

Minutes

Village of Glen Ellyn Board of Trustees

Special Workshop Meeting

Monday, December 1, 2014

Call to Order

President Demos called the meeting to order at 7:03 p.m.

Roll Call

Upon Roll Call by Clerk Galvin, Trustees Burket, Clark, Elliott, Ladesic, and O'Shea answered "Present". Trustee McGinley arrived at 7:09 p.m.

Staff present: Village Manager Franz, Assistant Village Manager Stonitsch, Director of Public Works Hansen, Police Chief Norton and Professional Engineer Minix.

Pledge of Allegiance

President Demos asked Manager Franz to lead the Pledge of Allegiance.

Agenda Item E. - Use of In-House Engineering Personnel and Consultant Procurement Process.

Professional Engineer Bob Minix presented information on how an expanded Public Works Engineering Division can offset costs of outside consultants and recommend a process for procuring outside engineering services to supplement in-house staff.

Both in-house and outside engineering services are currently utilized, with the bulk of design and construction oversight on larger capital projects performed by consultants, while the Public Works engineering staff - consisting of the Professional Engineer and Civil Engineer - coordinates and manages all projects and provides needed engineering for maintenance-related efforts.

The Village Board has requested that Public Works develop a selection process for engineering consultant services that expands the pool of qualified firms, broadens the evaluation process and provides a more consistent basis for fee comparisons. Public Works staff has reviewed the policies and procedures of a number of communities, finding that most use some form of a Qualifications Based System (QBS) tailored to meet their particular circumstances and requirements. While the current Glen Ellyn practice of mixing qualifications and dollar proposals into a single submittal has not met with overt resistance by the consulting community, our system could be improved in terms of consistency, accountability and clarity.

To satisfy the Village Board's request to compare consulting services with a price component and to maintain a high quality of performance and products, the method of Quality & Cost Based Selection (QCBS) is proposed for use. This qualifications plus price approach will become the default model utilized in the selection process. However, by law, we cannot select engineer services on cost alone. This method will provide the best way to determine value and quality work to meet both the Village Board and

Public Works objectives.

The following process will be utilized to develop recommendations for new professional service agreements with consulting engineers for approval by the Village Manager or Village Board. The process has two significant components, including development of short lists of qualified firms to be used for at least a two year period and consultant selection from the appropriate short list for a specific assignment. Each major component has a number of steps.

Engineer Minix stated that with the direction of the Board, the process will be reviewed. RFP's are separate, sealed proposals. Manager Franz inquired about Phase 2 of upcoming Crescent project. Engineer Minix responded this is cost and fixed fee; with the hours estimated by the engineer.

Trustee Ladesic stated that we should be able to stay within budget. Trustee Elliott remarked when the Board votes for a contingency they blow through it. He would like to see the Village more aggressive on competitive pricing – the attorney can build stuff in a lump sum agreement. Trustee Elliott stated that a well written contract can address 90% of the issues and that more competition will provide better pricing, a short list will hamper competition.

Trustee O'Shea asked if the list would be public. Engineer Minix responded it would be. Manager Franz responded the list will address the level of expertise. Engineer Minix responded the first step is compiling the list.

Trustee McGinley asked how many firms were used last year; Engineer Minix responded 15 firms. Trustee McGinley asked about limiting the amount of work a firm can do in Glen Ellyn. Trustee Clark responded it should depend on pricing and performance. Trustee Clark asked how new firms are addressed. Engineer Minix responded they would first be used for smaller projects with a smaller scope.

Trustee O'Shea commented that it seems like a lot of work, what is the benefit. Manager Franz responded it is a long process. President Demos responded he likes where this is going but would like to have a conversation with Attorney Mathews.

Agenda Item F. - Roosevelt Road Streetlight Retrofit and LED Conversion Project. (Public Works Director Hansen)

Public Works Director Julius Hansen presented information on the Roosevelt Road (Illinois Route 38) Streetlight Retrofit and LED Conversion Project.

If the Village would like to have LED lighting on Roosevelt Road (Illinois Route 38) the services of a qualified professional engineering consulting firm would be needed. The LED modification of the existing decorative street lights requires IDOT approval. The decorative lighting system consists of Valmont street light poles and Lumec fixtures. The installation commenced in March of 2002 and was completed in October 2002. It extends approximately 7,500 feet starting 800 feet west of Lambert Road to 300 feet east of Baker Hill Drive and consists of approximately 130 decorative units made up of an upper main lighting element and a lower sidewalk-side fixture. The existing lighting system is illuminated using

high pressure sodium bulbs within IDOT right-of-way and on Village-controlled approach streets. The selected firm will be required to submit grant applications with all associated supporting documents to fund the conversion to LED. The grant contributes less than \$100.00 per \$1300 fixture to purchase not counting installation or engineering.

The energy consumption associated with high pressure sodium fixtures is significantly higher than that of an LED lamp fixture (during the photometric analysis this cost savings will be determined by the selected firm). Additionally, the Village has recently experienced multiple structural-based failures in the fixtures at the top of the street light pole. The assembly that secures the fixture to the street light arm has demonstrated intermittent failure. One fixture disconnected from the mast arm, but since that occurrence all fixtures have been inspected and secured for now. The integrity of the light fixture connection and the desire to reduce energy consumption is the impetus for the Village to consider this project.

If the Village does not want to convert the street lights to LED a retrofit bracket could be installed to eliminate the failure of the existing fixtures. The bracket secures the existing fixtures to the street pole arm. This option saves the Village \$1,000 per fixture, since the bracket costs \$300. The street light poles should be painted from the lower fixture to the top of the pole but that depends on the cost for performing this work. The painting work may be bid as a separate contract to determine cost. The lighting system is located on a State Route; therefore, a permit will be required by IDOT to retrofit the lighting configuration and to perform construction activity within IDOT right-of-way including the painting.

