



Meeting Minutes  
Village of Glen Ellyn  
Capital Improvements Commission  
Special Meeting  
February 1, 2022  
7:00 PM  
Remote Electronic Meeting via Zoom

**Board or Commission:** Capital Improvements

**Date:** February 1, 2022

**Meeting:** Regular

**Called to Order:** 7:00 p.m.

**Quorum:** Yes

**Adjourned:** 8:22 p.m.

**Member Attendance:**

|                      |                                     |         |
|----------------------|-------------------------------------|---------|
| Steve Szymanski      | Chairman                            | Present |
| Joel Baldin          | Commissioner                        | Present |
| Adam B. Biggam       | Commissioner                        | Present |
| Joshua J. Cattero    | Commissioner                        | Present |
| Arthur F. Foerster   | Commissioner                        | Absent  |
| Michael M. Lindquist | Commissioner                        | Present |
| Steve Neurauder      | Commissioner                        | Present |
| Jill Ziegler         | Commissioner                        | Present |
| Rocco J. Zucchero    | Commissioner                        | Present |
| Bill Payne           | Trustee Liaison                     | Absent  |
| Richard Daubert      | Staff Liaison/Professional Engineer | Present |

**Also Present:**

|               |                       |
|---------------|-----------------------|
| Dave Buckley  | Public Works Director |
| Tom Topor     | Senior Civil Engineer |
| Elisa Pollina | Recording Secretary   |
|               |                       |
|               |                       |

**A. CALL TO ORDER**

The February 1, 2022 Meeting of the Capital Improvements Commission was called to order by Chairman Szymanski at 7:00 PM.

**B. PUBLIC COMMENT – None**

**C. APPROVAL OF MINUTES FROM NOVEMBER 9, 2021 CAPITAL IMPROVEMENTS COMMISSION MEETING**

MOTION TO APPROVE MINUTES FROM NOVEMBER 9, 2021 CAPITAL IMPROVEMENTS COMMISSION MEETING

MOTION BY: Commissioner Zuccherro

SECOND BY: Commissioner Baldin

RESULT: UNANIMOUS APPROVAL

**D. CURRENT BUSINESS**

*CBD SUI Project Update* – Engineer Daubert reports that tonight we will go over the preparation of the 1st phase of the CBD Streetscape and Utility Improvement project for construction with the focus on the procurement of engineering services. Engineer Daubert thanks Chairman Szymanski and Commissioner Ziegler for their help with the process including all their feedback and recommendations. He turns the presentation over to Senior Civil Engineer Topor for an overview of the procurement process.

Engineer Topor reports the main item to present tonight is the procurement and recommendation of the construction engineering firm Bollinger Lach & Associates (BLA). Staff put together a request for proposals for the assignment. The request went out to 16 engineering firms on December 10, 2021. On January 10, 2022 we received proposals from seven firms. Staff evaluated the proposals and looked at various factors when reviewing the proposals such as firm information, experience on similar projects, qualifications, ability to meet deadlines, completeness of project approach, additional services/tasks, and project costs/hours.

The top three firms that staff identified are Bollinger Lach & Associates (BLA), Thomas Engineering and Civiltech. We felt all three firms were qualified, but BLA stood out with their recent project experience with the Village of Wilmette as well as their overall project communication plan. Engineer Topor overviewed BLA's project team and experience with the CIC. Topor reports BLA has done work with the Village of Wilmette, City of Elmhurst, Village of Palatine and Village of Schaumburg. Staff reached out to Wilmette, Elmhurst and Palatine and all were very happy with the work BLA did.

Commissioner Ziegler states she felt BLA stood out with their experience and feels that they best understand the intricacies of downtown Glen Ellyn. Chairman Szymanski states BLA gave us a competitive bid. They identified challenges well. Their bid was more in line with our project hours and philosophy. Chairman Szymanski asks the CIC if they have any questions.

Commissioner Neurauder asks if there were any major differences between the firms related to the costs of changing the scope of the project or needing additional services. He elaborated as to whether or not we anticipate any requests for additional compensation. Engineer Daubert noted that BLA is comfortable with their hours and fee based on what we know today. He notes that this is a not-to-exceed contract where the Village will pay for the actual hours worked on the assignment. He notes that he is comfortable with the hours and fee based on what we know today; however, there's always the possibility of a change order due to something unforeseen coming up.

Commissioner Zucchero noted that he echoes staff's findings and elaborated that BLA is a well performing firm and that their proposal hours for the principal, engineer, and inspector are right-sized for the project. Engineer Daubert followed up with the CIC noting why firms with lower hours and fee were not best suited for the assignment. He noted that beyond concerns with the hours, the experience and qualifications of the inspectors were not appropriate given the complexity of the assignment.

Commissioner Ziegler motions to recommend the award of a construction engineering services agreement for the first phase of the CBD Streetscape and Utility Improvement Project with Bollinger Lach & Associates (BLA) of Itasca, Illinois in the not-to-exceed amount of \$445,302; Commissioner Baldin seconds the motion.

MOTION TO RECOMMEND THE AWARD OF A CONSTRUCTION ENGINEERING SERVICES AGREEMENT FOR THE FIRST PHASE OF THE CBD STREETSCAPE AND UTILITY IMPROVEMENT PROJECT WITH BOLLINGER LACH & ASSOCIATES (BLA) OF ITASCA, ILLINOIS IN THE NOT-TO-EXCEED AMOUNT OF \$445,302

MOTION BY: Commissioner Ziegler

SECOND BY: Commissioner Baldin

RESULT: UNANIMOUS APPROVAL

Engineer Daubert reports the next steps for this project is the bid opening which will take place on February 4 at 10:00 a.m. Chairman Szymanski will join us for the bid opening where all bids will be opened and read aloud. We are hopeful bids will not be too high. We spoke with Trustee Payne and he suggested a placeholder meeting for next week with the CIC in case bids come in too high. If so, we want to check back in with the CIC for further input. We will let the CIC know Friday afternoon if we will need to meet.

**E. TRUSTEE'S REPORT** – Engineer Daubert states that Trustee Payne could not make the meeting tonight but he wanted to report to the CIC that the Village closed on the hotel property on Roosevelt Road. The Village is working with a consultant on an engagement plan for the redevelopment of this site.

**F. OTHER BUSINESS** – None

**G. PUBLIC WORKS REPORT** – Public Works Director Buckley reports we have been gearing up for the upcoming winter storm. The team is ready to go. We are still working on becoming fully staffed. We are looking to add an additional civil engineer and a 3rd mechanic. We are also working on our winter pruning.

**H. PROJECT REPORT** – Engineer Daubert reports we have various projects that are in the closeout stage. Taylor Ave Pedestrian Tunnel - the revised final pay estimate has been transmitted to the State for processing. Based on the final quantities, the Village's share for the project will be approximately \$80,000 less than what was appropriated for the project. The street reconstruction and resurfacing project – 75% plans have been reviewed with comments provided back to the Engineer. Crescent

Blvd resurfacing project – Since we last met, the Village was formally notified that it was successful in securing approximately \$806,000 in Federal funding for the project. Train Station – IDOT has been unable to provide an update on the review of the 4(f) and Section 106 documents. Metra rejected the Village's requested edits to the IGA contemplating the purchase of the Glen Ellyn Depot and underlying property; as a follow up Engineer Daubert has reached out to IDOT for potential continued advanced acquisition. IDOT indicated they would follow up on the matter by February 10.

- I. ADJOURNMENT** – Chairman Szymanski thanks everyone for all their hard work. Commissioner Biggam motions and Commissioner Zuccherro seconds to adjourn the meeting. The meeting adjourned at 8:22 p.m.

**Submitted by Elisa Pollina, Recording Secretary**

**Reviewed by Richard Daubert, Professional Engineer**