



Agenda
Village of Glen Ellyn
Capital Improvements Commission
Regular Meeting
Tuesday, December 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

September 10, 2019 Capital Improvements Commission Meeting Minutes

D. Current Business

Procurement of Phase II Services for Metra Station and Multimodal Access Improvements Project

E. Trustee's Report

F. Other Business

G. Public Works Report

H. Project Report

Engineering Project Report Dated December 6, 2019

I. Adjournment



Capital Improvements Commission

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 12/10/19 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Minutes

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4273)

DOC ID: 4273

September 10, 2019 Capital Improvements Commission Meeting Minutes

The draft Meeting Minutes from the September 10, 2019 Capital Improvements Commission Meeting are attached for review and approval by the Capital Improvements Commission.

ATTACHMENTS:

- CIC Meeting Minutes September 10 2019 - Draft (PDF)

Village of Glen Ellyn



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

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

Date: September 10, 2019
Called to Order: 7:02 p.m.
Adjourned: 8:44 p.m.

MEMBER ATTENDANCE:

Michael T. Lane	Chairman	Present
Adam B. Biggam	Commissioner	Absent
Joshua J. Cattero	Commissioner	Absent
Arthur F. Foerster	Commissioner	Absent
Michael M. Lindquist	Commissioner	Present
Steve Neurauter	Commissioner	Present
Steve Szymanski	Commissioner	Present
Rocco J. Zuccherro	Commissioner	Present
Richard Daubert	Professional Engineer	Present

Also Present:

Julius Hansen	Public Works Director	Present
Steve Thompson	Liaison Trustee	Present
Steve Warner	Civil Engineer	Present

Public Present:

A. CALL TO ORDER

The September 10, 2019 meeting of the Capital Improvements Commission was called to order by Chairman Lane at 7:02 PM at the Glen Ellyn Civic Center.

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES FROM July 9, 2019 MEETING

MOVE TO APPROVE MINUTES OF REGULAR MEETING FROM 7/9/2019

RESULT: Motion Unanimously Carried

MOVER: Commissioner Szymanski

SECONDER: Commissioner Lindquist

D. Announcements – None

E. CURRENT PROJECT BUSINESS

1. *Engineering Division 2020 Budget Presentation to CIC:* Engineer Daubert presents to the CIC the 2020 Capital Budget Plan (see attached presentation). The 2020 Capital Plan overview: \$11.2M capital project fund improvements; \$4.4M Water fund, \$3.3M sewer fund, \$15M parking fund.

2020 Major roadway improvements: 2020 street program \$6.2M (3.8 miles), Pavement preservation-\$250K, Concrete street patching – \$550K and Sidewalk program-\$210K. Civil Engineer Warner reports on the new sidewalk program. We are proposing a new sidewalk on High (north side from Main to Forest) and a new sidewalk on Western (west side from Geneva to south of Amy). There is a school in the area and the County also supports this sidewalk addition. The County is adding sidewalk on St. Charles and trying to determine the best crosswalk location at Western Avenue. Engineer Daubert adds once the preliminary design of the sidewalks is ready, they would be reviewed with the fronting residents. He adds, typically when we are rehabilitating a street we would address the lack of sidewalk issues at that time. Civil Engineer Warner adds, when it comes to sidewalk removal and replacement we are becoming more and more proactive; going area by area and prioritizing those that need the most work and repair.

2020 Major Sewer/Water Projects – 2020 Street Reconstruction – \$4.3M, Route 53 Water Main-\$1M, Sanitary sewer lining program-\$500K, Cumnor Sewer & Water Utility Extensions-\$440K, Hill Ave Water & Sewer-\$1.4M. Commissioner Zuccherro asks if we've had more water main breaks this year than in the past. Engineer Daubert states we have had some more impactful recent breaks. He adds we have seen some premature deterioration of ductile iron pipe and are more frequently using PVC in aggressive soil areas.

2020 Parking Lot Projects – Civic Center Parking Garage – \$15M, General parking lot maintenance-\$10K.

2020 Engineering Projects – CBD Design-\$1M, Train station/underpass design – \$500K to start phase II.

2020 Misc. Engineering Initiatives/Expenditures: Storm water drainage program-\$50K, Sewer/Water pavement repairs-\$36K, Pavement Condition Index survey-\$35K, Street light replacement-\$26K, Engineering software-\$6.5K, Engineering assignment studies-\$15K, NPDES permit-\$1K.

Commissioner Zuccherro motions to recommend the 2020 Budget to the Village Board as presented, Commissioner Neurauter seconds the motion.

MOVE TO RECOMMEND THE 2020 BUDGET TO VILLAGE BOARD

RESULT: Motion Unanimously Carried

MOVER: Commissioner Zuccherro

SECONDER: Commissioner Neurauter

2. *CBD Streetscape and Utility Project – Phase II Engineering Agreement:* Engineer Daubert reports that in June we received proposals from three firms (Civiltech, Thomas and Primera) for Phase II of the Design Engineering Services for the CBD streetscape Project (see attached report). We reviewed all the proposals, interviewed the firms in July, and have concluded that Civiltech is the best firm for the assignment. Their hours and fees were more in line with the Village's interests. Thomas and Primera's costs were far greater than Civiltech's. We did recommend changes from the original proposal of \$850,000 that increase the hours and associated fees by \$150,000. Additional recommended services are related to construction staging and MOT exhibits, additional underground utility design work, grant assistance, stakeholder outreach, photometric lighting design, 3D renderings, and coordination with the Train Station Project. Engineer Daubert adds we feel the Agreement is fairly complete are not recommending a contingency at this time. A discussion ensued in which some Commissioners felt a contingency may be appropriate. However, Engineer Daubert noted that the Village Manager would have authority to amend the Agreement by up to \$35,000, which the Commission was comfortable with.

Engineer Daubert adds the underground utility work is scheduled for 2021 and the streetscape construction is anticipated to begin 2022-2023. Engineer Daubert adds that Public Works staff is comfortable with the proposed scope, schedule and fee for the assignment and asks the CIC to review and make a motion to recommend the scope, schedule and fee. Daubert adds we are planning on bringing this agreement to the village workshop on Monday with a

formal agreement by the village board at the September 23, 2019 meeting. Commissioner Szymanski asks what will be covered at the workshop and if they would like the CIC to attend the workshop. Engineer Daubert states that the information presented will be much like what we presented tonight. The Village board may ask for more detail on fees and we will answer any questions they may have. Trustee Thompson adds, yes it would be helpful and the CIC is always welcome to attend the workshops.

Chairman Lane asks the CIC for a motion to recommend the scope, schedule and fee for the agreement presented tonight.

Commissioner Lindquist motions to recommend the scope, schedule and fee of the CBD Streetscape and Utility Improvements Phase II Engineering Design Services Agreement as presented and Commissioner Szymanski seconds the motion.

MOVE TO RECOMMEND THE AGREEMENT OF PHASE II DESIGN SERVICES AS PRESENTED

RESULT: Motion Unanimously Carried

MOVER: Commissioner Lindquist

SECONDER: Commissioner Szymanski

F. TRUSTEE'S REPORT – Trustee Thompson reports that the Village Board has approved business related to the construction of a Public Works Garage at the water tower site (Newton). Pete's Fresh Market will be opening on September 26, 2019. They just received their liquor license. The Streetscape mockups budget has been approved by the Board. Trustee Thompson adds that he has received a lot of positive feedback on how great the flowers look in the Village and thanks Emma from Public Works for all her hard work.

G. OTHER BUSINESS – None

H. PUBLIC WORKS REPORT – Director Hansen reports that samples of the aggregate concrete for the CBD Streetscape Project are located in the Civic Center for review. We are still playing with some of the specs. We will be putting mockups on about 50 feet of sidewalk at 3 locations in the CBD. Crescent & Main will have the green spruce sample. Main & Pennsylvania will have the red flint sample and Glenwood & Pennsylvania will have the red colonial sample. The mock ups will be completed in about 6 weeks. We are still trying to figure out how to receive feedback on these mock ups. Commissioner Szymanski adds perhaps we can add a sign/poster in the nearby businesses directing customers where to submit feedback on the mockups. Director Hansen adds we put up a new light pole on Main & Crescent. It includes a track system that is adjustable. It is a prototype of the pole we may use as part of the CBD Streetscape project.

I. PROJECT REPORT – See attached project report. Baker Hill access improvements – final state and storm water permits in place. Taylor Pedestrian Tunnel – all punch list items completed except installation of lighting dimmers on the tunnel/headwall

luminaires.

- J. Adjournment** – A motion was made by Commissioner Zuccherro and seconded by Commissioner Szymanski to adjourn the meeting. The meeting was adjourned at 8:44 p.m.

Submitted by Elisa Pollina, Recording Secretary

Reviewed by Richard Daubert

DRAFT



Capital Improvements Commission

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 12/10/19 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Discussion Item

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4274)

DOC ID: 4274

Procurement of Phase II Services for Metra Station and Multimodal Access Improvements Project

Please see the attached memorandum concerning the Procurement of Phase II Architectural and Engineering Services for the Glen Ellyn Metra Station and Multimodal Access Improvements Project.

ATTACHMENTS:

- Glen Ellyn Metra Station and Multimodal Access Improvements Project - Phase II Memo to CIC with Attachments 12-6-2019 (PDF)



MEMORANDUM

TO: Capital Improvements Commission

FROM: Rich Daubert, Professional Engineer

DATE: December 6, 2019

RE: Glen Ellyn Metra Station and Multimodal Access Improvements Project
Procurement of Phase II Architectural and Engineering Services

Background

On November 13, 2019, staff received the attached official notification from the Chicago Metropolitan Agency for Planning (CMAP) that the Federal Fiscal Year 2020-2024 Congestion Mitigation and Air Quality Improvement (CMAQ) Program includes \$14.4M in funding for the Glen Ellyn Metra Station and Multimodal Access Improvements Project. While the program is dynamic, the funding has been programmed for Federal Fiscal Year 2024 which reasonably aligns with staff's goal to bring the project to a March 2023 Letting.

Given the complexity of the project, staff recommends that Phase II Architectural and Engineering Design Services be advanced in the first quarter of 2020 to keep the project on track for the aforementioned letting goal of March, 2023. The Phase II Services would be completed by a consulting firm procured by the Village through a competitive process.

Subject

A Request for Proposals (RFP) document has been drafted to procure Phase II Services and is attached for the Commission's reference. A similar document and process was utilized to procure Phase I Services for the project. The process for Phase I worked well; however, given the complexity and estimated cost of the Phase II assignment (~\$2M-\$2.5M), staff would like to discuss the procurement of said services with the Capital Improvements Commission at its December 10, 2019 Meeting. Staff invites general comments on the RFP including the scope of services/tasks but would like to specifically discuss the following items with the Commission:

1. Is the Capital Improvements Commission comfortable with the open RFP process or should staff short list firms utilizing a separate Request for Qualifications process first?
2. The Evaluation of Proposals section should be reviewed by the CIC, including careful consideration of the points assigned for each evaluation category.
3. Staff recommends at a minimum that representatives from Public Works, Community Development, and Administration be involved in the firm selection process including

review of the proposals, interviews, and negotiations. Should the CIC be represented and involved in the process as well?

4. Any other general questions, comments, concerns the CIC may have.

Action Requested

Staff requests a discussion of the matters referenced above with the Capital Improvements Commission at its December 10th, 2019 Meeting. Should the CIC be comfortable with the general RFP approach and aforementioned details, a recommendation from the CIC to procure Phase II Engineering Services as presented and discussed, would be appreciated by staff. It would be understood that the RFP would be subject to amendment as staff finalizes the details of the document, including consultation with Village Counsel.

List of Attachments

CMAP Approval Letter
Draft RFP



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

November 13, 2019

Richard Daubert
Professional Engineer
Village of Glen Ellyn
535 Duane St.
Glen Ellyn, IL 60137

Via email to rdaubert@glenellyn.org

Dear Mr. Daubert:

On October 10, 2019 the CMAP Board and MPO Policy Committee approved the FFY 2020 – 2024 Congestion Mitigation and Air Quality Improvement (CMAQ) program. The approved program includes the below funding for the **Village of Glen Ellyn Metra Station and Multi Modal Access Improvements Project** project.

The TIP ID for this project is **08-19-0018**. Please use this ID in all project correspondence with CMAP.

FFY	Phase	CMAQ Funds
2024	Construction	\$13,608,806
2024	Const. Engineering	\$800,000

The Federal Fiscal Year(s) (FFY) may not reflect the year(s) requested in the project application. This is due to the fiscal constraint in the individual years and the funding available at the time of the selection process. The CMAQ program is a dynamic process and projects' schedules change on a regular basis. Staff along with the planning liaisons will make every effort to adjust project funding for projects that need a change. More information will be provided at the Mandatory Initiation Meeting described below.

To encourage project implementation and awareness, the CMAQ Project Selection Committee has implemented [programming and management policies](#). As the project sponsor you are responsible for the timely implementation of your project.

Mandatory Initiation Webinar Meeting

A mandatory CMAQ/TAP-L initiation webinar meeting is required for all local agency sponsors responsible for the accomplishment of bicycle/pedestrian, intersection improvements, signal interconnects, bottleneck elimination, and commuter parking projects included in the program. Sponsor agency staff is required to participate via the webinar or attend in person at the CMAP offices. Consultants may also attend, but may not substitute for sponsor staff. The webinar meeting will be held on **Tuesday, December 10, 2019** at 9:30 am.

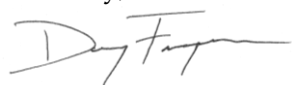
Please RSVP by Thursday, December 5, 2019 to transportation@cmap.illinois.gov. Be sure to indicate if you wish to participate via the webinar or in person and include your name, agency, telephone number, TIP ID for the subject project, and if anyone else from your agency will be joining you. Instructions for the webinar will be sent by staff prior to the meeting. If your agency is not represented by agency staff, the project will be considered for removal from the program.

Press Events

CMAP is excited to be partnering with you on this project. We look forward to assisting with project completion, contributing to project press releases, and participating in ground breakings, ribbon cuttings, and other ceremonial activities throughout the project implementation. Sponsors should contact Jen Maddux, jmaddux@cmap.illinois.gov prior to any press related activities.

Please contact your planning liaison for assistance. [Program resources](#) are also available on the CMAQ webpage.

Sincerely,



Douglas Ferguson
Senior Program Analyst, Policy and Programming
Chicago Metropolitan Agency for Planning

cc:

Daniel Knickelbein, Planning Liaison (via email)



VILLAGE OF GLEN ELLYN REQUEST FOR PROPOSAL (RFP)
GLEN ELLYN METRA TRAIN STATION PHASE II ARCHITECTURAL AND
ENGINEERING SERVICES



Glen Ellyn Metra Station

Issued: _____

Mandatory Pre-Submittal Meeting: _____

Proposals Due: _____

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

Issued:

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Glen Ellyn Metra Station

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

Issued:

**LEGAL NOTICE
REQUEST FOR PROPOSALS (RFP)
GLEN ELLYN METRA TRAIN STATION
PHASE II ENGINEERING SERVICES**

NOTICE IS HEREBY GIVEN by the Village of Glen Ellyn, Illinois that sealed proposals for Phase II Architectural and Engineering Services for the Glen Ellyn Metra Train Station in the Village of Glen Ellyn, Illinois, will be received by the Office of the Village Clerk, Glen Ellyn Civic Center, 535 Duane Street, Glen Ellyn, Illinois 60137, until _____

A mandatory pre-submittal meeting will be conducted at _____ a.m. local time on _____ XX, 2020 at the Glen Ellyn Public Works Reno Service Center, 30 South Lambert Road, Glen Ellyn, Illinois 60137.

To request an electronic copy of the RFP or obtain additional information, please contact Mr. Richard Daubert, Professional Engineer, by email at rdaubert@glenellyn.org or by phone at 630.547.5507.

Dated at Glen Ellyn, Illinois this XXth day of _____ 2020.

INTRODUCTION

The Village of Glen Ellyn ("***Village***") is requesting proposals for professional architectural and engineering consultant services ("***Consultant Services***") for the design, management, and maximizing of funding opportunities for the Glen Ellyn Metra Train Station and site improvements. 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, total not-to-exceed price and any supplemental information for completing the scope of services/tasks specified hereinafter.

PROJECT BACKGROUND

Existing Station and Site Conditions

Metra's Glen Ellyn Station is located at mile post 22.4 on the Union Pacific West Line. The station resides in the Village's Central Business District (CBD), immediately south of the intersection of Crescent Boulevard and Forest Avenue. Please refer to the Appendix of this RFP for a Project Location Map. The Glen Ellyn Metra Station had 1,929 weekday boardings as of the Metra public data from fall of 2018. This positions the station as the 2nd busiest on the UP-West line.

The existing single-story 1,900 square foot structure features a ticket office, waiting room, coffee shop, a uni-sex public restroom and a separate restroom dedicated for the ticket office. The public restroom is open during the coffee shop hours of operation which are Monday thru Friday from 5 am to 10 am.

The building is supported on a concrete footing and slab foundation with terrazzo floors. The walls are constructed of concrete block faced with brick on the exterior and structural glass tile on the interior. Electrical cable runs throughout the building slab to provide heat in the winter months and air conditioning is provided in the ticket office during the summertime. The window and doors frames are comprised of aluminum. The structure is covered with a wooden truss gable end roof with asphalt shingles. The gable roof overhangs the east and west ends of the station to provide open-sided covered waiting areas. In addition, standalone open-sided shelters are located on the in-bound and out-bound platforms.

In terms of accessibility, public sidewalks throughout the CBD provide pedestrian access to the station. Pedestrians can cross the Union Pacific West Line via at-grade crossings located at Main Street and Park Boulevard. No existing grade separated pedestrian crossings exist within the CBD. Walkway ramps are located on either end of the station with the westerly brick paver ramp signed and striped for wheelchair usage. Surface parking lots surrounding the station are available for commuters. In addition, open bicycle racks are located near the west side of the station with other racks scattered throughout the Central Business District. Pace Suburban Bus Route 715 includes a stop on Crescent Boulevard directly north of the Metra Station.

Project Status

Understanding the station was in need of improvements, the Village initiated a study and Phase I

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

Issued:

Engineering services to evaluate alternatives in 2017. The study and alternatives identified that the current station and site area had several challenges including:

- The physical condition of the existing station
- The current and future capacity of the station
- Vehicular site circulation
- Pedestrian accessibility
- Lack of grade separated access between platforms

Following the evaluation of alternatives, a preferred concept was selected by the Village. IDOT Phase I Engineering is currently anticipated to be completed near mid-2020 and will be completed under concurrent contractual relationship, dependent on agency reviews and approvals. The project has had early coordination with stakeholders to date including the public, the Village, IDOT, Metra, and Union Pacific.

Funding opportunities were evaluated and pursued throughout Phase I Engineering, and approximately \$14.4M of the present \$20M project construction budget has been awarded through federal grants. The Village will continue to seek opportunities to leverage both local, state, and federal funding opportunities, and intends to locally fund the remaining portion.

Station Improvements

Following earlier studies, the station was determined to be outdated with extensive rehabilitation required to address its overall poor condition. Additionally, current and future ridership projections were evaluated, and it was determined that a larger station and warming shelters were needed. The new station and warming shelters would increase the station area to 4,000 square feet. The existing platform locations were evaluated and reviewed with Metra and UP and were determined to be in the most ideal location available.

The Village desires to improve the functionality of the future station by including the following:

- ADA accessibility throughout the station
- Additional indoor waiting area
- The depot shall have a loggia or canopy roof (or both), mechanical room, electrical room, space for Metra's communications equipment and a "late night" small indoor waiting area. The facility may have a separate small eclipsed warming shelter separate from the depot which could function as the "late night" indoor waiting area.
- Provide additional public restroom facilities
- Provide more attractive lease space
- The provision of a ticket office with a private agent restroom shall be maintained

The improvements would be incorporated by a complete reconstruction of the station at its current location on Crescent Boulevard between Main Street and North Park Boulevard as depicted in the attached exhibits.

Site Improvements

- Improved ADA accessibility with dedicated paths with removed or reduced intersections of the path of travel with vehicles
- Pedestrian and community friendly plaza aligned with the grade of Crescent Boulevard
- Rebuilt boarding platforms with new retaining walls due to grade changes
- Provide a grade separated pedestrian underpass crossing near the west end of the existing station and in line with Forest Avenue (see appendix for a photo/rendering of the proposed improvement). The pedestrian crossing shall be ADA compliant, with ramp access and retaining walls.
- Site improvements including reconfiguration of shelf parking lots/drop off areas immediately east and west of station on Crescent Boulevard
- Modifications to the parking lots to the south of the station to accommodate improved traffic flow and accommodate the area for the pedestrian underpass
- The provision of site amenities including bike racks, benches, waste receptacles, and signage shall be maintained. Existing bike racks will be removed, and capacity increased to 200

Locations	Parking spots	
	Existing	Proposed
Southwest Lot	81	70
South Lot	25	25
Southeast Lot	87	84
Northeast Lot	30	18
Northeast Street	19	18
Northwest Lot	22	26
Northwest Street	41	38
Total	305	279

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services
spaces.

Issued:

All improvements shall be in accordance with Metra design guidelines which are available at <https://metrarr.com/engineering/design-guidelines/>, as well as other applicable federal, state and local requirements.

PROJECT APPROACH

The Village's goal is to reconstruct the station and incorporate the aforementioned improvements. The Village will utilize a combination of currently awarded federal grants, anticipated future grant opportunities, and local funding for this project. As such, the Village's goal is to aggressively complete Phase II Architectural and Engineering Services, while complying with current funding commitments, and maximizing additional grant and funding opportunities during development.

The Village of Glen Ellyn will act as the lead agency for Phase II Architectural and Engineering design. As the station is located on Union Pacific Railroad Property, coordination and input will be sought with Metra, Union Pacific Railroad, and the Illinois Commerce Commission from the beginning of the project. The project will be subject to review and approval by all the aforementioned agencies as required.

MINIMUM QUALIFICATIONS

- A. Project team must include engineers, 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 and railroad clients specifically in the design of passenger train facilities of similar scope and scale
- C. Experience with Phase II Engineering and Project Management being processed through IDOT Bureau of Local Roads and Streets (BLR&S)
- D. Experience and demonstrated success with Grant Management and Applications
- E. Demonstrated knowledge of all applicable building, Illinois Commerce Commission, 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.

SCOPE OF SERVICES/TASKS

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

Issued:

Respondents shall submit a detailed scope of services/tasks for the completion of the Phase II architectural and 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:

- Project Startup
 - Administer kick-off meeting to review the project goals and project approach and review how the scope of services/tasks will be implemented
 - Develop detailed project schedule including milestones
- Architectural Development
 - Review materials prepared to date
 - Develop (3) alternatives for exterior styles/materials within previously designated site plan
 - Alternative Interior Concepts (3) alternatives with interior elevations, renderings, and material boards
 - Up to (10) photo realistic renderings of station exterior and interior
 - Other materials as necessary to communicate concepts
- Phase II Engineering
 - Prepare all documents and reports in accordance with IDOT, UP, Metra, and Village requirements for Phase II Engineering
 - Deliverables should include the assumption of 30%, 60%, 90%, Final (100%), and Bidding Documents to fulfill Village requirements. Assume (1) revision per submittal. The 30% submittal is to include “outline” special provisions and subsequent submittals with full detailed special provisions per BLR&S requirements.
 - Documents should include all required plans, specifications, and estimates at each phase, as appropriate. This shall include phasing, traffic control, contractor lay-down area, and site access.
- Cost Estimates – in addition to IDOT required estimates, cost estimates shall be provided to the Village at all milestones noted in Phase II Engineering. Cost estimates shall include estimates of all project costs.
- Survey & Utilities (see exhibited project boundaries)
 - Detailed topographic survey
 - Detailed boundary survey
 - Utility survey
- Grant Applications and Grant Management
 - Identify and apply for applicable grants for the project
 - Manage existing awarded project grants
 - Note: assume up to (3) applications (RTA, ITEP, tbd, etc.)

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

Issued:

- Stakeholder Outreach
 - Develop and implement public and local business outreach strategy
 - Include (1) public meeting to present renderings, and any details that could affect general public
 - Regular on-line website information support
 - Develop and implement outreach for agencies and other stakeholders
- Project Management & Coordination
 - Communicate closely with all project constituents via telephone, email, and face to face meetings as required
 - Provide bi-weekly progress updates
 - Project management planning and implementation
 - Invoicing
 - Agency meetings
 - Project schedules
 - Monthly meetings
- Land Acquisition/Temporary and Permanent Easements.
 - Preparation of plats and legal descriptions (establish boundaries, ownership, easements)
 - Appraisals
 - Appraisal reviews
 - Negotiations
- Permits
 - Obtain approvals for all required and applicable permits, including, but not limited to the Village of Glen Ellyn, DuPage County, IDOT, IEPA, IDNR, UPRR, Metra etc. Permit fees should be estimated as a reimbursable direct cost.
- Bid Services
 - Assist with the administration of the IDOT bidding process including:
 - Preparation of Bidding/Construction Contract providing all Specific Project Specifications and Special Provisions. The Village also has Special Provisions that the Consultant shall utilize as pertinent to the assignment.
 - Answering technical questions during bidding process
 - Developing any Addendums, if necessary
- Additional Scope of Services/Tasks
 - As identified by Respondents to RFP

Scope of Work Assumptions

- Geotechnical and environmental soil testing, including CCDD forms to be provided by Village.
- All deliverables to be transmitted in hard copies, as required by agencies, as well as PDF, and digital CAD files. For Village only submittals, (5) hard copies of each shall be provided as

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Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

Issued:

well as PDF and digital files. For the 90% and 100% submittals (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.

ANTICIPATED SCHEDULE

The Village intends to enter into agreement with the selected consultant in 2020. A tentative and negotiable schedule is as follows:

- Enter into Consultant Services Agreement – April 2020
- Complete Project Startup – Spring 2020
- Pre-Final Plans – September 2022
- PS&E Submittal – November 2022
- Construction Letting – March 2023
- Manage and Apply for Grants - Ongoing
- Public Outreach – Ongoing

PROPOSAL CONTENT

Proposals shall include 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 RFP.
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 local, state, or federal 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

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

Issued:

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 meeting the goals of this project. This shall include, but is not limited to, the items listed in the RFP.
8. **References:**
List at least three references for each consultant and sub-consultant, which you believe support your qualifications to complete this project.
9. **Project Portfolio:**
Provide related project experience of the firm(s) and the individuals who would be assigned to this project. Include a brief description of any Metra commuter rail station or similar projects of comparable size and complexity for which the firm(s) provided architectural and engineering services. Minimum of (5) projects, no more than (10).
10. **Total Not-to-Exceed Price:**
Respondents shall provide a Total Not-to-Exceed Price including supporting documentation for formulating the Total Not-to-Exceed Price including hours, hourly rates, and direct costs/reimbursable expenses for Phase II of the Work.

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 **(4) paper copies** of your proposal in a sealed envelope plainly marked:

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

Issued:

**Sealed Proposal for:
Glen Ellyn Metra Station RFP
Phase II Architectural and Engineering Services**

with firm's full legal name to the **Village of Glen Ellyn, Public Works, 30 South Lambert Road, Glen Ellyn, IL 60137, Attention: Richard Daubert, Professional Engineer, no later than 11:59 a.m., _____, 2020**. In addition, **please submit (1) 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. 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

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Phase II Architectural and Engineering Services

Issued:

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

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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:

<u>Additional Insured</u>	<u>Policy or Policies</u>
---------------------------	---------------------------

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);
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

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services
7. Total Not-to-Exceed Price.

Issued:

Follow-up discussions may be conducted with firm(s) to resolve any questions, finalize the scope of work and agreement on final Total Fixed Price cost as a means to recommend final selection to the Village Board of Trustees. **Follow-up interviews with short listed firms will be conducted on Xxxx and Xxx. Please ensure that key staff members are available on those days to meet with the Village**

DRAFT

Glen Ellyn Metra RFP
Phase II Architectural and Engineering Services

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

Glen Ellyn Metra RFP
 Phase II Architectural and Engineering Services
VILLAGE OF GLEN ELLYN:

Issued:

ATTEST:

 Authorized Signature:

 Signature

 Printed Name

 Printed Name

 Title

 Title

 Date

 Date

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:

Mr. Richard Daubert, Professional Engineer
 Village of Glen Ellyn
 Department of Public Works
 30 South Lambert Road
 Glen Ellyn, IL 60137
 Phone 630-547-5507
 Fax 630-469-3128
 rdaubert@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

Project Location Map
 Existing and Proposed Site Plan Exhibits
 Proposed Station Replacement Rendering
 Metra Station Drawings

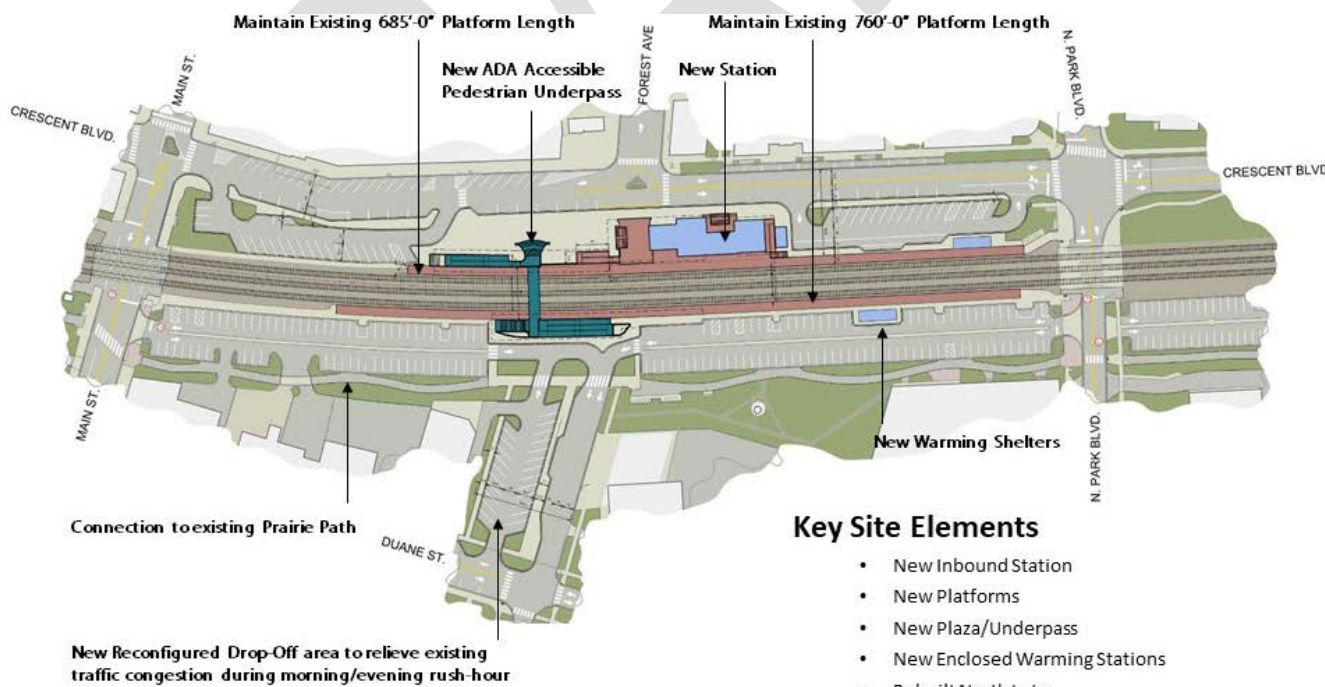
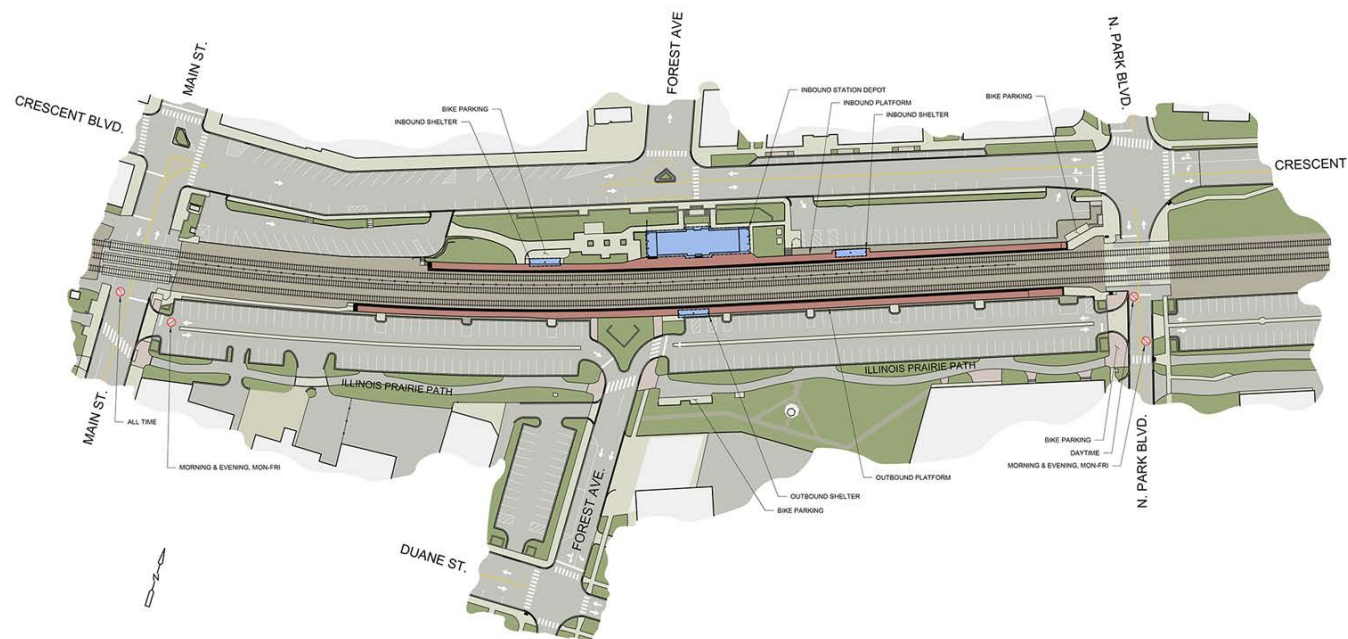
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Key Site Elements

- New Inbound Station
- New Platforms
- New Plaza/Underpass
- New Enclosed Warming Stations
- Rebuilt North Lots
- Rebuilt and Relocated South Lots
- Rebuilt and Reconfigured South Forest Ave.