Director Hansen stated the manufacturer has made a new bracket at approximately \$300 each. There are 130 upper fixtures. Trustee McGinley asked if there is a warranty. Director Hansen responded the manufacturer informed him the screws on the arm should have been maintained and they do not feel liable but will negotiate on the price of the bracket.

Trustee Elliot stated the manufacturer's letter says the screws are rusted, what was said when purchased; this is critical. Trustee Elliott also asked why they offer a replacement bracket.

President Demos asked what the Board would like to do. Replacing the brackets is \$50,000 on the high end. The energy savings for LED is \$5,000.

Mr. Jeff Gahris, Cool Cities Coalition, approached the Board and offered that there are some health concerns with blue lighting. Director Hansen responded this would have to go to IDOT for approval. Also, if the poles are replaced the new bracket is included.

The Board reached a consensus to work on replacing the brackets on Roosevelt Road and for LED retrofit in the CBD.

Agenda Item G. - Proposed Salt Storage Facility Project. (Public Works Director Hansen)

Public Works Director Julius Hansen presented information regarding the proposed Salt Storage Facility Project.

In July of this year the Village rejected all bids for the proposed Salt Storage Facility. Phase 1 was for the construction of the salt storage structure and Phase 2 was for the conversion of the existing salt storage area into much needed heated vehicle storage.

Phase 2 is a significant component of the salt storage project that includes plans to convert the 25' x 100' existing salt storage into a heated vehicle storage area, which is an identified operational need for the Public Works Department. Currently the vehicle storage area is inadequate, packed full of vehicles and equipment, with many trucks still being stored outside. The cost of the vehicle storage component of the project is very cost effective considering the amount of square feet that can easily be converted to vehicle storage for an estimated \$50 per sq. ft.

General Steel was contacted to give a proposal for a steel building to store salt, and the firm submitted a proposal to perform an assessment which they felt would be their first step at becoming involved in the project. The proposal for the assessment was \$5,900, but staff had concerns that the design was already complete and we were more interested in determining if they could oversee the entire process. Therefore, the initial proposal was rejected by Public Works. Staff asked General Steel to give a proposal that would show the total cost to build a salt storage structure from start to finish.

Another option is to build a fabric type building. This building could be built on top of the proposed 16 foot concrete wall, which has become a common method for storing salt. The structural integrity of this type of construction would need further analysis, should the Village wish to pursue this option further. However, the fabric building does not need to be built on the wall. It could be built with the concrete walls within the fabric building with the building being attached to the ground (see MDOT attachment). This alternative, however, requires more room to build--- which would require the need for a Code variation that further reduces the set back from 10 feet to 3 feet at the north property line.

Another option is to have the original design value engineered by PPK (original architect), or another architect of choice. A company would need to be hired to continue where PPK left off for this option. A proposal was received by PPK showing the cost of their services for value engineering the original design, re-bidding the project, and seeing the project through to completion. The PPK proposal is significantly less than the General Steel proposal for the same services. The cost of this original design, with value engineering, would be the same as the steel building proposed by General Steel. In addition, a proposal for working with a fabric building contractor to build that structure to meet MFT funding criteria was also received by PPK, and is attached. The fabric building contractor would need this assistance.

Trustee McGinley asked about the lifespan of a fabric building, Director Hansen responded 20 years. President Demos suggested that a fabric building be removed from consideration.

Manager Franz commented there is no flexibility in how we get salt and when we get it but more vehicle storage is also needed. Director Hansen added that 800 tons of salt was ordered, 500 tons received; it can be a logistical nightmare and we need to stockpile. The Village used 3,400 tons of salt last winter.

President Demos stated he thought Director Hansen provided a conservative estimate on the depreciation of vehicles due to outdoor storage.

Craig Pryde, PPK Architects provided a summary of the various options. His suggestions are to simplify the design and style and consider abandoning the well on the property as other municipalities have done.

Trustee O'Shea asked if it could be located at other Village property such as the Village Links since it does not appear to fit at the Public Works facility. Trustee Elliott commented he is struggling with the economics and that it is hard to justify at this cost. Trustee O'Shea stated the Village of Lombard paid \$570,000 for their new salt dome.

Trustee O'Shea suggested sharing with COD, the Park District or Milton Township. Trustee McGinley suggested re-bidding with a wider square footage. Trustee Clark asked about off-site storage for vehicles. Trustee Burket responded they keep revisiting this project and keep coming back to it; it is a waste of time and money. Trustee Ladesic requested they not go back out for bid without making significant change

Mr. Pryde stated there are concerns with part of the property being on a flood plain and concerns with the northern property line.

Ms. Cam Page, 206 Hill Avenue, Glen Ellyn approached the Board and stated the following: she supports the salt storage facility but not constructed with fabric, Glen Ellyn has a reputation for doing things right. We do not want this building to be the abomination on Lambert; this is part of the Board's legacy.

Agenda Item H. – Other Items:

Trustee Clark asked about a budget issue regarding the Police Department. He expressed concerns that a Sergeant position would be vacant for 6 months and asked if this would create a gap in leadership. Manager Franz responded it is typical to keep a position open to help balance the budget. Trustee Ladesic responded it is not prudent to cut public safety and they should not spend money moving the Finance Department. Trustee Burket agreed with Trustee Ladesic. Trustee O'Shea commented that Chief Norton brought us the Police Department budget; if it is detrimental he should not have brought it to the table. Manager Franz responded they would never do anything detrimental to public safety.

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Adjournment

At 9:43 p.m. a motion was made by Trustee Elliott and seconded by Trustee Clark to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk