as on Pennsylvania for patrons of the Main Street Restaurants. Chairman Lane also noted we should review the possibility of using dynamic parking signs to clearly denote when spaces are available for parking verses loading.

Street Light Poles & Festoon Light Update – Senior Civil Engineer Topor reports we will be completing a mock up of festoon lighting in Shock Square.

Material Selection Update and Mock Ups – Senior Civil Engineer Topor reports we have 6 exposed aggregate concrete samples that were created for your review. Senior Civil Engineer Topor goes through the samples with the CIC. All are maximum exposure. We will choose something that has a little less exposure and are smoother for snow removal. The CIC weighs in on the samples and likes Red Flint, Green Spruce and Colonial Red which are the staff recommended aggregates for the mock ups. Engineer Topor adds our next step is to do a mock up selection in the field. Commissioner Szymanski asks if the public will be able to give feedback on these samples. Topor replies yes. Professional Engineer Daubert adds we want to give the public opportunity to weigh in on these materials over a reasonable time period. We would like to showcase these materials on Main Street. Chairman Lane asks for a timeframe on when this could be done. Professional Engineer Daubert replies 4-6 weeks. Senior Civil Engineer Topor reviews the granite samples that will be used around trees. The granite would be decorative and act as a protection from the salt. He adds we will bid the entire project and then we can make adjustments if it becomes too expensive. Director Hansen is also having benches made out of granite as well. Professional Engineer Daubert adds we would also like to do mock ups to see how everything looks with the aggregate concrete; and would like for the public to weigh in on this as well. Commissioner Zuccherro asks how will you get the feedback from the public. Daubert adds we will most likely use an online survey.

Parklets Renderings – Senior Civil Engineer Topor presents renderings for the Civic Center, Sesquicentennial Square and Shock Square (see attached presentation). The CIC weighs in on the various options for Shock Square. They prefer a combination of Option 1 and Option 2. They would like to see both a water feature and a stage. By having the stage for entertainment we could capitalize on the space as a potential revenue generator. The CIC would like community feedback on this. Professional Engineer Daubert thanks the CIC for their feedback and will relook at Shock Square in the design phase. He adds the Phase II Engineering Agreement will be brought to next meeting.

F. TRUSTEE'S REPORT – Trustee Thompson reports that the Village board approved the Avere luxury apartment project. Fencing went up around Giesche today as it is a condition of the demolition permit. Andy's Custard ribbon cutting is this Friday at noon. Pete's Fresh Market is to open in September.

G. OTHER BUSINESS – None

H. PUBLIC WORKS REPORT – Professional Engineer Daubert reports we had a series of water main breaks this last weekend on Spring Road. Public Works replaced sections of the pipes. We are reviewing rehabilitation of the water main due to repeated breaks.

I. PROJECT REPORT – Professional Engineer Daubert reports the Baker Hill Access Improvements Project is moving forward. Grant applications for the Train Station and CBD Pedestrian Tunnel did not score as high as we would like but we are reviewing all options to keep the project moving forward including splitting Phase II Engineering Costs with UP and Metra.

- J. Adjournment** – Commissioner Szymanski moved to adjourn and Commissioner Biggam seconded the motion. The meeting was adjourned at 9:16 p.m.

Submitted by Elisa Pollina, Recording Secretary
Reviewed by Richard Daubert, Professional Engineer

Attachment: CIC Meeting Minutes July 9 2019 - Draft (4127 : Approval of July 9, 2019 CIC Meeting Minutes)

**Capital Improvements Commission**

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/10/19 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Presentation

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4128)

DOC ID: 4128

Engineering Division 2020 Budget Presentation to CIC

Please see the attached memorandum and presentation materials concerning the Engineering Division 2020 Budget Presentation to the Capital Improvements Commission.

ATTACHMENTS:

- Memo to CIC on 2020 Budget Including Attachments (PDF)



MEMORANDUM

TO: Capital Improvements Commission

FROM: Rich Daubert, Professional Engineer

DATE: September 6, 2019

RE: Public Works Engineering Division Presentation of 2019 Budget

Introduction

Staff is pleased to provide the attached materials relating to the roadway, sewer, water, and parking improvement projects planned for 2020. A presentation on the materials will be made to the Capital Improvements Commission at its September 10, 2019 Meeting. Staff's goal is to secure any suggested changes and ultimately a recommendation from the CIC on the Budget as it will be presented to the Village Board at its September Workshop.

Please note the following materials are included:

1. Engineering Division Presentation to CIC for 2020 Budget
2. 2020 Roadway Program List
3. Sewer and Water Improvements Associated with 2020 Roadway Program
4. Map of Major Projects Planned for 2020

Action Requested

Staff recommends input from the CIC on the Budget as presented with ultimately a Motion to Recommend the Budget to the Village Board as part of upcoming presentations to the Village Board on the development of the 2020 Budget.



**Village of Glen Ellyn
Engineering Division Presentation to
Capital Improvements Commission for Calendar Year 2020 Budget**

September 10, 2019

2020 Capital Plan Overview

- Capital Projects Fund Improvements ~ \$11.2M*
- Water Fund ~ \$4.4M*
- Sewer Fund ~ \$3.3M*
- Parking Fund ~ \$15M**

*Includes Carryover of Projects,
Excludes Bond Repayments

**Transfer from Capital Fund (Bonds)



2020 Major Roadway Projects

- 2020 Street Program (3.8 Miles) ~ \$6.2M (Capital)
- Pavement Preservation - \$250K
 - Rejuvenator - \$25K
 - Cracksealing - \$25K
 - Asphalt Street Patching - \$200K
- Concrete Street Patching - \$550K
- Sidewalk Program ~ \$210K
 - Removal and Replacement - \$150K
 - New Sidewalk on High (Main to Forest) - \$25K
 - New Sidewalk on Western (Geneva to Amy) - \$35K

2020 Major Sewer/Water Projects

- 2020 Street Reconstruction Program ~ \$4.3M (Sewer & Water)
- Route 53 Water Main ~ \$1M
- Sanitary Sewer Lining Program ~ \$500K
- Cumnor Sewer and Water Utility Extensions ~\$440K
- Hill Avenue Water and Sewer ~ \$1.4M

2020 Parking Lot Projects

- Civic Center Parking Garage
~ \$15M
- General Parking Lot Maintenance
 - Asphalt Patching/Maint. ~ \$10K



2020 Major Engineering Projects

- CBD Streetscape/Utility Design ~ \$1M
- Train Station/Underpass Design ~ \$500K to Start Phase II



2020 Miscellaneous Engineering Initiatives/Expenditures

- Stormwater Drainage Program ~\$50K
- Sewer/Water Pavement Repairs ~\$36K
- Pavement Condition Index Survey ~\$35K
- Street Light Replacements ~\$26K
- Engineering Software ~ \$6.5K
- Engineering Assignments/Studies ~ \$15K
- NPDES Permit ~\$1K

End of Presentation

- Questions, Comments, & Budget Input

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED AUGUST 12 2019

PROPOSED 2020 - 2030 PROGRAM

Year: 2020 (CY - 20)										
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost
Carleton: South End to DuPage		23	84	65	450	36	1,800	Type II	182.326	\$ 328,187
Windsor: Sawyer to Hillside	93	84	67	52	1,427	23	3,647	Type IIA	255.256	\$ 930,863
Sawyer: Lorraine to West End	96	80	69	58	497	24	1,325	Type IIA	255.256	\$ 338,300
Chesterfield: Lorraine to West End	88	81	73	56	700	23	1,789	Type IIA	255.256	\$ 456,625
Phillips: Lorraine to Vine	90	86	82	57	615	20	1,367	Type IIA	255.256	\$ 348,850
Vine: Hillside to Ridgewood	87	80	76	54	743	20	1,651	Type IIA	255.256	\$ 421,457
Ridgewood: Kenilworth to Brandon	94	85	81	58	1,115	22	2,726	Type IIA	255.256	\$ 695,715
Duane St.: Lawrence to Dawn	89	81	49	96	762	23	1,947	Type II	0.000	\$ -
Duane St.: Dawn to Lorraine	89	86	76	75	1,098	23	2,806	Type IA	30.388	\$ 85,268
Evergreen Av: Duane to Hillside	100	83	84	76	586	22	1,432	Type II	182.326	\$ 261,172
Dawn Ave: Duane to Hillside	100	79	80	77	460	23	1,176	Type II	182.326	\$ 214,334
Kenilworth: Duane to Hillside	100	100	89	88	391	21	912	Type IC	91.163	\$ 83,171
Center St: Evergreen to Lorraine	95	92	88	73	463	23	1,183	Type II	182.326	\$ 215,732
Anthony St: West End to Kenilworth	98	90	82	67	623	20	1,384	Type IA	30.388	\$ 42,070
Cumnor: Hill to Acorn							1,350	Type IC	0.000	\$ -
Ridge: Bemis to Glen Crest					471	26	1,362	Type IB	42.543	\$ 57,943
Danby: Bemis to Glen Crest					452	28	1,405	Type IB	42.543	\$ 59,773
Glen Crest: Ridge to West End					557	28	1,733	Type IB	42.543	\$ 73,727
Glen Crest: Ridge to Danby					505	27	1,515	Type IB	42.543	\$ 64,452
Marston: Village Limits to Taylor					386	28	1,202	Type IA	30.388	\$ 36,526
Marston: Taylor to Taylor					22	28	67	Type IA	30.388	\$ 2,036
Marston: Taylor to Birchbrook					476	21	1,111	Type IA	30.388	\$ 33,761
Marston: Birchbrook to Route 53					203	20	452	Type IA	30.388	\$ 13,735
Birchbrook Court: Marston to South End					693	28	2,157	Type IA	30.388	\$ 65,546
Marston: Route 53 to Brook					426	28	1,325	Type IB	42.543	\$ 56,369
Marston: Brook to Lorry					39	40	171	Type IB	42.543	\$ 7,275
Marston: Lorry to Crest					459	27	1,376	Type IB	42.543	\$ 58,539
Marston: Crest to Greenview					279	28	867	Type IB	42.543	\$ 36,885
Marston: Greenview to Marston Court					114	28	354	Type IB	42.543	\$ 15,060
Marston Court: Marston to North/West End					635	28	1,974	Type IB	42.543	\$ 83,979
Brook Court: Marston to South End					209	52	1,205	Type IB	42.543	\$ 51,264
Lorry Court: Marston to North End					174	55	1,065	Type IB	42.543	\$ 45,308
Crest Court: Marston to North End					177	57	1,123	Type IB	42.543	\$ 47,775
Greenview Drive: Bemis to Marston					401	29	1,293	Type IB	42.543	\$ 55,008
Sheehan: Jonathon to Sunnybrook	73	96	96	78	735	24	1,960	Type IA	30.388	\$ 59,560
Braeburn Ct: Sheehan to South End	N/A	96	96	85	360	24	960	Type IA	30.388	\$ 29,172
Chapel Ct., North and South	100	96	85	58	1,523	24	4,061	Type IB	42.543	\$ 172,780
Marston: West End to Maple	100		77	64	365	21	852	Type IA	30.388	\$ 25,880
Lynn Road: Swift to West End					507	24	1,352	Type IA	30.388	\$ 41,084
Concrete Street Patching and Rehabilitation Program										
Main: Anthony to Elm				57						\$ 200,000
Kenilworth: Anthony to Geneva				70						\$ 200,000
Various Locations										\$ 150,000
GRAND TOTALS					20,098		3.81 miles			\$ 6,015,180
							with engineering @ 10%			\$ 6,571,506
										Total

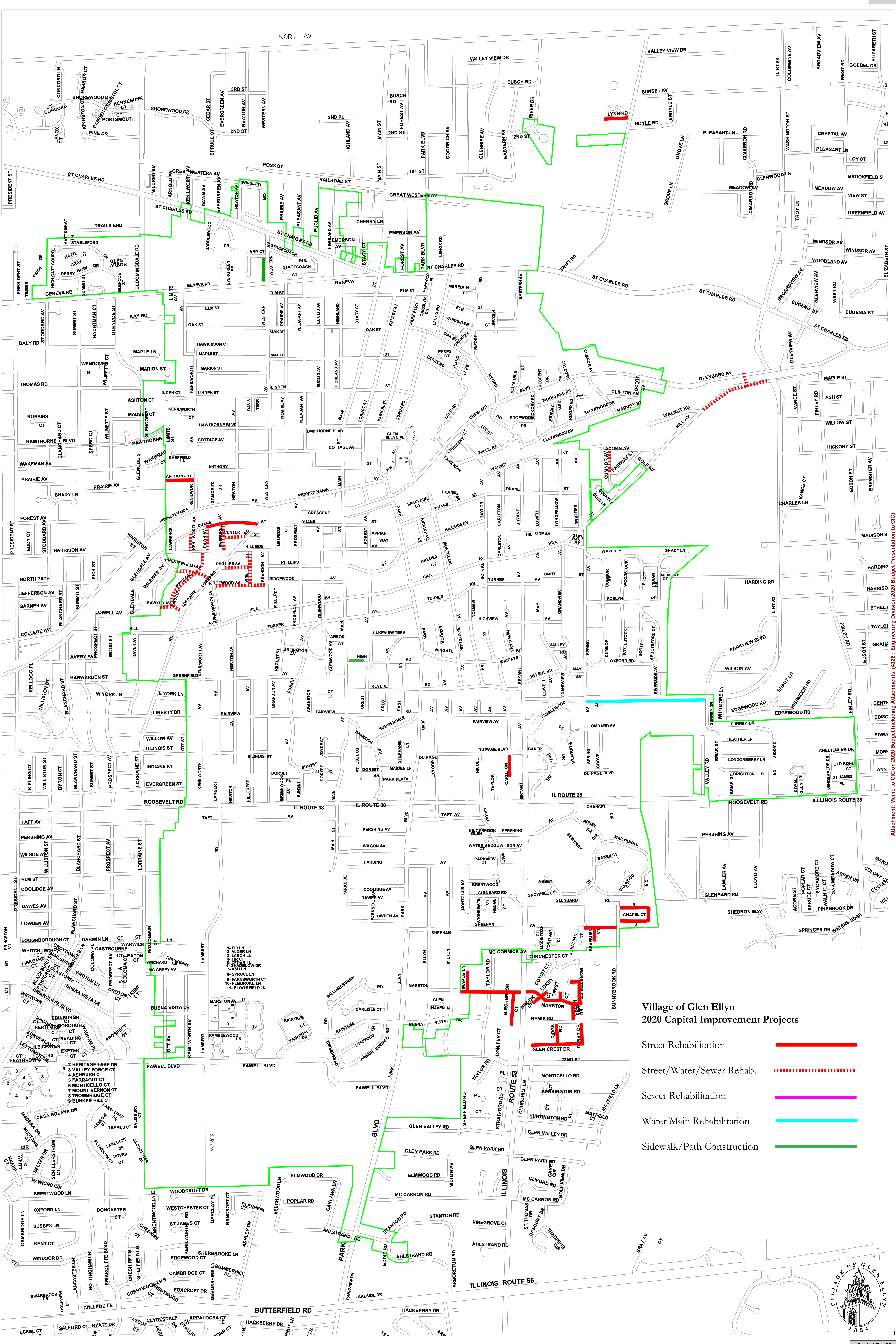
Year: 2020 (CY - 20)**ROADWAY RELATED WATER SYSTEM CAPITAL IMPROVEMENTS**

Roadway Segment	Description of Improvement	Improvement Cost	
Phillips / Vine / Ridgewood	2,400' of 8" Water Main Replacement	\$	802,234
	2,200' of 8" Water Main Replacement	\$	700,363
Windsor / Sawyer / Chesterfield	Upgrade Services on Sawyer/Chesterfield west of		
	Lorraine where existing main is 8" (10 services)	\$	36,465
Kenilworth / Dawn / Evergreen / Center	1,900' of 8" Water Main Replacement	\$	635,102
	TOTALS	\$	2,174,164
	w/ engineering	\$	2,391,581

ROADWAY RELATED SANITARY SEWER SYSTEM CAPITAL IMPROVEMENTS

Roadway Segment	Description of Improvement	Improvement Cost	
Phillips / Vine / Ridgewood	Sanitary Services Replacement (58 services)	\$	402,854
	Spot Repair Allowance (2,500')	\$	57,881
Windsor / Sawyer / Chesterfield	Sanitary Services Replacement (52 services)	\$	361,179
	Spot Repair Allowance (2,600')	\$	60,197
General Spot Repairs / Adjustments Allowance	Other Streets - Carleton (2,500')	\$	57,881
Kenilworth / Dawn / Evergreen / Center	Sanitary Services Replacement (54 services)	\$	393,824
	Spot Repair Allowance - includes Duane east of		
	Lawrence (2,700')	\$	65,637
General Spot Repairs / Adjustments Allowance	Spot Repair Allowance (1,150)	\$	27,957
	Other Streets - primarily Glen Crest area (12,000')	\$	291,722
	TOTALS	\$	1,719,131
	w/ engineering	\$	1,891,044

Attachment: Memo to CIC on 2020 Budget Including Attachments (4128 : Engineering Division 2020 Budget Presentation to CIC)



Village of Glen Ellyn
2020 Capital Improvement Projects

- Street Rehabilitation
- Street/Water/Sewer Rehab.
- Sewer Rehabilitation
- Water Main Rehabilitation
- Sidewalk/Path Construction



**Capital Improvements Commission**

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/10/19 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Commission Recommendation

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4129)

DOC ID: 4129

CBD Streetscape and Utility Project - Phase II Engineering Agreement

Please see the attached memorandum and materials concerning Phase II Engineering Services for the CBD Streetscape and Utility Project.

ATTACHMENTS:

- Memo. CBD Streetscape.Recommendation to CIC.2019.9.10 with Attachments (PDF)



MEMORANDUM

TO: Capital Improvements Commission

FROM: Rich Daubert, Professional Engineer
Tom Topor, Senior Civil Engineer

DATE: September 6, 2019

RE: CIC Discussion of CBD Streetscape and Utility Improvements
Phase II Engineering Design Services – Second Phase

Request For Proposals

On June 28, 2019 staff issued the attached Request for Proposals (RFP) for the second phase of design Engineering Services of the CBD Streetscape and Utility Improvement Project. The RFP requested a specific scope of services for the assignment, described minimum required qualifications of consulting firms, and included a proposed project budget along with a tentative project schedule.

Project Background

The first phase of design services began in September 2018, following an award of the agreement to Civiltech Engineering, Inc. The main items of scope included Topographical Survey of the CBD, Design Concept Development, Preliminary Roadway and Utility Engineering, Public Outreach and Stakeholder Coordination. With an exception of selecting various streetscape material components based on the site mock-ups to be completed in fall of this year, all of the remaining phase one items are substantially completed. Staff is looking to begin working on second phase of the assignment concurrent with the final paving material selection.

Proposed Improvements To Be Designed

The goal of the second phase of the design work is to complete detailed engineering design, bidding, and award of construction contracts for the project. The design work will include water main, storm sewer and sanitary sewer improvements, as well as streetscape improvements including roadways and sidewalks, on-street parking, street lighting system, trees and tree planters, signage, and variety of other streetscape elements.

Proposals and Proposal Review

On July 22, 2019, proposals from three engineering firms were received. Engineering staff performed a detailed review of all three proposals based on the evaluations criteria in the RFP. A summary of the results is provided in tabular format below.

Total Score = Sum of Criteria Score X Points Possible / 3 (total number of firms); Maximum Score = 100

Proposal Evaluation Criteria (Listed in RFP)	Max Points			
		Thomas	Civiltech	Primera
1. Firm Information (size, location, history, resources, etc.);	5	3	3	3
2. Experience on similar projects with reference (name, title, address, phone, email & fax numbers) within last three years only;	10	2	2	3
3. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;	10	2	2	3
4. Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);	10	1	2	3
5. Completeness of project approach (detailed scope of services/tasks, etc.);	30	1	3	2
6. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.;	5	3	1	2
7. Not-To-Exceed Cost and Total Fixed Price	30	2	3	1
Total Score	100	56.7	86.7	68.3
Final Rank (1 is least favorable response, 3 is most favorable response)		1	3	2

For each Proposal Evaluation Criteria above, score firms from 1 (least favorable response) to 3 (most favorable response) in the colored cells; the Total Score will be calculated automatically

Total Not-To-Exceed Price		\$1,219,672.00	\$1,003,174.00	\$1,551,964.00
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Consultant Interviews

Follow up interviews with Thomas, Civiltech, and Primera were conducted on July 29 and July 30, 2019. The interview panel consisted of PW Director Julius Hansen, Assistant PW Director David Buckley, Professional Engineer Rich Daubert, and Senior Civil Engineer Tom Topor.

The format of the interview included introductions, a presentation by the firms, and follow up questions from the interview panel. Follow up questions intended to discuss the proposals in detail, provide an opportunity to inquire about project team and relative project experience, clarifying roles and tasks of various sub consultants included in the proposals, and the respondents' comfort with their tasks, hours, fees, and schedule provided within their proposal.

Taking staff's initial evaluation and the follow up interviews into consideration, the interview panel reached a consensus that the Civiltech team submitted the most favorable proposal and is the best firm for the assignment.

Having just completed phase one of the assignment, the Civiltech team was evaluated as superior in terms of design experience on similar projects and overall completeness of the project approach. Similarly to phase one, Civiltech has teamed with RJN Group who would be performing underground utility design, Muse Community + Design who would be assisting in project outreach and stakeholders coordination, Jorgensen & Associates performing typographical survey, Santacruz Land Acquisitions for any required land acquisitions, and Midland and Standard for geotechnical testing, and Huff and Huff for environmental services. In addition, Civiltech added teams from GPRS to complete surface scanning for potential locations of vaulted sidewalks and Fountain People for water fountain design needs.

Negotiations and Recommendations

Staff met with Civiltech to refine and negotiate the terms of the assignment. Several changes to Civiltech's original proposal of \$852,313 were ultimately recommended by staff and Civiltech with the major amendments noted as follows:

1. Additional efforts were requested in completing the Construction Staging and Maintenance of Traffic item, including creation additional areal exhibits to be used during public involvement, detailed pedestrian ramps for coordination with Community Development Department, and development of tree removal phasing plan.
2. Additional efforts in designing the Village underground utilities including completing building inspections and dye testing of sanitary sewer services previously removed from the utility study, review of sanitary services video to determine the need to reinstate after sewer lining, complete investigation of storm box culvert under the UPRR, updates to sanitary sewer flow monitoring report, and review of storm sewer modeling performed by Village's storm sewer consultant.
3. Assistance in application for additional local STP Grant funding was requested.
4. Additional efforts involving stakeholders and the general public outreach in the design of the project was requested. This includes additional coordination meetings and creation and execution of engagement strategy including internal and external communications for Phase II.
5. Clarified that vaulted sidewalk investigation may include up to 6 locations.
6. Completion of photometric calculations of the existing street lighting system to provide similar lighting levels for the proposed street light system.
7. Up to 3 additional blocks of streetscape project area will be modeled and rendered to create 3D videos to show different materials and furnishing options and used as another public outreach tool.
8. Additional coordination to determine which aspects of construction will be part of the Streetscape and Utility projects and Train Station and Underpass Project.

Attached as Exhibit A is the full Project Scope Summary prepared by Civiltech, including the original scope and changes made based on staff's recommended scope changes and negotiations (changes are highlighted in green). Staff notes that the form of the agreement will be a Not-To-Exceed Agreement whereby the Village would only be invoiced for services rendered with the fee calculated based on payroll, overhead and profit, and direct costs.

Design and Construction Schedule

Three separate construction contracts are currently anticipated for this project.

The following recommendations for design and construction schedules are as specified:

Contract 1 - Advance Utility Construction Contract – This contract to be tentatively let in early fall 2020. Construction is anticipated in 2021 and 2022.

Contract 2 - Roadway and Streetscape Construction Contract – This contract to be tentatively let in fall 2021. Construction is anticipated in 2022 and 2023.

Contract 3 - Street Resurfacing Contract – This contract is for resurfacing Main, Pennsylvania, Prospect, and Crescent. This project will be reviewed, approved, and let by IDOT tentatively in 2023 for construction during 2023.

Action Requested

While Public Works staff is comfortable with the proposed scope, schedule, and fee for the assignment, it respectfully requests review by the CIC and ultimately a Motion from the CIC to recommend the scope, schedule, and fee for the Agreement. Staff intends to discuss the agreement with the Village Board at its September Workshop with formal approval of the agreement by the Village Board desired at its September 23, 2019 Meeting.

Attachments

- A. Request for Proposal
- B. Scope Summary
- C. Not-To-Exceed Fee Summary



VILLAGE OF GLEN ELLYN

REQUEST FOR PROPOSALS (RFP)

CENTRAL BUSINESS DISTRICT (CBD) STREETSCAPE AND UTILITY IMPROVEMENTS

PHASE II ENGINEERING SERVICES – SECOND PHASE



Draft Rendering of Main Street and Crescent Boulevard

Issued: Friday, June 28, 2019

Non-Mandatory Pre-Submittal Meeting: Friday, July 12, 2019 at 1 p.m. C.S.T. (Glen Ellyn Public Works, 30 S. Lambert Road, Glen Ellyn, IL 60137)

Proposals Due: Monday, July 22, 2019 at 4 p.m. C.S.T.

Table of Contents

INTRODUCTION	2
PROJECT BACKGROUND.....	3
PROPOSED IMPROVEMENTS	7
SCOPE OF SERVICES/TASKS	12
ANTICIPATED SCHEDULE	21
PROPOSAL CONTENT	22
MINIMUM QUALIFICATIONS	23
PROJECT TEAM STRUCTURE.....	23
INSTRUCTIONS TO PROPOSERS.....	24
EVALUATION OF PROPOSALS	27

INTRODUCTION

The Village of Glen Ellyn ("**Village**") is requesting proposals for professional engineering consultant services ("**Consultant Services**") for Phase II Engineering Services – Second Phase for the Village's Central Business District (CBD) Streetscape and Utility Improvements along the core Central Business District, generally bound by Anthony Street to the north, Western/Prospect Avenues to the west, Park Boulevard to the east, and Hillside Avenue to the south as generally depicted in Figure 1.

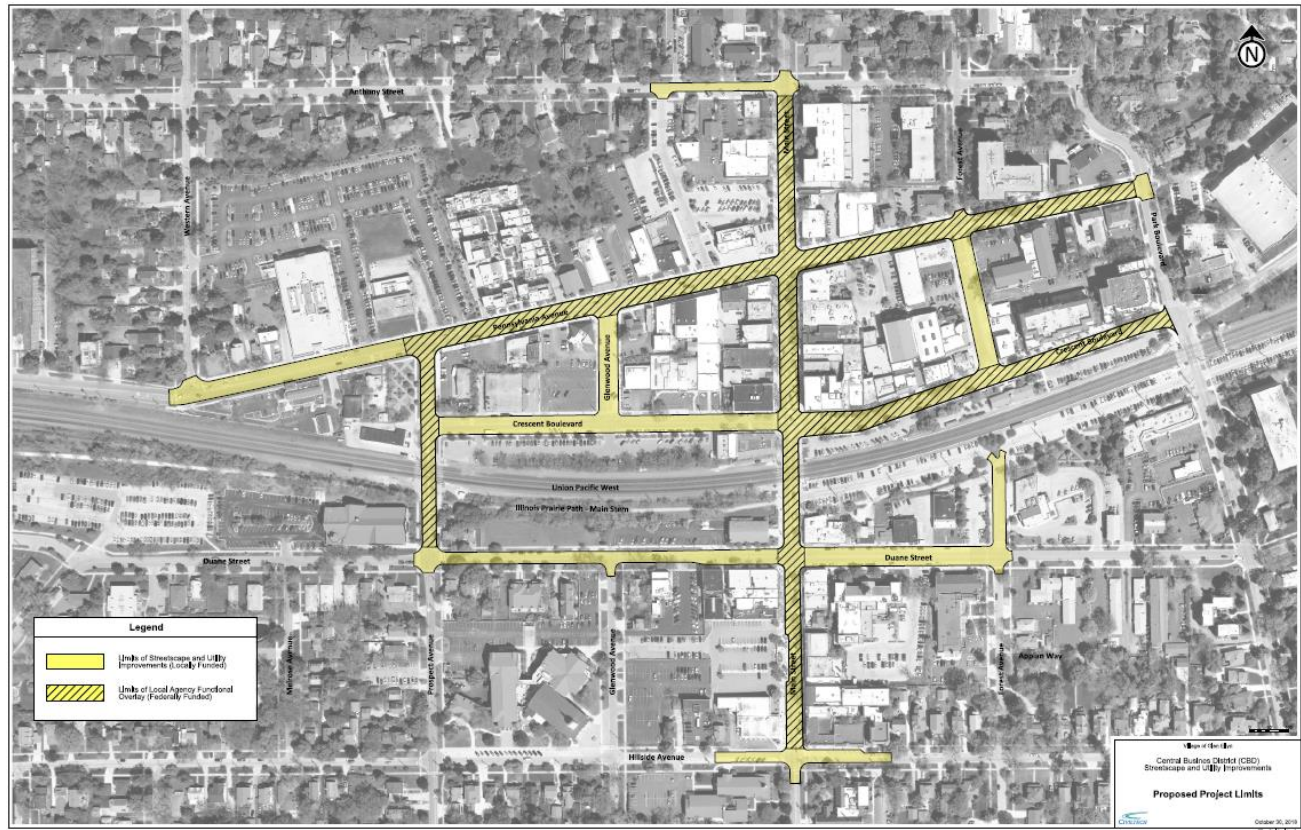
Respondents must be able to demonstrate previous experience with similar projects. The submittal shall detail the firm(s) and project team qualifications, experience on similar projects, project approach, scope of services/tasks, not-to-exceed price and any supplemental information for completing the scope of services/tasks specified hereinafter.