Capital Improvements Commission

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 12/10/19 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Report

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4275)

DOC ID: 4275

Engineering Project Report Dated December 6, 2019

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

ATTACHMENTS:

- Monthly Construction Report 12-6-19 (PDF)



December 6, 2019

ENGINEERING DIVISION PROJECT ACTIVITY REPORT

CONSTRUCTION PROJECTS

SCOTT-CLIFTON-CUMNOR IMPROVEMENTS – Contractor: Chicagoland Paving

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

The project is now substantially completed. A punchlist has been issued and the contractor has addressed the majority of the items. The newly installed sod will be reviewed in the spring and a separate punchlist will be generated at that time to address any deficiencies in parkway restoration.

CONSTRUCTION PROJECTS IN CLOSE-OUT

BAKER HILL ACCESS IMPROVEMENTS – Contractor: Triggi Construction

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

The Contractor has completed the project with the Engineer now working on close-out activities.

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

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

The Engineer has presented final quantities to the General Contractor for concurrence. Most quantities were agreed to but one subcontractor has requested the Engineer's Daily Reports prior to agreeing to final quantities. Said reports were provided with the project team awaiting for the subcontractor to substantiate any disposition within a reasonable timeframe.

TAYLOR AVENUE PEDESTRIAN TUNNEL – Contractor: "D" Construction

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

An application has been prepared and submitted to nominate the project for the 2020 APWA Public Works Project of the Year Award. Project closeout is underway with final quantities presented to the Contractor, and most agreed to at this time. As with the North Park Boulevard/Main Street Improvements Project, the engineering team is well ready for project closeout; however the matter will take time to work through given the use of Federal funds for the project.

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. Staff is awaiting final invoicing from IDOT for the Village's share of the project costs. This will allow the balance of the RTA reimbursements to be secured by the Village.

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 early 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 early 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)

The Village hosted a celebration at the station on Monday, November 25 for its recent acquisition of \$14.4M in federal Congestion Mitigation and Air Quality Improvement funding for the project. The project team met with the Illinois Commerce Commission this month to discuss its upcoming application for funding through the Grade Crossing Protection Fund which will be submitted by the January 15, 2020 deadline. A draft Request for Proposals for Phase II Architectural and Engineering Services have been drafted. Staff will review its proposed selection process with the CIC with the goal to secure a firm for Phase II services by April of 2020.

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)

The delays in obtaining materials for the mockups and inclement weather has forced planned decorative sidewalk mockup installations until at least spring of 2020. The extra time will also allow the landscape architect team to create additional project renderings and present further design options to the Village.

The landscape architectural team continued its work on the review and plan for the parkway trees in the CBD. The team is working on preliminary tree layout, review of factors impacting existing trees, updated tree renderings, presentations and material for the tree education campaign.

An updated engagement and communication plan was prepared and discussed with members of the Capital Improvements Commission present at the November 12, 2019 meeting. In summary, this new and enhanced process will allow for a more streamlined and focused decision making, engage the community better and allow for a uniform recommendations to the elected officials.

Staff has completed its review of the preliminary underground utility plans for water, storm and sanitary sewer. The design of the Utility portion of the project is slated to be completed by the end of 2020 and ready for early 2021 staged construction.

Key items to be worked on this month include:

- Finalization of an engagement and schedule of key decisions and meetings
- Underground utility design continues
- Preparation of the tree plan and related materials
- Historical research and streetscape precedence for streetscape elements
- Continue review of decorative paving materials
- Completing review of preliminary roadway geometric plans

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	\$366,466.30 (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 was completed the week of October 14. The contract was also used to complete utility dig patching on Roosevelt Road on November 18. A total of 187 repair locations were included as part of this program. The project is proceeding to closeout, with final punchlist inspections to occur in early Spring.
2019 Asphalt Roadway Patching	\$166,438.28 (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. Approximately 4,000 square yards of roadway patching (34 locations) Roadway were completed on October 18. Hill Avenue and two parking lots on Crescent (adjacent to the train station) were resurfaced the week of October 28. Striping in the lots was completed same day, while Hill Avenue was re-striped on November 7. The project is anticipated to be closed out by the end of the year.
2019 Pavement Markings	\$56,772.21 (2019)	The contract was awarded to the low bidder of the DuPage County contract, Superior Road Striping, at the May 28 Village Board Meeting. Over 35,000 feet of striping was completed on concrete pavement in early August, and approximately 14,000 feet of striping was completed on asphalt pavement in early November.
2019 Crack Sealing	\$15,000 (2020)	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 Spring 2020.
2019 Asphalt Surface Rejuvenation	\$80,362.10 (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 was completed between September 18 and September 21.
Annual Sewer Lining	\$500,000 (2019)	Televising information of additional sewer sections has been received. Staff is in the process of finalizing the bidding and contract documents.

Spoil Hauling and Delivery of Aggregates	\$54,000 (2018)	KLF Enterprises
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