The Village is offering the selected Consultant teams a Non-Mandatory Pre-Submittal Meeting to discuss the RFP and ensure that both the Village and Consultant teams are in agreement with the scope, schedule, and other details of the project assignment. The Non-Mandatory Pre-Submittal Meeting will be held on Friday, July 12, 2019 at 1 p.m. C.S.T. at Glen Ellyn Public Works, 30 South Lambert Road, Glen Ellyn, Illinois, 60137.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Figure 1 – Proposed Project Limits



PROJECT BACKGROUND

Ongoing Phase II Engineering Services – First Phase Agreement with Civiltech Engineering

In 2018, the Village entered into an agreement with Civiltech Engineering for Phase II Engineering – First Phase services to provide concept development and preliminary engineering for the project. The First Phase solicited feedback from residents, merchants, and Village officials regarding different alternatives for on-street parking, sidewalk widths, corner bump-out locations, mid-block crossings, general traffic mobility and safety considerations, street lighting, and streetscape features including material types and color preferences. Additionally, utility coordination, preliminary underground utility design, conceptual geometrics, cost estimates, and construction staging schemes were developed while coordinating design features with other planned projects in the Village including the APEX 400 Mixed-Use Development, Civic Center Parking Garage, and Metra Train Station and Pedestrian Underpass. A more thorough list of tasks completed by Civiltech is provided as follows:

Phase II Engineering – Completed Tasks

First Phase Tasks Which Have Been Completed by Civiltech Engineering and Subconsultants

Item 1 – Early Coordination and Data Collection

- Phase II IDOT Kick-off Meeting
- Design schedules
- Design JULIE, obtaining atlas information
- Photo logs
- Obtained aerial imagery

Item 2 – Topographic Survey

- Survey for all roadways and doorways, excluding Crescent east of Main
- Incorporated limited survey provided by Village for Crescent east of Main into full topo files

Item 3 – Preparation of Base Maps

- Alignment and Plan sheets
- Key map

Item 4 – Subsurface Soils and Pavement Investigation

- Geotechnical soil borings and pavement cores for roadways
- Geotechnical soil borings for utility improvements
- Pavement rehabilitation options

Item 5 – Crash Analysis

- Traffic Memorandums for Main Street/Crescent Boulevard and Pennsylvania Avenue/Forest Avenue for proposed lane configurations
- Crash analysis for existing parking and turn lanes

Item 6 – Traffic Analysis

- ADT Exhibits for Main Street/Hillside Avenue, Main Street/Duane Street, and Main Street/Crescent Boulevard
- Traffic Memorandums for Main Street/Crescent Boulevard and Pennsylvania Avenue/Forest Avenue for proposed lane configurations

Item 7 – Conceptual Geometric and Streetscape Studies

- Preliminary plan geometrics addressing lane widths, auxiliary lane reductions, parking areas, curb bumpouts, mid-block crossings, truck turning movements, and truck delivery locations
- Existing and Proposed typical sections
- Parking count evaluations for before and after the project, including approximate number or ADA spaces to be required
- Parking alternates for angle parking areas (4)

- Cost estimating

Item 8 – Landscape Architecture

- Review of 2013 streetscape master plan recommendations and presentation/consideration of ways to apply elements to 2019 project
- Review of Apex 400 site plans and incorporation into overall streetscape design.
- Site-walkthrough with Village staff and steering committee to solicit input on existing conditions, and ideas for future streetscape
- Review and evaluation of existing tree survey/condition analysis and recommendations for tree preservation, removal and replacement species
- Review of comparable streetscape examples and imagery for public workshop meetings
- Review of decorative pavement options and imagery of pavement examples for public workshop meetings
- Development of design elements
 - Tree planters including Silva Cell feasibility
 - Planter seat walls
 - Railing designs
 - Seating designs
 - Decorative pavement designs
 - Decorative crosswalks
 - Custom lighting elements
 - Bump-out location and design
 - Development of outdoor fireplace concepts
 - Development of water feature concepts
 - Parklet designs at Schock Square, Sesquicentennial Square and Civic Center
 - Development of decorative festoon lighting options
- Deliverables include
 - Photorealistic renderings of overall streetscape ideas with multiple pavement options (3 locations)
 - Photorealistic renderings of parklets with design variations (3 locations)
 - Color rendered block-by-block parking comparison exhibits showing sidewalk widths
- Review of existing materials and colors, and recommendations for new color options
- Cost estimating

Item 9 – Environmental Resource Review

- Documentation of review and research of historic buildings in advance of ESR
- Documentation and letter indicating no wetlands in project area
- ESR submittal to IDOT

Item 10 – Preliminary Environmental Site Assessment

- PESA report

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Item 11 – Preliminary Utility Design

- Sanitary Sewer and Storm Sewer rehabilitation plan
- Preliminary layouts for watermain, storm sewer, and sanitary sewer
- Construction sequence recommendations for before, during, and after streetscape project
- Cost estimating

Item 12 – Electrical and Lighting Evaluation

- Report evaluating the existing condition of the lights and system
- Reviewed vendor drawings for proposed poles
- Festoon light research
- Cost estimating

Item 13 – Construction Staging and Maintenance of Traffic

- Construction phasing alternates for utility work and streetscape/roadway work
- Construction durations to accompany phasing alternates
- Preliminary review of accommodations for detouring traffic and parking during construction

Item 14 – Stakeholder Coordination and Public Involvement

- Project website to solicit feedback and promote project specific information and provide project background information, set up for further use as the project design progresses (www.downtownge.com)
- Created and utilized a list of Twitter and Instagram Glen Ellyn specific social media handles for marketing feedback and project meetings
- Created marketing graphics for each month used to market the website for feedback as well as project meetings
- Public Open House
- Formal summary of Open House comments
- Business Open House
- State of the Downtown meeting
- Steering Committee formation
- Steering Committee meetings (3)
- Walking Tour with Steering Committee and Staff with summary of comments received

Item 15 – Agency Coordination

- Capital Improvement Commission meetings
- Development Committee meeting (1)
- Village Board Workshops (3, plus 1 scheduled)
- Incorporated train station project and Apex development geometry into proposed geometrics

Item 16 – Railroad Coordination – *moved to Phase II*

Item 17 – Permits – *moved to Phase II*

Item 18 – Grant Applications and Current Funding Utilization

- Reviewed LAFO applicability for project
- Reviewing 3R applicability
- Coordination meeting regarding federal funding, construction phasing, and potential design exceptions for the FA routes
- Identified no current additional opportunities are available at this time

PROPOSED IMPROVEMENTS

The efforts by the Civiltech and Village team during the first phase of design engineering has identified the following utility, roadway, and streetscape infrastructure improvements to be delivered as part of the project

Water Distribution System

The existing watermain in the CBD vary in age from approximately 30 year old ductile iron pipe on Crescent Boulevard to 110 year old cast iron pipe along the stretches of Main Street and Prospect Avenue and other parts of the CBD. As part of the CBD Underground Utility Study, the Village engaged a consultant specializing in watermain condition assessments to analyze selected sections of the existing water system. The sections that were assessed include critical sections of the system located under the Union Pacific-West Railroad Line as well as sections of the main that had a highest number of recorded watermain breaks, including the relatively new ductile iron pipe on Crescent Boulevard. The Final Report prepared by Echologics is included with this RFP as Attachment A. The scope of the water main related work will generally include the following:

- Replacement of 12” watermain and services on Crescent Blvd between Glenwood and Park (~1,500 FT)
- Replacement of 8” watermain and services on Main St between Hillside and Duane (~500 FT)
- Replacement of 8” watermain and services on Main St between Crescent and Pennsylvania (~450 FT)
- Abandonment of 8” watermain and services on Main St between Duane and Crescent (Under the UP-West Line) (~350 FT)
- Replacement of watermain and services on Pennsylvania Ave from Main St. to west of Glenwood (~450 FT). Main shall be up-sized from Main St. to ~250 Feet West of Main/Pennsylvania Intersection.
- Abandonment of 6” watermain on Pennsylvania Ave from Western to Main (~1,500 FT)
- Lining of 12” watermain on Western Ave (extended) between Duane and Pennsylvania (under the UP-West Line) (~450 FT)
- Replacement of water services on Main St watermain between Pennsylvania and Anthony, including fire service lines for future use
- Replacement of water services on Pennsylvania Ave watermain between Western and Forest, including fire service lines for future use
- Addition of valve on Prospect Ave between UP-West Line and Crescent. Work may also include replacement of adjacent water service for 462 Prospect.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

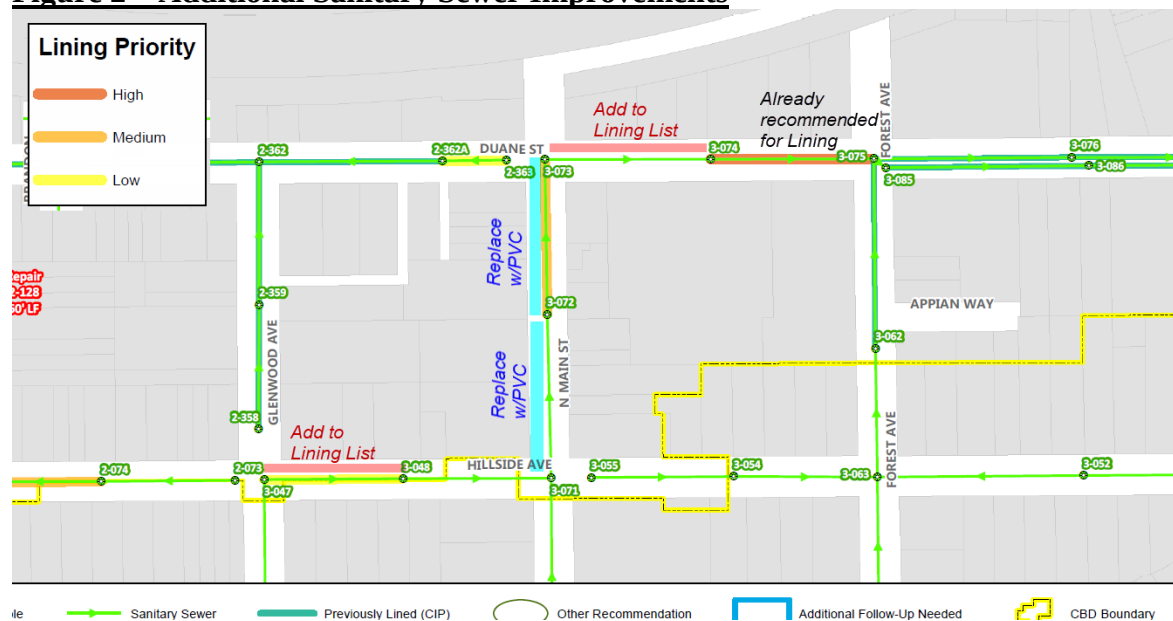
Issued: June 28, 2019

- Replacement of water services to three CBD water fountains
- Abandonment of water service to old decorative water fountain located at the Civic Center site
- Replacement and addition of new fire hydrants and valves at strategic locations throughout the CBD (Assume 10 hydrants and 10 valves)

Sanitary Sewer System

The Village owns and maintains 2.6 miles of sanitary sewer within the Central Business District. All sanitary sewer mains and services were recently televised and reviewed as part of the CBD Underground Utility Study. Description and condition of various component of the system are included in the Attachment B - Final Report prepared by RJN. Additionally RJN has completed flow metering with follow-up modeling early in 2019. Figure 2 includes additional recommended improvements to the sanitary sewer system based on the completed sanitary metering and modeling. Additional improvements include replacement of approximate 510 feet of sanitary sewer along Main Street from Hillside to Duane and 500 feet of sewer lining. Approximately 5% of additional sanitary services were recently evaluated and are being currently evaluated. Any identified repairs will be added to the scope of the improvements. In addition to the main line improvements, sanitary sewer services will be rehabilitated throughout the CBD as part of the project.

Figure 2 – Additional Sanitary Sewer Improvements



Storm Sewer System

The Village owns and maintains 4.6 miles of storm sewer within the Central Business District. All storm sewer mains were recently televised and reviewed as part of the CBD Underground Utility Study. Description and condition of various component of the system are included in the attached report prepared by RJN. Approximately 5% of additional storm sewer main were recently evaluated and are being currently evaluated. The Village is also reviewing the viability of eliminating redundant storm

sewers along sections of Pennsylvania Avenue. Any identified repairs will be added to the scope of the improvements.

Street Light System

The bulk of the existing system was installed in the late 1980's, early 1990's, with some more recent installations on Crescent dating back to 2004. In 2017 the Village completed the process of replacing the luminaires with more efficient custom-made LED replica luminaires with up-lighting capabilities. As part of the project, the Village intends on replacing all 194 of the existing street light poles, foundations, conduit, and wiring within the CBD project limits. Luminaries will be reused and the existing lighting levels maintained. It is anticipated that the proposed pole spacing layout will be similar to the existing layout. The Village is strongly considering the use of a chambered Holophane SiteLink Pole, or equivalent equal, that could easily accommodate irrigation for hanging baskets and provide for greater flexibility with locating power sources. Electrical provisions will also be provided via the installation of receptacles throughout the downtown.

Additional Streetscape Components

The Central Business District Right-of-Way contains a variety of existing streetscape elements consisting of tree planters, benches, bike racks, waste receptacles, retaining walls, and signage; all in various state and condition. The selection of type and style of each of these components will be completed as part of Phase 1 of the project. Mock-up installations of selected components will be completed prior to finalizing the Phase 1 of the project with anticipated selection and approval by the Village Board during the August workshop.

Trees

Approximately half of the existing parkway trees are Honey locust with remaining trees being of various species. Recently completed 2018 CBD Tree Review and 2019 update identified 111 parkway trees located within the CBD in various conditions. Two alternatives for the trees in the CBD were prepared; first calling for removal and replacement of all the trees within the CBD with a more diverse tree population, second for selective removal and replacement based on the condition and potential impact of construction. Current tree budget includes funds for tree replacement, Silva Cells, and irrigation system for the new trees.

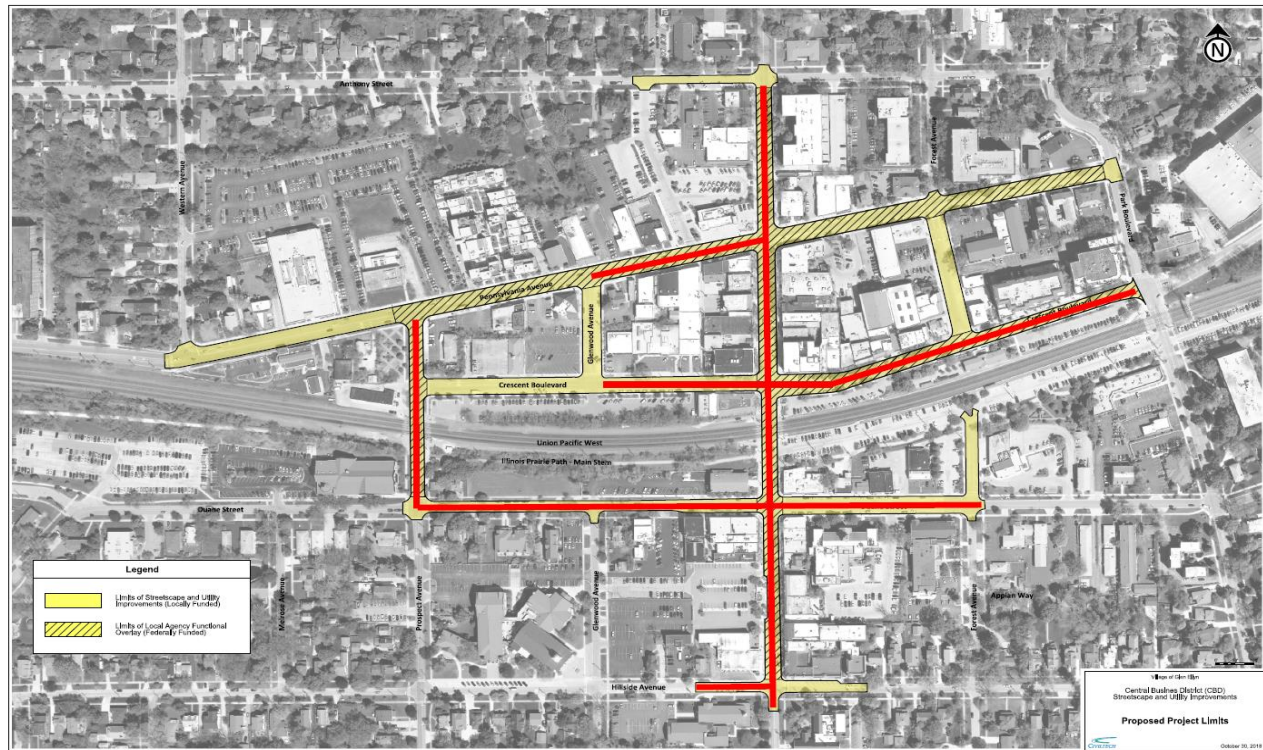
Pavement and Sidewalks

Roadway improvements recommendations were developed based on the PCI data and geotechnical investigations which include reconstruction of majority of the streets in the CBD and resurfacing of the remaining sections. The recommendations are based on ensuring the most appropriate roadway pavement improvements are performed based on the location and extent of underground utility work as well as to accommodate the needed ADA improvements. All Sidewalk, crosswalk and curb ramp upgrades must provide full compliance with latest ADA and PROWAG standards and be consistent with selected sidewalk, crosswalk and paved parkway decorative treatments. Final selection of decorative sidewalk and crosswalk materials will be completed as part of Phase II Engineering – First Phase.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Figure 3 – Proposed Roadway Improvements



*Sections in red indicate proposed street reconstruction

Budget Developed in Phase II Engineering – First Phase

The project budget and cost estimate has been refined throughout phase 1 of the project. A detailed preliminary cost estimate has been developed. The latest cost estimate for the projects is included in tables below.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Table 1 - Current Roadway/Streetscape Budget

Cost Estimate for Work Type	Current Estimate
Item	Cost
Roadway and Sidewalk Work	\$7.6M
Upgrade Sidewalk and Crosswalk Areas to decorative materials	\$1.4M
Street Lighting Repairs and Installations – Pole Replacement, Conduit/Wiring Replacement, Urban Ceiling Lighting, Temporary Lighting	\$2.2M
Site Furnishings (Basic) – Tree Planters, Seat Walls, Benches, Bike Racks, Trash Receptacles, Etc.	\$1.1M
Site Furnishings (Extra) – Parklets, Fire Places, Water Feature, Decorative Bollards	\$1.0M
Landscaping – Trees, Shrubs, Perennials, Etc.	\$640K
Phase II Engineering (est. as 9% of Construction Cost)	\$1.2M
Phase III Engineering (est. as 11% of Construction Cost)	\$1.5M
Totals	\$16.6M

Table 2 - Current Utility Budget:

Cost Estimate for Work Type	Current Estimate
Item	Cost
Watermain Work	\$1.6M
Sanitary Sewer Work	\$2.0M
Storm Sewer Work	\$3.2M
Restoration Cost	\$1.0M
Totals	\$7.8M

SCOPE OF SERVICES/TASKS

Respondents shall submit a detailed scope of services/tasks for the completion of the architectural and phase II engineering services. It is anticipated that the services/tasks including, but not limited to, the following will need to be performed/provided for the project, unless otherwise designated. If any additional tasks are added by the Proposer, please note as such by either bolding or italicizing in Proposal:

1. Project Kick-Off Meeting

Meet with Village to further discuss the Conceptual Design work performed to date, project requirements, schedule, and coordination with jurisdictional agencies and stakeholders involved with the project.

2. Public Meetings

Attend at least three Capital Improvements Committee meetings and three Village Board of Trustees meetings to present project updates and construction contract recommendations.

3. Review of Conceptual Design Work Completed to Date

Review Conceptual Design work completed to date in detail to ensure that the detailed design of the proposed improvements is in accordance with the goals and objectives of the Village. Ensure that any commitments made are followed through during Phase II Engineering.

4. Data Collection and Review

This work item will include reviewing record information such as existing design information, geotechnical reports, aerial photography, contour mapping, and other available data such as existing plans and utility atlases. Information obtained during the engineering work completed to date should be verified and/or updated during Phase II.

5. Supplemental Field Survey and Base Sheet Development

Extensive topographic survey data has been performed of the project area, and the information will be provided by the Village. This item shall include collecting field survey data as needed to supplement the existing survey data. Additional topographical survey on Crescent Blvd between Main St and Park Blvd should be completed as part of the Phase 2 scope of services.

6. Supplemental Geotechnical Investigation and Pavement Design

Geotechnical investigations were performed as part of Phase 1 engineering work, and these reports will be provided by the Village. Perform supplemental geotechnical investigations and reports as required to complete the Phase II engineering. The results of the geotechnical studies shall be incorporated into the construction documents. A pavement design memorandum shall be prepared for the streets to be reconstructed in accordance with IDOT Bureau of Local Roads and Streets requirements considering Village standards.

7. Special Waste and CCDD Testing

Complete a PSI for the 51 PIPs identified during Phase I. Perform the required Clean Construction and Demolition Debris (CCDD) evaluation and certification for any uncontaminated construction material that will need to be disposed of off-site. Prepare a materials disposal plan, identify pre-approved CCDD facilities, and complete the appropriate pre-construction permit application forms for material disposal.

8. Review and Confirm Project Right-of-Way Requirements

Existing Right-of-Way Easements have been identified along Main Street between Crescent Boulevard and Pennsylvania Avenue, and Crescent Boulevard between Main Street and Forest Avenue. All proposed improvements should be reviewed with respect to the existing right-of-way and construction limits to ensure that adequate right-of-way exists to construct the project. Any potential right-of-way needs shall be brought to the Village's attention immediately. Based on a review of the preliminary topo survey data (collection of any visible property pins) and DuPage County parcel data, establishment of right-of-way lines where deemed necessary for the identification and acquisition of required temporary and permanent easements, which will involve acting as the Village representative in all correspondence and meetings with the property owners, preparation of necessary Temporary & Permanent Easement Plat(s), including legal and easement descriptions, etc.

9. Construction Staging and Maintenance of Traffic Concept

Two alternatives of construction staging and maintenance of traffic plans were developed during Phase 1 of the project. Upon selection of preferred construction staging alternative, Phase 2 consultant should review the proposed construction staging and schedule and adjusted as necessary. Several events, developments, and projects within the CBD will require a construction staging plan to be re-evaluated as schedule information for these events are determined. At this time, the Frida Kahlo exhibit at College of DuPage requires limited construction in the CBD during June-August 2020. The Apex and Civic Center garage constructions will also limit when work can occur on the south side. The Village's train station project may result in some of the Crescent Boulevard work being completed at a later time. Travel lanes, on-street parking, and pedestrian access routes will need to be maintained to the maximum extent possible during construction. Detailed Construction staging and maintenance of traffic plan shall be developed prior to completion of pre-final plans.

10. Permitting

Procurement of all required and applicable Permits, including, but not limited to the Village of Glen Ellyn, DuPage County, IDOT, IEPA, IDNR, UPRR, etc.

11. Utility Coordination

Utility coordination (Nicor, ComEd, AT&T, Comcast, Sprint, etc.) and resolution of all conflicts. Coordinating on any adjustments required to these utilities and planned improvements by the utility companies in the CBD.

12. Railroad Coordination

It is anticipated that the selected consultant team must obtain a letter from the Railroad operator that authorizes roadway related construction (resurfacing or reconstruction) up to the tracks. Additional coordination will also be required for the rehabilitation of a box culvert drainage structure beneath the tracks near Forest Avenue.

13. Historic Preservation Commission Coordination

It is anticipated that the selected consultant team must obtain a letter from the HPC in support of the project. This will be used for further coordination with the State Historic Preservation Officer.

14. Village Underground Utilities

The underground water, sanitary, and storm utility design has been based in the recently completed utility study of the Central Business District. Preliminary design of proposed water, sanitary, and storm has been completed identifying locations of proposed work and establishing proposed corridors for these improvements. Refine design as necessary based upon the remaining storm sewer modeling, topographical, and utility survey results and complete detailed design of the underground utility improvements.

15. STP Grant Coordination

Finalize and/or follow-up on and grants applied for and to ensure project(s) eligibility is maintained. The FAU routes will require either LAFO or 3R processing, and will require design exceptions forms and back up documentation to support the angle parking and WB-50 design vehicle at the corner radii.

16. Public Outreach and Stakeholders Coordination

Second phase of the assignment will involve continued outreach and coordination with local business owners, Glen Ellyn Chamber of Commerce and interested stakeholders. In addition, at least two (2) public meetings would be planned to showcase the project and discuss project plans and schedule.

17. Vaulted Sidewalks

Investigate for potential vaulted sidewalks using a Ground Penetrating Radar, followed up by inspections and assessment of the identified properties containing vaulted sidewalks. Structural engineering plans for vault removal or where completion of appropriate avoidance tasks, such as coordination of utility relocates, design of structural slabs, and waterproofing.

18. Electric and Lighting Design

Design new street light system in the CBD consisting of all new poles, new foundations, and conduits and wiring. The existing luminaires would be reused on the new poles.

19. Irrigation Design

Include irrigation to all parkway trees located within the limits of the project, as well as irrigation to any large flowering planting areas. Additionally, a water source for plant and

hanging basket watering should be included at strategic locations throughout the limits of the project.

20. Preliminary Plans (65%)

Three separate construction contracts are currently anticipated as part of this project. Contract packaging is subject to change as the Phase II design progresses, but no more than 3 will be required. All contract plans shall be developed based on the conceptual design work that has been completed to date.

Contract 1: Advance Utility Construction Contract – This contract is scheduled to be let late in summer of 2020. Construction is anticipated to commence in early spring of 2021.

Contract 2: Roadway and Streetscape Construction Contract – This contract is scheduled to be let in the fall 2020. Construction is anticipated to commence following the completion of the underground utility work.

Contract 3: Street Resurfacing Contract - The Village has secured federal funding for the resurfacing of Main Street, Pennsylvania Avenue, Prospect Avenue and Crescent Boulevard. This project will be reviewed and approved by the IDOT Bureau of Local Roads and Streets. It will be let by IDOT and is tentatively scheduled for the September 2020 letting. Design exceptions are anticipated to be required for angle parking on the routes, as well as for the design vehicles at the corner radii.

Contract 1 Preliminary Plans

- a. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Drainage and Utilities Plan and Profile
 - Cross Sections

Contract 2 Preliminary Plans

- b. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Existing Typical Sections

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

- Proposed Typical Sections
- Alignment, Ties and Benchmarks
- Construction Staging and Maintenance of Traffic Plans
- Detour Plan
- Roadway Plan and Profile
- Drainage Plan
- Lighting and Electrical Plans
- Site Materials/Hardscape Plan
- Intersection Details
- Planting Plan
- Irrigation Plan
- Pavement Marking Plan
- Signing Plan
- Roadway Cross Sections

Contract 3 Preliminary Plans

- c. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Roadway Plan and Profile
 - Intersection Details
 - Pavement Marking Plan
 - Signing Plan
 - Roadway Cross Sections
- d. Preliminary Quantity Calculations and Estimate of Cost – The designer shall complete preliminary quantity calculations in order to develop a Preliminary Estimate of Cost for each contract.
- e. Preliminary Utility Company Coordination - Submit the preliminary plans for each contract to the utility companies and coordinate any design revisions to mitigate conflicts, or work with the utilities to facilitate necessary relocation work.

- f. Preliminary Design Review Meetings – Two design meetings with the Village are anticipated during the Preliminary Engineering stage for each contract.

21. Pre-Final (90%) Plans, Special Provisions and Estimates

The development of Pre-Final Contract Plans and documents shall proceed throughout the Village's review of the Preliminary Plan Submittal. Pre-final contract plans shall be based on comments received on the preliminary plans and in accordance with the approved conceptual designs, Village standards, and applicable sections of the BLRS manual, applicable IDOT Standards and in accordance with current County standards and practices. The contract plans are anticipated to contain the following drawings:

Contract 1 Pre-Final Plans

- a. Pre-final Plans
- Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Drainage and Utilities Plan and Profile
 - Construction Details
 - Roadway Cross Sections

Contract 2 Pre-Final Plans

- b. Pre-final Plans
- Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

- Roadway Plan and Profile
- Drainage Plan
- Lighting and Electrical Plans
- Site Materials/Hardscape Plan
- Intersection Details
- Hardscape Details
- Planting Plan
- Planting Details
- Irrigation Plan
- Irrigation Details
- Pavement Marking Plan
- Signing Plan
- Intersection Grading Details
- ADA Curb Ramp and Parking Grading Details
- Driveway Details
- Construction Details
- Roadway Cross Sections

Contract 3 Pre-Final Plans

- c. Pre-final Plans
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Roadway Plan and Profile
 - Intersection Details
 - Pavement Marking Plan
 - Signing Plan
 - Intersection Grading Details
 - ADA Curb Ramp Grading Details
 - Driveway Details
 - Construction Details

- Roadway Cross Sections
 - b. Pre-Final Special Provisions – For each of the 3 contracts, prepare special provisions that supplement or amend the special provisions contained in the latest edition of the Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and the latest edition of the Standard Specifications for Sewer and Watermain Construction in Illinois. Include applicable Village and IDOT special provisions to supplement the Standard Specifications.
 - c. Pre-Final Quantity Calculations - Perform detailed quantity calculations at the pre-final stage of the plan development.
 - d. Pre-Final Estimate of Cost and Construction Time - Use quantities of work in order to calculate an Engineer's Estimate of Cost and Time. Estimates shall be based on recent bid tab information for projects of similar scope and magnitude.
 - d. Pre-Final Utility Company Coordination – Submit the pre-final plans for each contract to the utility companies and coordinate any design revisions to mitigate conflicts, or work with the utilities to facilitate necessary relocation work.
 - e. Pre-Final Design Review Meetings – Two design meetings with the Village are anticipated during the Pre-Final Engineering stage for each contract.

22. Final (100%) Plans, Special Provisions and Estimates

- a. Final Plans – Finalize the contract plans after completion of all agency reviews and resolution of any other agency or utility company concerns. The Village will be responsible for letting the project for Contracts 1 and 2. Contract 3 will be IDOT let.

Submit the contract plans for each contract to the various utility companies for their permitting of any necessary relocations. Review permit applications submitted by utility companies to ensure compatibility with the proposed design.

- b. Final Special Provisions - All comments received pertaining to the prefinal special provisions and bid documents shall be addressed in the final bid documents.
- c. Final Quantity Calculations – Update quantity calculations based on changes made to the plans after the pre-final stage.

- d. Final Estimate of Cost and Construction Time – Update estimates based on the revised quantities. Cost breakdowns for different funding sources shall be provided to the Village as required.

23. Project Administration, Coordination and Permits

- a. Status Meetings – Attend up to five (5) additional Village meetings for each contract during the Phase II design stage. Prepare the necessary exhibits for the meetings that may include Village Engineering or Administrative staff, or political officials.
- b. Permitting – Prepare applications and obtain permit approvals as necessary for the proposed construction. Permits are expected to include, but may not be limited to the IEPA and DuPage County.

Consultant shall also coordinate with the railroad for the Main Street and Prospect Avenue crossings and any utility crossings, and obtain any necessary approvals for the approaches, and include any pay items that are required in the contract documents. No work is anticipated except for the pavement work approaching the crossings.

- c. Railroad Coordination – Attend a coordination meeting with ICC, UPRR, and Metra and assist with the preparation of coordination letters for the proposed roadway and utility work within their ROW.
- d. Historic Preservation Commission and State Historic Preservation Officer Coordination – Attend a coordination meeting with the HPC to present the concept plans for the CBD and obtain a letter of project agreement. This will be used for further coordination with SHPO, the requirements for which will be determined once the ESR review has been completed.
- e. Utility Company Coordination - Analyze the project for potential impacts to existing utilities. Provide the utility companies with a list of areas of potential conflict so that additional information, such as horizontal locates or depth borings can be obtained where necessary to further define the extent of conflicts. Based on the amount and complexity of the required utility relocation, it may be necessary to have periodic coordination meetings with the utility companies. Included hours to meet two times with the utility companies.
- f. Public Outreach – An Open House event with concept plans will be held. Exhibits from this event may become a static exhibit at the library. Three preconstruction meetings will be held for residents and businesses. The project website will be maintained to provide updates on design and construction progress. A tree education plan will be created to inform the public about the tree plans for the CBD.

- g. Bidding Assistance - Review any questions received from contractors during the bidding process and provide any necessary responses to clarify the documents.

24. Construction Assistance

- a. Pre-Construction Meeting Attendance - Attend the pre-construction meeting for each contract to answer any questions regarding the design and contract documents.
- b. Construction Shop Drawing Reviews - Complete the necessary construction shop drawing reviews for each contract as required by the contract documents, and follow through with the Resident Engineer and Contractor in regard to review comments to ensure compliance with the contract documents and the design engineer's intent.
- Fifteen (15) hard copies of each shall be provided. All drawings will be full-sized (24"x36"). One electronic copy (pdf format) of each will also be provided.
- Preparation of Bidding/Construction Contract providing all Specific Project Specifications and Special Provisions. Note that general conditions and other "front end" Contract documents will be provided by Village. The Village also has Special Provisions that the Consultant shall utilize as pertinent to the assignment.

25. Bidding and Construction Contract Award

- Administration of the competitive bidding process including:
- Conducting mandatory Pre-Bid Meeting
- Preparing Bidding and Contract Documents for all Contracts with the Village providing its document templates.
- Answering technical questions during bidding process
- Issuing any Addendums, if necessary
- Reviewing first and second low bidder references, similar work history and availability and making a recommendation regarding the Award of Contract or Rejection of Bids

ANTICIPATED SCHEDULE

The Village intends to enter into agreement with the selected consultant in 2019. A tentative and negotiable overall schedule is as follows:

- Enter into Consultant Services Agreement – *August 2019*
- Utilities Final Engineering/Bid Package – *August 2020*
- Utilities Competitive Bidding Process – *September 2020*
- Roadway and Streetscape Construction Engineering/Bid Package – *August 2020*
- Roadway and Streetscape Construction Competitive Bidding Process – *September 2020*
- Street Resurfacing Contract Engineering/Bid Package – *August 2020*

- Street Resurfacing Contract Competitive Bidding Process – September 2020

A complete schedule with interim completion dates for preliminary and pre-final deliverables shall be provided and agreed upon by both the Village and Consultant prior to entering into an agreement.

PROPOSAL CONTENT

Proposals shall including the following information separated into tabbed sections as follows:

1. **Cover Letter:**
Provide a brief cover letter expressing interest in providing the services in connection with the proposed project and summarizing the key points of the Proposal.
2. **Firm Information:**
Provide the name, address, and contact information for all firms involved in the project. Also include number of years in business, principals in the firm, primary contacts, and the proposed role for each firm in the project.
3. **Financial and Legal Status:**
 - a. Describe the general financial capability of the firm.
 - b. List any litigation and any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed within the previous ten years.
 - c. List insurance coverage that the firm has which would be applicable to the work described in this RFP.
4. **Project Understanding:**
State in concise terms your understanding of the project and its goals, as well as suggested scope of services. State the team's project and cost control approach in providing the highest quality service at the best value. Also note the proposed approach for outreach with project stakeholders and available resources to complete the project.
5. **Project Team Information:**
List any partners, subcontractors or sub-consultants, which may be used as well as their roles in the project.
6. **Project Staffing:**
List personnel who will be directly involved with the project and their experience with similar type and size of projects. Include resumes with a maximum of two pages per staff member.
7. **Scope of Services/Tasks:**
Indicate a detailed recommended scope of services and suggested tasks the Village of Glen Ellyn should consider to meet the goals of this project. This shall include, but is not limited to, the items listed in the RFP.

8. Recommended Schedule with Preliminary and Pre-Final Deliverable Dates Specified.
9. References:
List at least three references for each consultant and sub-consultant, which you believe support your qualifications to complete this project.
10. Project Portfolio:
Summarize at least five projects in similar scope and magnitude completed by the firm within the past ten (10) years, including references.
11. Additional Information:
Include any other information you believe to be pertinent to the RFP.
12. Total Not-to-Exceed Price: Respondents shall provide a Not-To-Exceed Cost including supporting documentation for formulating the Not-To-Exceed Cost including hours, hourly rates, and direct costs/reimbursable expenses for each Phase 2 of Work.

In submitting a Proposal, Consultant agrees to the “Attachment A General Terms and Conditions” document provided with this RFP. The document will become a part of the Consultant Services Agreement to be executed between the Village and selected Consultant

MINIMUM QUALIFICATIONS

- A. Project team must include engineers, landscape architects, surveyors, and other design professionals licensed/certified to practice in the State of Illinois as required to perform the scope of services herein described
- B. Prior experience with municipal clients specifically in the design of streetscape and utility projects of similar scope and scale
- C. Demonstrated knowledge of all applicable building, Illinois Department of Transportation, Metra, and Union Pacific Railroad Codes, Standards, and Regulations

PROJECT TEAM STRUCTURE

It is anticipated that an Architectural/Engineering firm will serve as the prime-consultant with sub-consultants serving the roles outside of the prime-consultant’s areas of expertise.

Prime-Consultant: The firm serving as the prime consultant may only submit one Proposal and may not participate as a sub-consultant on any other team.

Sub-Consultants: Regardless of discipline, firms that participate only as sub-consultants may do so with as many teams as desired.

INSTRUCTIONS TO PROPOSERS

Preparation of Proposals

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications

Village reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the time proposals are opened. All proposers or prospective proposers will be informed of said clarifications, corrections, or changes.

Delivery of Proposals

Please submit **four (4) paper copies** of your proposals in a sealed envelope plainly marked:

Glen Ellyn Central Business District Streetscape and Utility Improvements Phase II Engineering Services – Second Phase with firm's full legal name to the **Village of Glen Ellyn, Public Works Reno Service Center, 30 South Lambert Road, Glen Ellyn, IL 60137, Attention: Tom J. Topor, PE, Senior Civil Engineer, no later than 4:00 P.M., July 22, 2019.** In addition, **please submit one (1) CD-ROM or USB flash drive containing your proposal.** Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Freedom of Information Act

All information submitted to the Village in response to this Request for Proposals shall be deemed a public record and will be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140 *et seq.*) subsequent to the award of the contract. Proposers are advised that Section 7(1)(g) of that Act exempts the following from disclosure:

Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.

Proposers desiring to have portions of their proposals considered exempt are advised to mark these portions accordingly.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.

Rejection of Proposals

Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.

Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers.

The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors in this RFP; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.

Insurance Requirements

Contemporaneous with Consultant's execution of the Agreement for the assignment, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverages and limits set forth hereinafter. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion. **Such policies shall be in a form acceptable to Owner and from companies with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide and otherwise acceptable to Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner.** Consultant shall, at all times while providing, performing, or completing the Services, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverages as follows:

A. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation: Statutory;
- (2) Employer's Liability:
 - \$1,000,000 injury-per occurrence
 - \$500,000 disease-per employee
 - \$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

- B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

- C. Comprehensive General Liability with coverage written on an “occurrence” basis and with limits no less than:

General Aggregate: \$2,000,000 Bodily Injury and Property Damage
Combined Single Limit for this Project.

Coverages shall include:

- Broad Form Property Damage Endorsement
 - Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
- D. Professional Liability Insurance. With a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.
- E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.
- F. Owner as Additional Insured. Owner shall be named as an Additional Insured and a Cancellation Notice recipient on all policies except for:

Worker’s Compensation
Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: The Village of Glen Ellyn, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

- G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

Additional Insured

Policy or Policies

All additional public or private property owners as needed on all policies with the exception of Worker's Compensation and Professional Liability.

EVALUATION OF PROPOSALS

The submitted proposals will be reviewed/selected based upon factors in this RFP and including the following:

1. Firm Information (size, location, history, resources, etc.);
2. Experience on similar projects with reference (name, title, address, phone, e-mail & fax numbers) within the last *ten* years only;
3. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;
4. Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);
5. Completeness of project approach (detailed scope of services/tasks, etc.);
6. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.; and
7. Total Not-to-Exceed Price

Follow-up discussions may be conducted with firm(s) to resolve any questions, finalize the scope of work and agreement on final Not-to-Exceed Price as a means to recommend final selection to the Village Board of Trustees. **Follow-up interviews with selected firms will be conducted on July 29th and July 30th. Please ensure that key staff members are available on those days to meet with the Village.**

Documents available for download or viewing

Data collection

Traffic Analysis

Public Involvement

Village Board and Capital Improvements Commission memos

Roadway Design plans

Landscape Design and renderings

Preliminary Utility Design plans

CBD Lighting Evaluation

PROPOSAL/AGREEMENT ACCEPTANCE FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF GLEN ELLYN, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:

_____	Date: _____
Company Name	_____
_____	Email Address
Street Address of Company	_____
_____	Contact Name (Print)
City, State, Zip	_____
_____	24-Hour Telephone
Business Phone	_____
_____	Signature of Officer, Partner or Sole Proprietor
Fax	_____
_____	Print Name & Title
ATTEST: If a Corporation	

Signature of Corporation Secretary	

VILLAGE OF GLEN ELLYN:

ATTEST:

_____	_____
Authorized Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

In submitting a Proposal, Consultant agrees to the “Attachment A - General Terms and Conditions” document provided with this RFP

QUESTIONS

All questions concerning the project, the submittal of Proposals, the Village’s review and evaluation of submittals should be directed to:

Tom Topor, PE
Senior Civil Engineer
Village of Glen Ellyn
Public Works Reno Service Center
30 South Lambert Road
Glen Ellyn, IL 60137
Phone 630-547-5520
Fax 630-469-3128
ttopor@glenellyn.org

Pertinent inquiries that could impact the response to this RFP will be answered and circulated to all entities who have received a copy of this RFP.

APPENDIX

Attachment A - Final Report prepared by Echologics

Attachment B - Final Report on the Underground Sanitary, Storm, and Water Utility Study prepared by RJN



» 7. SCOPE OF SERVICE/TASKS

A. Phase II Engineering

1. Project Kick-Off Meeting

Our kick-off meeting with the Village will confirm the project elements being carried forward, the design schedule, and the continued coordination with jurisdictional agencies and stakeholders involved with the project.

2. Public Meetings

Civiltech will assist the Village in the preparation of exhibits and memos regarding project updates and construction contract recommendations that will be submitted to the Capital Improvements Committee and Village Board of Trustees the week prior to their respective meetings. We will attend at least three CIC meetings and three Board workshops or meetings.

3. Review of Conceptual Design Work Completed to Date

Civiltech, as the engineers on the First Phase of the project, are thoroughly aware of the Conceptual Design work performed to date. We will prepare a summary of key decisions and items that need further direction for use at the Project Kick-Off Meeting.

4. Data Collection and Review

The following items have been gathered and reviewed by Civiltech during the First Phase: record information, geotechnical reports, aerial photography, contour mapping, right-of-way data, and other available data such as existing plans and utility atlases. Civiltech will determine if any newer information is available and obtain it.

5. Supplemental Field Survey and Base Sheet Development

Extensive topographic survey data has been obtained by Civiltech. It is a combination of survey completed on Crescent and Main for the Train Station project by Compass Surveying and of topographic survey completed by our subconsultant Jorgensen & Associates as part of the First Phase of this project. Civiltech is aware that some additional survey information is likely needed at a few store entrances surveyed during the First Phase. We have identified that additional survey information is needed along Crescent Boulevard with respect to manholes, inverts, doorways, trees, and various existing streetscape components. Jorgensen & Associates will perform all supplemental survey work. Civiltech developed the current base sheets and anticipates minor revisions to their layout as part of this Second Phase.

6. Supplemental Geotechnical Investigation and Pavement Design

Civiltech's subconsultant Midland Standard Engineering & Testing completed the geotechnical investigations during the First Phase. During the First Phase, it was determined that an additional soil boring for utility work will be needed on Crescent Boulevard. Additional soil borings will also be performed for the additional roadways that were identified for reconstruction during the First Phase. These are Main Street, Hillside west of Main, Crescent east of Glenwood, and Pennsylvania between Glenwood and Main. Midland Standard Engineering & Testing will perform these services and provide updates to their previous report. Recommendations from the geotechnical studies will be incorporated into the construction documents.

Civiltech has completed a preliminary pavement design for the project considering the IDOT Bureau of Local Roads and Streets requirements and Village standards. This information will be the basis for a pavement design memorandum to confirm the scope of pavement work on each roadway.

7. Special Waste and CCDD Testing

During the First Phase, our subconsultant Huff & Huff identified 51 PIPs within the project area. We propose to use Huff & Huff again for special waste and CCDD services. While this proposal includes testing for all the sites, our intent is to



reduce this number as the detailed design progresses. Identifying where the material can be reused on site is one way to reduce this scope. Soil samples will be taken and analyzed. PSI reports and LPC 662/663 forms will be prepared. A soil disposal plan and list of pre-approved CCDD facilities will be provided.

8. Review and Confirm Project Right of Way Requirements

Civiltech will provide the Village with a list of potential properties where temporary or permanent easements currently may be required to determine the most efficient and cost effective approach for each parcel. When the project grading limits are refined with the detailed design this list will be likely be shortened. We will meet with the Village and property owners as needed to determine the appropriate course of action.

To demonstrate the components and costs of such acquisitions, we have included costs for plats, appraisals, and negotiations for two parcels. Some or all of these components would be needed for the acquisitions, to be determined after meeting with affected property owners. **Jorgensen & Associates** would complete the Plats of Easement. David White from Civiltech would complete the appraisals. **Santacruz & Associates** would complete negotiation if required.

9. Construction Staging and Maintenance of Traffic Concept

Building from the alternatives presented during the First Phase, we will prepare a maintenance of traffic concept memorandum with preliminary exhibits for review and approval by the Village. These exhibits will feature proposed vehicle and pedestrian detour routes in addition to possible parking areas as well as the work areas. Construction staging and maintenance of traffic concepts will be agreed to prior to the pre-final plan development. As schedules for Apex, the Civic Center Garage, and the train station progress, the concepts will be updated during detailed design.

Aerial exhibits will be created for use during public involvement.

Pedestrian ramp details will be developed for coordination with the Building and Zoning Departments. We anticipate one meeting for this coordination.

This item will also include development of a tree removal phasing concept plan exhibit. This will be used for coordination with staff about possible ways to lessen the perceived impacts of removals as well as during the tree education plan.

10. Permitting

Civiltech will prepare and procure all necessary permits. The agencies involved include, but are not limited to, the Village, DuPage County, IDOT, IEPA, IDNR, and UPRR. Subconsultant RJN Group Inc. will also assist with this task.

A Stormwater Pollution Prevention Plan for the NPDES permit will be completed and included in the specifications for each construction contract.

11. Utility Coordination

A Design JULIE was completed during the First Phase. Update calls to JULIE will be needed to confirm if there are any new companies involved. Update calls/emails to the non-municipal utilities will be needed to confirm any recent projects that would have updated their atlases. The current private utilities in the area are: AT&T, Comcast, ComEd, Crown Castle, MCI, Nicor, Sprint, Teleport, and Wide Open West.

At each milestone plan submittal we will also coordinate potential utility relocations with these companies and look for design solutions within the Village plan sets to minimize private relocations where possible. We will provide the utility companies with a list of areas of potential conflict so that horizontal locates and vertical depth information can be obtained where necessary to further define the extent of conflicts. Based on the amount and complexity of the required utility relocation, it may be necessary to have periodic coordination meetings with the utility companies. We have included hours for two utility coordination meetings.

This item will include permit reviews for future utility routes through the CBD that may be submitted during the project design phase as well as working with utilities on their ability to upgrade facilities during the time frame of the project.

**12. Railroad Coordination**

Civiltech will assist the Village in preparation a letter to request authorization from the Railroad operator to complete the resurfacing and/or reconstruction on Main Street and Prospect Avenue. This letter should be similar to the Village's previous letter for the Park Boulevard project. An additional letter and submittal will be needed for utility maintenance items which include the proposed rehabilitation of the box culvert under the tracks, the storm sewer and structures repairs within their ROW at the crossings, and the lining of the watermain under tracks. Design coordination should be through Mr. Enis Wakefield with Commuter Ops at UPRR. Additional coordination will be needed through Brian Vercruysse at ICC if a review fee structure is sent to the Village by UPRR.

We will attend one coordination with UPRR and Metra.

13. Historic Preservation Commission Coordination

We anticipate one coordination meeting with the HPC after the final design materials are chosen from the First Phase. Civiltech will then help the Village prepare a letter to request support of the project from the HPC. The resultant support letter will be needed for future coordination with the State Historic Preservation Officer. Civiltech will coordinate with SHPO for cultural clearance by January 2020, based on the ESR submittal date of January 2019. Civiltech's staff Historian will assist with coordination with the HPC and SHPO.

14. Village Underground Utilities

We are proposing **RJN Group, Inc.**, a member of our team during the First Phase, to assist with the Second Phase Utility Improvements.

Contract 1

- Kickoff meeting with Village staff
- Review construction staging and sequencing plan with Village staff
- Review utility replacement and rehabilitation plan with Village staff and adjust per sequencing plan and Village requested modifications
- Coordinate with business owners on sequencing and timing for any required shut off of water or sanitary services during construction. Incorporate specific requirements into plans and specifications
- Determine if additional field survey and geotechnical services are required based on the Utility design and coordinate with Streetscape design
- Determine CCDD disposal locations by area and incorporate into Utility Plans and Specifications based on PSI Results
- Complete the private sector building inspections and dye testing that were removed from the original utility study. The scope for these services is the same as the original study.
- Review the sanitary videos to determine the abandoned laterals that should not be reinstated during lining or should be sealed. Incorporate into design documents.
- Complete investigation of the storm box culvert under the UPRR to determine if it needs rehabilitation and/or if it should be replaced when the new train station is constructed. Procure structural services to complete investigation.
- Incorporate Village comments and the final sanitary plan into the flow monitoring report that was prepared during the utility study. Submit final report for Village records.
- Review the storm model documentation prepared by others and adjust alignment of storm sewers (including abandonment) based on results. Attend a meeting with Village staff and storm water consultant.
- Review utility conflicts and adjust design as required
- Finalize connection plan between existing and new watermain in coordination with the traffic control plans
- Prepare Utility Improvement Plans:
 - o Cover sheet, index of sheets and alignment sheet



- o General notes and list of state and local standards
- o Alignment, ties and benchmarks
- o Construction staging and maintenance of traffic plans (To be prepared by Civiltech)
- o Detour plans (as required) (To be prepared by Civiltech)
- o Erosion control plans (To be prepared by Civiltech)
- o Water improvement plan and profiles, including water service improvements
- o Sanitary improvement plan and profiles, including rehabilitation and lateral improvements
- o Storm improvement plan and profiles, including rehabilitation and lateral improvements
- o Temporary restoration plans
- o Standard details
- Prepare Utility Improvement Technical Specifications
- Incorporate Village "front end" documents into specifications
- Prepare opinion of probable construction cost
- Prepare 65% Utility Improvement Bid Documents for Village review
 - o Meet with Village staff and incorporate comments
- Prepare 90% Utility Improvement Bid Documents for Village review
 - o Meet with Village staff and incorporate comments
- Prepare Final Utility Improvement Bid Documents
- Prepare permit applications related to utility improvements (IEPA, DuPage Stormwater, UPRR)
- Provide project management and attend up to 5 meetings with Village staff.
- Attend up to three Capital Improvements Committee meetings and up to three Village Board meetings when the utility improvement are a topic on the agenda.
- Administrate Utility Improvement bidding process:
 - o Conduct mandatory pre-bid meeting
 - o Answer technical questions
 - o Issue addenda (if necessary)
 - o Review low bidder references and prepare letter of recommendation for award
- Provide the following construction assistance:
 - o Attend pre-construction meeting
 - o Assist in preparing construction contract
 - o Provide pdf and up to 15 full size hard copies of contract documents
 - o Provide construction shop drawing reviews as requested
 - o Any construction observation services with be under a separate contract

Contract 2

- Coordinate with Village and design team on drainage and irrigation plans
- Coordinate with Village and design team on proposed water features
- Prepare the following to be incorporated into the Streetscape Plans:
 - o Water improvement plan and profiles, including irrigation and water feature services
 - o Storm improvement plan and profiles, including local drainage improvements
 - o Manhole rehabilitation plans and details to be completed after road work
 - o Standard details
- Prepare Utility Improvement Technical Specifications
- Prepare opinion of probable construction cost for utility work
- Prepare 65% Utility Improvement Bid Documents for Village review
 - o Meet with Village staff and incorporate comments



- Prepare 90% Utility Improvement Bid Documents for Village review
 - Meet with Village staff and incorporate comments
- Prepare Final Utility Improvement Bid Documents
- Prepare permit applications related to utility improvements as needed

15. STP Grant Coordination

We will continue to update IDOT and DMMC on the status of the project as well as coordinate forthcoming decisions on the schedule and scope of the contracts. We anticipate one meeting with IDOT. We will assist the Village preparing PPI form updates as well. Forms will be completed for LAFO or 3R processing. Civiltech has created several exhibits to be used for design exception requests and will formally submit these to IDOT. These exceptions cover the angled parking on Crescent and Main as well as design vehicles throughout the CBD.

We will assist the Village with a new application for additional funding for a 3R project. We will be able to use the previous application and information gathered during the First Phase to facilitate the application.

16. Public Outreach and Stakeholders Coordination

We are proposing **MUSE Community + Design**, a member of our team during the First Phase, to assist Civiltech with the Second Phase public involvement.

One Open House will be held to present the final conceptual design. Exhibits developed for this meeting can be displayed at the library after the event.

Two public meetings will be held to provide information on the project and the construction schedule.

Three preconstruction meetings will be held to inform businesses and residents of the construction process and allow them to ask questions and note concerns.

Coordination will continue with businesses, Chamber of Commerce, and interested stakeholders. This can include communication with the steering committee and leaving the municipal website open for comment on features being included in the project.

The project website Downtownge.com will be updated to provide project updates for the design and construction stages. Social media campaigns will continue with custom graphics.

A tree education plan detailing the current condition of trees, goals for species diversification, how the construction process will affect the trees, and how the proposed project will create better living conditions for the trees will be developed for use at public meetings and on the project website and social media.

After the initial kick-off meeting, an additional two early coordination meetings will be held to further refine the project goals and review the future engagement plan and timeline.

Additional Public Outreach and Stakeholder scope by MUSE:

MUSE would lead the creation and execution of the engagement strategy including internal and external communications for Phase II. As always MUSE would employ language and methods that are accessible, jargon-free, and fun and would also provide the "back of house" project management necessary for building consensus. The goal is to educate, engage, and build excitement for the proposed improvements.

Early Coordination Meeting - MUSE proposes early coordination meetings with relevant Village staff and stakeholders at the project's onset to catch up from and share lessons learned in our Phase One collaboration. These events will include review of the engagement plan, timeline, and proposed activities. Up to three meetings are planned.



Village Meetings - MUSE will attend at least one Capital Improvements Committee meeting, as well as at least one Village Board of Trustees meeting to present project updates and construction contract recommendations. Up to four meetings are included.

- MUSE will prepare and contribute outreach data and graphics to overall presentation slides as needed.

Public Outreach and Stakeholders Coordination - MUSE brings to the table years of coordinating efforts around complex projects across the region, and this time we also have the benefit of the Phase One understanding in us continuing to engage local business owners, the Glen Ellyn Chamber of Commerce, and interested stakeholders.

- Website - MUSE would continue to maintain and update *DowntownGE.com*, the custom website we created for this project. The website can be expanded with project updates, maps, events, and other relevant content.
- Social Media - MUSE will continue to create custom, branded social media graphics to drive engagement via its own social media channels and make them available for interested stakeholders. These eye-catching, custom graphics online proved to be valuable in driving project awareness and engagement in Phase One.
 - o Business Interview Campaign Idea: With Village input, MUSE would gather up to 10 business profiles with photos and text. These could be posted on *DowntownGE.com* and shared online to promote businesses and their support for the project.
 - o MUSE would also continue employing the hyper-local social media list we developed in helping ensure businesses are kept abreast of Downtown happenings.

17. Vaulted Sidewalks Investigation

- Review existing data – Existing Building/Vaulted Sidewalk Plans and Topographic and GPR Survey. Subconsultant **GPRS Inc.** will provide subsurface scanning of the sidewalks. Subconsultant **Huff & Huff** will provide asbestos testing inside vaults that may be modified as part of the project. Subconsultant **RJN Group** will address any utility concerns.
- Site visit to inspect condition of vaulted sidewalks, identify structure type, and determine vaulted sidewalk dimensions.
- Develop concept for filling or repair of the vaulted sidewalks affected by the proposed improvement as well as waterproofing options.
- This scope is based on 6 sidewalk vault locations.

18. Electric and Lighting Design

This item will consist of designing the electric and lighting systems within the CBD project limits. The design will consist of new poles, foundations, conduits and cabling while reusing the existing luminaires. The spacing and layout will be similar to the existing layout with the goal to provide similar lighting levels. Outlets will be provided by the trees on Main Street and Crescent Boulevard at a minimum for use with Christmas lights or potential future speaker systems.

Due to the change in roadway and sidewalk widths, we will run photometric calculations on the existing layout to determine design guidelines. The proposed design will be based on the design guidelines to provide similar lighting levels to existing.

With the change in roadway and sidewalk widths, some photometric calculations have been included in the scope to determine if light levels meet desirable existing levels. The Village has indicated they may be able to provide some previous calculations that will supplement this work.

Voltage drop calculations will be completed for both the lighting and outlets to determine cable sizes.

The street lighting controllers and services will be evaluated to determine if replacement is needed. Controllers will likely need modifications at a minimum to address desired load levels for outlets.



Design of ceiling lighting in one location has been included. This work will consist of assisting the Village select the features and manufacturer of the lighting, designing layout, electrical service and structural analysis of poles to hold the lighting.

The flashing beacon light in the median at Crescent Boulevard and Forest Avenue will be replaced on a new light pole. It is expected that the flashing beacon on Pennsylvania Avenue will be removed.

To construction this project efficiently and without risk on hitting existing cables, it is recommended that temporary lighting be used. This would place all of the cabling overhead with less poles to create better construction work area with less outages.

19. Irrigation Design

Civiltech will design a complete system for bid documents or provide performance-based specification based on future coordination with the Village. The design will include subsurface inline drip irrigation compatible with Silva Cell installations. Details such as connections to water supply, RPZ/B-Box locations, meter locations, controllers and routing layouts will be provided. The irrigation system will be designed to provide zoned coverage of all raised planters, raised tree pits, and parkway lawn areas, and to provide drip irrigation to hanging baskets through the new lightpoles.

20. Preliminary Plans (65%)

Three separate construction contracts are currently anticipated as part of this project. Contract packaging is subject to change as the Phase II design progresses, but no more than 3 will be required. All contract plans shall be developed based on the conceptual design work that has been completed to date.

Contract 1. Advance Utility Construction Contract – This contract is tentatively scheduled to be let in early fall 2020. Construction is anticipated in 2021.

Contract 2. Roadway and Streetscape Construction Contract – This contract is tentatively scheduled to be let in the fall 2021. Construction is anticipated in 2022 and 2023.

Contract 3. Street Resurfacing Contract – This contract is for the resurfacing of Main Street, Pennsylvania Avenue, Prospect Avenue and Crescent Boulevard. This project will be reviewed, approved, and let by IDOT tentatively in 2023 for construction during 2023.

The schedule above will be reevaluated as the design progresses.

Contract 1 Preliminary Plans

- a. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Drainage, Utilities Plan and Profile
 - Cross Sections

Contract 2 Preliminary Plans

- a. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans



- Detour Plan
- Roadway Plan and Profile
- Drainage Plan
- Lighting and Electrical Plans
- Site Materials/Hardscape Plan
- Intersection Details
- Planting Plan
- Irrigation Plan
- Pavement Marking Plan
- Signing Plan
- Roadway Cross Sections

Contract 3 Preliminary Plans

- a. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Roadway Plan and Profile
 - Intersection Details
 - Pavement Marking Plan
 - Signing Plan
 - Roadway Cross Sections
- b. Preliminary Quantity Calculations and Estimate of Cost – Detailed quantity calculations will be performed to develop a Preliminary Estimate of Cost for each contract.
- c. Preliminary Utility Company Coordination – We will submit the preliminary plans for each contract to the utility companies and coordinate any design revisions to mitigate conflicts, or work with the utilities to facilitate necessary relocation work.
- d. Preliminary Design Review Meetings – We will attend two design meetings with the Village during the Pre-Final Engineering stage for each contract.
- e. Landscape Design - Preliminary Landscape Design work will include further development and refinement of the overall urban design concepts, including assistance with the selection of materials and colors, pavement patterns and designs, and the selection of trees and understory plant material that is compatible with the overall goals of the project, done in coordination with village staff. Additional site furnishing options for other manufacturers than those previously presented will be gathered along with imagery and details for use during stakeholder coordination.

The development of a below-grade Silva Cell planting system with raised planters to maximize available soil volume for trees will also be included.

Up to 3 additional blocks of the streetscape project area will be modeled and rendered to create 3D videos. The specific locations will be determined during design development. These videos will be used to show different streetscape materials and furnishing options to aid in the design selections as well as to showcase the project during public involvement. These blocks could then be rendered using cad models and drone photography for the final alternate as another public outreach tool.



We will coordinate with the consultant for the Village's Civic Center Parking Garage regarding the one or two alleys that may be adjacent to the streetscape project.

21. Pre-Final (90%) Plans, Special Provisions and Estimates

The development of Pre-Final Contract Plans and documents shall proceed throughout the Village's review of the Preliminary Plan Submittal. Pre-final contract plans shall be based on comments received on the preliminary plans and in accordance with the approved conceptual designs, Village standards, and applicable sections of the BLRS manual, applicable IDOT Standards and in accordance with current County standards and practices. QC/QA reviews will be performed by engineers not independent with the day to day design of the three projects. The contract plans are anticipated to contain the following drawings:

Contract 1 Pre-Final Plans

- a. Pre-final Plans
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Drainage, Utilities Plan and Profile
 - Erosion Control Plan
 - Construction Details
 - Roadway Cross Sections

Contract 2 Pre-Final Plans

- a. Pre-final Plans
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Roadway Plan and Profile
 - Drainage Plan
 - Erosion Control Plan
 - Lighting and Electrical Plans
 - Site Materials/Hardscape Plan
 - Intersection Details
 - Hardscape Details
 - Planting Plan
 - Planting Details
 - Irrigation Plan
 - Irrigation Details



- Pavement Marking Plan
- Signing Plan
- Intersection Grading Details
- ADA Curb Ramp and Parking Grading Details
- Driveway Details
- Construction Details
- Roadway Cross Sections

Contract 3 Pre-Final Plans

- a. Pre-final Plans
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Roadway Plan and Profile
 - Erosion Control Plan
 - Intersection Details
 - Pavement Marking Plan
 - Signing Plan
 - Intersection Grading Details
 - ADA Curb Ramp Grading Details
 - Driveway Details
 - Construction Details
 - Roadway Cross Sections
- b. Pre-Final Special Provisions – We will prepare special provisions that supplement or amend the special provisions contained in the latest edition of the Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and the latest edition of the Standard Specifications for Sewer and Watermain Construction in Illinois. We will include all applicable Village and IDOT special provisions to supplement the Standard Specifications. As well as Village general conditions and “front end” contract documents.
- c. Pre-Final Quantity Calculations - Detailed quantity calculations will be performed.
- d. Pre-Final Estimate of Cost and Construction Time – We will calculate an Engineer’s Estimate of Cost and Time based on computed contract quantities. Estimates shall be based on recent bid tab information for projects of similar scope and magnitude.
- e. Pre-Final Utility Company Coordination – We will submit the pre-final plans for each contract to the utility companies and coordinate any design revisions to mitigate conflicts, or work with the utilities to facilitate necessary relocation work. For Contract 2 we will work with the utility companies to educate them regarding Silva cells and work with them on regarding the Silva cell design, in the event one needs to accommodate the utility.



- f. Pre-Final Design Review Meetings – We will attend two design meetings with the Village during the Pre-Final Engineering stage for each contract.

22. Final (100%) Plans, Special Provisions and Estimates

- a. Final Plans – We will finalize the contract plans after completion of all agency reviews and resolution of any other agency or utility company concerns. The Village will be responsible for letting the project for Contracts 1 and 2. Contract 3 will be IDOT let. QC/QA reviews will be performed by engineers not independent with the day to day design of the three projects.

We will submit the final contract plans for each contract to the various utility companies for their permitting of any necessary relocations. We will review permit applications submitted by utility companies to the Village to ensure compatibility with the proposed design.

- b. Final Special Provisions - All comments received pertaining to the prefinal special provisions and bid documents shall be addressed in the final bid documents.
- c. Final Quantity Calculations – We will update quantity calculations based on changes made to the plans after the pre-final stage.
- d. Final Estimate of Cost and Construction Time – We will update estimates based on the revised quantities and provide cost breakdowns for different funding sources if required.

23. Project Administration, Coordination and Permits

- a. Status Meetings – We will attend up to three additional Village meetings for each contract and prepare the necessary exhibits for the meetings that may include Village Engineering or Administrative staff, or political officials.
- b. Permitting – Please see Items 10 and 12 for this scope.
- c. Railroad Coordination – Please see Item 12 for this scope.
- d. Historic Preservation Commission and State Historic Preservation Officer Coordination – Please see Item 13 for this scope.
- e. Utility Company Coordination - Please see Item 11 for this scope.
- f. Public Outreach – Please see Item 16 for this scope.
- g. Bidding Assistance – We will provide responses to Contractor questions about the contract documents and assist in preparing any addendums required.
- h. PACE coordination – We anticipate one meeting with PACE to coordinate any route disruptions due to proposed detours and temporary accommodations for bus stop within the project.

- i. Train Station Project Coordination – Coordination will be needed as the project progresses to determine which aspects of the Streetscape and Utility projects will be part of those construction contracts versus those to be include in the Train Station and Underpass Project. We anticipate 2 meetings with the Village's consultant for the Train Station and Underpass Project.

24. Construction Assistance

- a. Pre-Construction Meeting Attendance – We will attend three pre-construction meetings (one per construction contract) to answer questions regarding the design and contract documents.
- b. Construction Shop Drawing Reviews – We will complete the necessary construction shop drawing reviews for each of the three contracts as required by the contract documents. Lighting, signal, structural and



streetscape items may require such reviews. We will coordinate with the Resident Engineer and Contractor with review comments to ensure compliance with the contract documents and the design intent.

25. Parklet Design

The design of three parklet spaces within the downtown will be provided as an optional task item. If these items are selected to move forward we will include them in the overall preliminary, pre-final and final plans and provide plans, details and specifications for items noted below.

- a. Schock Square – design elements to include:
 - Decorative pavement design
 - Raised seatwall planters with brick/stone faces and stone caps
 - Festoon overhead lighting with poles
 - Interactive fountain with LED lighting and vertical water jets
 - Site furnishings to include:
 - o Benches
 - o Bollards
 - o Trash Cans
 - o Bike Racks
 - Landscape planting including shade trees, understory shrubs, perennials, grasses
 - Irrigation for all planted areas
- b. Sesquicentennial Square
 - Decorative pavement design
 - Raised seatwall planters with brick/stone faces and stone caps
 - Water fountain with LED lighting, mist jets and boulders
 - Screen wall
 - Relocation (if necessary) of flag poles, existing statue/monument and plaques
 - Site furnishings to include:
 - o Benches
 - o Bollards
 - o Trash Cans
 - o Bike Racks
 - Landscape planting including shade trees, understory shrubs, perennials, grasses
 - Irrigation for all planted areas
- c. Civic Center
 - Decorative pavement design
 - Raised seatwall planters with brick/stone faces and stone caps
 - Tiered “stadium style” stone or precast concrete seating around perimeter
 - Site furnishings to include:
 - o Benches
 - o Bollards
 - o Trash Cans
 - o Bike Racks
 - Landscape planting including shade trees, understory shrubs, perennials, grasses
 - Irrigation for all planted areas



» 11. TOTAL NOT-TO-EXCEED PRICE

Cost Proposal Discussion

Civiltech has developed a detailed Scope of Services based on information provided to us by the Village, the pre-proposal meeting, and further site visits. Our team has an unmatched ability to define the anticipated scope of services because of our extensive project experience and knowledge. This will also translate to a team that can most efficiently complete the Phase II engineering at the highest quality levels. Manhour calculations have been prepared supported by the Scope of Services included herein.

Our approved IDOT overhead rate is 116.56%. Using this approved IDOT overhead rate and the IDOT profit formula results in an overall billing factor of 2.48. Direct costs such as printing, vehicle expenses and sub-consultant costs will be billed at their actual cost.

Right-of-way needs are undefined pending further detailed Phase II engineering work. As requested at the pre-proposal meeting, we have assumed that two parcels of proposed right of way will be required including plats, appraisals and property owner negotiation services. We will work with the Village to minimize right of way impacts, and provide information should donations be pursued by Village staff.

Our "Maximum not to Exceed" fee for the Phase II Engineering for the Village's Central Business District (CBD) Streetscape and Utility Improvements is \$1,003,174 as calculated in the attached exhibits.



Proposal for Phase II Engineering Services - Second Phase

Central Business District (CBD) Streetscape and Utility Improvements

Village of Glen Ellyn | July 22, 2019 Revised September 3, 2019

» 11. TOTAL NOT-TO-EXCEED PRICE

Cost Estimate of Consultant Services

Overhead Rate: 116.56%
 Complexity Factor "R": 0
 $FF = 14.5\%((DL + R(DL) + OH(DL)))$

ITEM	WORK HOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENEFITS (C)	FIXED FEE (D)	IN-HOUSE DIRECT COSTS (E)	OUTSIDE DIRECT COSTS (F)	SERVICES BY OTHERS (G)	TOTAL (B-G)	% OF TOTAL (H)
1 Project Kick-Off Meeting	9	\$415	\$483	\$130.24	\$14	\$0	\$0	\$1,042	0.1%
2 Public Meetings	52	\$2,644	\$3,082	\$830.25	\$82	\$0	\$0	\$6,638	0.7%
3 Review of Conceptual Design Work Completed to Date	2	\$99	\$115	\$30.93	\$0	\$0	\$0	\$244	0.0%
4 Data Collection and Review	4	\$147	\$172	\$46.28	\$0	\$0	\$0	\$365	0.0%
5 Supplemental Field Survey and Base Sheet Development	6	\$223	\$260	\$70.14	\$0	\$0	\$14,568	\$15,122	1.5%
6 Supplemental Geotechnical Investigation and Pavement Design	15	\$548	\$639	\$172.20	\$0	\$0	\$5,924	\$7,284	0.7%
7 Special Waste and CCDD Testing	4	\$204	\$238	\$64.06	\$0	\$0	\$32,253	\$32,759	3.3%
8 Review and Confirm Project Right-of-Way Requirements	22	\$1,009	\$1,176	\$316.76	\$20,055	\$0	\$48,297	\$70,853	7.1%
9 Construction Staging and Maintenance of Traffic Concept	145	\$2,514	\$2,930	\$789.33	\$14	\$0	\$0	\$6,247	0.6%
10 Permitting	14	\$567	\$660	\$177.93	\$0	\$0	\$0	\$1,405	0.1%
11 Utility Coordination	51	\$2,032	\$2,368	\$637.98	\$27	\$0	\$0	\$5,065	0.5%
12 Railroad Coordination	50	\$1,985	\$2,313	\$623.17	\$14	\$0	\$0	\$4,935	0.5%
13 Historic Preservation Commission Coordination	19	\$767	\$893	\$240.69	\$14	\$0	\$0	\$1,914	0.2%
14 Village Underground Utilities	12	\$553	\$645	\$173.65	\$0	\$0	\$364,910	\$366,281	36.5%
15 STP Grant Coordination	63	\$1,496	\$1,744	\$469.76	\$0	\$0	\$0	\$3,709	0.4%
16 Public Outreach and Stakeholders Coordination	180	\$7,358	\$8,576	\$2,310.48	\$109	\$0	\$53,205	\$71,559	7.1%
17 Vaulted Sidewalks	40	\$1,877	\$2,188	\$589.40	\$14	\$0	\$6,232	\$10,900	1.1%
18 Electric and Lighting Design	258	\$10,993	\$12,813	\$3,451.93	\$0	\$0	\$0	\$27,258	2.7%
19 Irrigation Design	44	\$1,550	\$1,807	\$486.72	\$0	\$0	\$0	\$3,843	0.4%
20 Preliminary Plans (65%)	1,766	\$59,868	\$69,783	\$18,799.40	\$1,023	\$0	\$0	\$149,473	14.9%
21 Pre-Final (90%) Plans, Special Provisions and Estimates	1,692	\$58,442	\$68,120	\$18,351.37	\$2,186	\$0	\$0	\$147,098	14.7%
22 Final (100%) Plans, Special Provisions and Estimates	218	\$8,767	\$10,218	\$2,752.80	\$2,104	\$0	\$0	\$23,841	2.4%
23 Project Administration, Coordination and Permits	41	\$1,845	\$2,151	\$579.36	\$150	\$0	\$0	\$4,725	0.5%
24 Construction Assistance	28	\$1,265	\$1,474	\$397.23	\$3,798	\$0	\$0	\$6,935	0.7%
25 Parklet Designs	173	\$5,732	\$6,681	\$1,799.92	\$0	\$0	\$19,465	\$33,678	3.4%
PROJECT TOTALS	4,908	\$172,898	\$201,530	\$54,292	\$29,601	\$0	\$544,854	\$1,003,174	100.0%

Attachment: Memo. CBD Streetscape.Recommendation to CIC.2019.9.10 with Attachments (4129 : CBD



Capital Improvements Commission

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/10/19 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Report

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4130)

DOC ID: 4130

Engineering Project Report Dated September 6, 2019

Please see the attached Engineering Project Report dated September 6, 2019.

ATTACHMENTS:

- Monthly Construction Report 9-6-19 (PDF)

September 6, 2019



ENGINEERING DIVISION PROJECT ACTIVITY REPORT

CONSTRUCTION PROJECTS

BAKER HILL ACCESS IMPROVEMENTS – Contractor: Triggi Construction

(Project No. 16021; Value of Construction Contract = \$446,167)

Contract execution, final state and stormwater permitting is in place, the preconstruction meeting has been conducted, submittals have been approved, and construction commenced on Monday, August 5. Work completed to date includes site layout, installation of storm sewer and drainage structures, and replacement of pavement comprising the Roosevelt Road right turn lanes into/out of both Pershing Avenue and the Baker Hill Shopping Plaza. The contractor is currently constructing the left turn lanes within the IL-38 median in with the final concrete placement work anticipated the week of September 9th.

NORTH PARK BLVD. / MAIN STREET IMPROVEMENTS – Contractor: R.W. Dunteman

(Project No. 13001; Value of Construction Contract = \$2,945,000)

The Contractor and its subcontractors are currently working through completion of the ~ 150 item punch list with approximately 5 items remaining at this time. While the items are the responsibility of the underground contractor, their employees have walked off all projects with the General Contractor, R.W. Dunteman now taking the initiative to complete the subcontractor's remaining punch list items.

SCOTT-CLIFTON-CUMNOR IMPROVEMENTS – Contractor: Chicagoland Paving

(Project No. 19007; Value of Construction Contract = \$622,405)

Installation of the new storm sewer and drainage structures along Cumnor and Clifton Avenue began the week of September 18th and is now completed. Weather dependent, the roadway work is scheduled to begin the week of September 9th and will include removal of existing pavement, roadway base improvements, new asphalt pavement, installation of roadway shoulders, and restoration of driveway aprons. The roadway work will take approximately three weeks to complete with the parkway restoration work to commence immediately thereafter.

TAYLOR AVENUE PEDESTRIAN TUNNEL – Contractor: “D” Construction

(Project No. 15009; Value of Construction Contract = \$2,745,521)

The Contractor has completed all punch list items except the installation of lighting dimmers on the tunnel/headwall luminaires. Engineering has reviewed and approved the shop drawings including procedures for the installation of the dimmers. Fabrication of the equipment is now underway with the materials anticipated to be received and installed by mid-October. Benesch continues to work on documentation and closeout of the project which, similar to the North Park Boulevard/Main Street Project, will take time to complete given the use of Federal Dollars.

CONSTRUCTION PROJECTS IN CLOSE-OUT

ROOSEVELT ROAD WATER MAIN REPLACEMENT (Nicoll to IL-53) – Contractor: Swallow Construction Corp.

(Project No. 13008; Value of Construction Contract = \$555,000)

A final change order has been approved by the Village Board. The final punch list item involving the replacement of the fire hydrant tracer wire connectors is complete. Final payment to the Contractor is pending with the Engineer working on the preparation of record drawings for the project.

2017 STREET RESURFACING – Contractor: Geneva Construction Company

(Project No. 17002; Value of Construction Contract = \$2,060,000)

All Punch List work has been completed. A guarantee period walkthrough will be performed prior to final acceptance of the improvements.

HILL AVENUE BRIDGE REPLACEMENT – Contractor: Dunnet Bay Construction

(Project No. 16008; Value of IDOT Contract = \$1,550,000; Glen Ellyn Share = \$160,000)

The Village has received and is processing invoices from Lombard for construction and construction engineering services for the project.

CRESCENT BOULEVARD RECONSTRUCTION – Contractor: Martam Construction

(Project No. 13002; Value of IDOT Contract = \$3,153,000; Local Share = \$1,480,000)

Closeout of the project is imminent with quantities agreed to, balancing authorization completed and approved, final pay estimate processed, and final papers completed and submitted to IDOT.

X-WALK IMPROVEMENTS AT IDOT INTERSECTIONS – Contractor: Hecker and Company

(Project No. 14007; Value of IDOT Contract = \$197,971; Local Share = \$65,000)

Staff has submitted the first reimbursement request to RTA in the amount of \$35,565.53 for their financial contribution towards the project.

ENGINEERING PROJECTS

ROOSEVELT ROAD – ROUTE 53 WATER MAIN LINING – Engineer: Baxter & Woodman

(Project No. 16015)

The acoustical testing results have been discussed with the Engineer for final design direction. In addition, staff met with a potential lining contractor to evaluate their capabilities of lining through 45-degree water main bend fittings. Staff is currently reviewing the contractors lining specifications, videos, and other project information as well as other contractors'/manufacturers' information.

HILL AVENUE UTILITY IMPROVEMENTS – Engineer: Walter E. Deuchler Associates

(Project No. 00511)

The engineer is advancing the plans and specifications to pre-final state while concurrently submitting for permits. The project team is targeting letting of the improvements in the fall of 2019 with construction anticipated in spring of 2020.

CUMNOR AVENUE UTILITY IMPROVEMENTS – Engineer: Walter E. Deuchler Associates

(Project No. 19009)

The engineer is advancing the plans and specifications to pre-final state while concurrently submitting for permits. The project team is targeting letting of the improvements in the fall of 2019 with construction anticipated in spring of 2020.

2019/2020 STREET RECONSTRUCTION PROJECT – Engineer: Pending

Staff is developing a Request for Proposals to procure engineering services for the project.

CENTRAL BUSINESS DISTRICT PROJECTS

TRAIN STATION / PEDESTRIAN TUNNEL – Engineer: CDM Smith/KMI Architects

(Project No. 16016)

On Thursday, July 18, the Chicago Metropolitan Agency for Planning (CMAP) Project Selection Committee (PSC) approved a staff recommended program for the Federal Fiscal Year 2020-2024 Congestion Mitigation and Air Quality Improvement (CMAQ) Program.

The Program currently includes funding for the Glen Ellyn Metra Station and Multi Modal Access Improvements Project in the full amount requested, \$14,408,806. Per the schedule below, the Program is currently open for Public Comments, with consideration of Public Comments and finalization of the program by the Project Selection Committee slated for early September. Please note that after finalization by the PSC, the Program still has two steps to work through until it is fully approved and funding notification occurs. This includes consideration by the CMAP Board and MPO Policy and Federal Eligibility Determination.

Date (2019)	Action
January 15	Call for projects released
January 15	Webinar: overview of the funding programs and eligible projects
January 17	Webinar: how to submit an application via the eTIP website
March 1	Deadline for sponsors to submit applications to Planning Liaisons for review
March 15	Applications due by the end of business day
May 21	Deadline for Councils/CDOT to submit bonus points allocation (STP only)
June 1	Deadline for obtaining design approval or submission of PDR documents
July 18	Project Selection Committees (PSCs) consider staff recommended draft programs
July 18-August 16	Public comment period

September 5	PSCs review public comment and finalize proposed programs
October 10	CMAP Board and MPO Policy Committee consider proposed programs
November	Federal eligibility determination (CMAQ only) and funding notification

CBD UTILITY STUDY – Engineer: RJN Group/Michels Corp.

(Project No. 15006)

Televising of the few remaining sections of sewer has been completed and RJN is in the process of reviewing of the collected data. The results will be added to the final infrastructure report on the condition of the underground storm, sanitary and water infrastructure which was received in November 2018. RJN is working on addressing staff's comments on the draft report for monitoring and modeling of sanitary sewers in the CBD. Staff is working with RJN to finalize the study and provide direction on the scope of the CBD Streetscape and Utility Improvements Project.

CBD UTILITY AND STREETScape IMPROVEMENTS – Engineer: Civiltech Engineering, Inc.

(Project No. 15006)

Staff received three proposals in response to its RFP for the second phase of design engineering services for the project. Interviews were conducted with the firms (Primera Engineers, Thomas Engineering, and Civiltech Engineering) on July 29 and July 30. Staff has completed the evaluation of the firms' proposals (including consideration of interviews) and has selected Civiltech to finish negotiation of the agreement. Staff has put together a presentation to the September 9th Capital Improvements Commission meeting with a goal of presenting an award recommendation to the Village Board for consideration of approval on September 23rd.

PROCUREMENT OF GOODS AND SERVICES

Public Works seeks the best vendor prices for various annual municipal and utility maintenance and operations activities. This effort includes local bidding of projects or joint purchasing initiatives, including the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities.

Project	Estimated Glen Ellyn Cost	Status
2019 Sidewalk and Concrete Street Repairs	\$346,000 (2019)	A contract was awarded to the low bidder, Schroeder & Schroeder, Inc., at the May 28 Village Board Meeting. Extensive concrete roadway panel replacement is intended for this year's program. A first batch of repairs was completed between June 21 and July 3. A second batch was completed the week of August 19 and a final batch is anticipated to be completed in the fall.
2019 Asphalt Roadway Patching	\$190,000 (2019)	The contract was awarded to Schroeder Asphalt Services, Inc. at the June 24 Village Board Meeting. Project scope includes roadway patching throughout the Village and resurfacing of Hill Avenue from Cumnor Avenue to the Prairie Path. Contracts are currently being executed and a pre-construction meeting is being scheduled. A list of patching locations will be finalized in advance of construction starting in late August.
2019 Pavement Markings	\$60,000 (2019)	The contract was awarded to the low bidder of the DuPage County contract, Superior Road Striping, at the May 28 Village Board Meeting. The majority of striping on concrete pavement has been completed, while striping on asphalt pavement is targeted for mid-September.
2019 Crack Sealing	\$15,000 (2019)	Candidate locations and quantities are being compiled in order to request three pricing proposals. Staff anticipates recommending the low proposal for execution by the Village Manager. Construction is targeted to start by mid-September.
2019 Asphalt Surface Rejuvenation	\$85,000 (2019)	Staff estimated quantities and requested a proposal from Corrective Asphalt Materials as a single source purchase. A contract was awarded at the May 28 Village Board Meeting. Candidate locations include streets that have been resurfaced one to three years prior. Construction is targeted to be completed in early September.
Annual Sewer Lining	\$500,000 (2019)	Staff is in the process of finalizing the bidding and contract documents. Televising of additional sewer sections is required and has been requested to be complete by PW Utilities Division. Project will be bid as soon as all sewer video is received, reviewed and remaining sewer sections are included in the scope of the work.
Spoil Hauling and Delivery of Aggregates	\$54,000 (2018)	KLF Enterprises

X:\Publcwks\ENGINEER\Monthly Construction Reports\Monthly Construction Report 9-6-19.docx

Attachment: Monthly Construction Report 9-6-19 (4130 : Engineering Project Report Dated September 6, 2019)