



Meeting Minutes
Village of Glen Ellyn
Capital Improvements Commission
Regular Meeting
May 9, 2023
7:00 PM
Glen Ellyn Civic Center Room 301

Board or Commission: Capital Improvements

Date: May 9, 2023

Meeting: Regular

Called to Order: 7:07 p.m.

Quorum: Yes

Adjourned: 8:32 p.m.

Member Attendance:

Steve Szymanski	Chair	Present
Joel Baldin	Commissioner	Present
Arthur Foerster	Commissioner	Present
Orion Galey	Commissioner	Absent
Michael Lindquist	Commissioner	Absent
Adil Saeed	Commissioner	Present
Jill Ziegler	Commissioner	Present
Rocco Zucchero	Commissioner	Present
Temporarily Vacant	Trustee Liaison	Absent
Richard Daubert	Staff Liaison/Professional Engineer	Present

Also Present:

Dave Buckley	Public Works Director

A. CALL TO ORDER

The May 9, 2023 meeting of the Capital Improvements Commission was called to order by Chair Szymanski at 7:07 PM at the Glen Ellyn Civic Center.

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES

APPROVAL OF APRIL 11, 2023 CAPITAL IMPROVEMENTS COMMISSION MEETING MINUTES

MOTION TO APPROVE MINUTES FROM APRIL 11, 2023 CAPITAL IMPROVEMENTS COMMISSION MEETING

MOTION BY: Commissioner Baldin

SECOND BY: Commissioner Foerster

AYES: Szymanski, Baldin, Foerster, Saed, Ziegler, Zucchero

RESULT: UNANIMOUS APPROVAL

D. CURRENT BUSINESS

1. *2023 Utility and Roadway Improvements Project – Construction Contract and Construction Engineering Services* – Engineer Daubert gave a presentation to the Capital Improvements Commission which included an update on the design and competitive bidding process for the 2023 Utility and Roadway Improvements Project, communicated staff's approach towards Construction Engineering Services for the project, and requested feedback and motions from the CIC pertaining to the construction contract and construction engineering services agreement.

Engineer Daubert presented a project location map which depicted the improvement of approximately 6.85 centerline miles of streets throughout the Village. He noted that the majority of the streets will receive spot curb & gutter and sidewalk repairs (replacement) followed by milling of the roadways, base patching, utility adjustments, parkway restoration, and then the placement of approximately 2-3 inches of new asphalt. He noted that we are utilizing polymerized asphalt throughout the project limits.

Engineer Daubert overviewed the design, competitive bidding, and contract award milestones and timelines. He noted that we are targeting award of the construction contract at the May 22nd Village Board Meeting. The construction contract bids were then reviewed by Engineer Daubert with the low bid being noted as R.W. Duntelman Company of Addison, Illinois in the amount of \$4,377,900.

Engineer Daubert noted that given the size and associated ground being covered by the project, we are proposing to utilize a consultant to perform construction engineering services for the project. He overviewed the duties of the consultant engineer including meetings, review of submittals, full time construction observation and inspection services, resident notifications, pay estimate processing, final inspection and project closeout including preparation of record drawings. He noted that the services also include a 1-year warranty inspection which is completed 1 year following the final payment to the contractor.

Engineer Daubert noted we followed our RFP Process for procuring the consultant construction engineering services proposals. He noted that the RFP was issued to 18 firms with 3 firms submitting proposals varying from approximately \$165,000 to \$400,000. He noted that staff is still in the process of formally evaluating the proposals given they were just received and opened today (May 9). He notes that staff feels that the assignment should not cost more than \$250,000 and that

staff respectfully requests the CIC grant staff the discretion to finalize its review and recommendation to the Village Board accordingly.

Engineer Daubert then reviewed the recommended funding for the construction contract and construction engineering services agreement. He noted that overall, the project is approximately \$104,000 under budget. He noted that the funds that are recommended to be allocated from the water fund are for contingency water service adjustment work should it be necessary for storm sewer installation work.

Commissioner Baldin inquired about the general schedule and approach for the project. Engineer Daubert noted that the Contractor has not laid out their exact approach yet but that they are likely looking to approach the projects in areas similar to how they have done with past projects. Engineer Daubert noted that the Contractor has indicated they want to get going as soon as possible and that the goal is to have construction coordinated to avoid event impacts while also hitting substantial completion in October and final completion in November. A discussion ensued on the July 4th Parade route with Commissioner Saed noting that this year's parade is being moved to the south side of the Village by College of DuPage due to the CBD Streetscape Project.

Engineer Daubert presented two motions for the CIC's consideration with the first being a motion to recommend award of the construction contract to R.W. Dunteman in the amount of \$4,377,900. The second motion presented to the CIC included a recommendation to award the construction engineering services in the not-to-exceed amount of \$250,000. The motions were considered by the CIC and ultimately approved as follows.

MOTION TO RECOMMEND AWARD OF A CONTRACT TO R.W. DUNTEMAN COMPANY OF ADDISON, ILLINOIS, IN THE AMOUNT OF \$4,377,900 FOR CONSTRUCTION OF THE 2023 UTILITY AND ROADWAY IMPROVEMENTS PROJECT TO BE EXPENSED TO THE CAPITAL PROJECTS AND WATER & SANITARY SEWER FUNDS.

MOTION BY: Commissioner Zuccherro

SECOND BY: Commissioner Saed

AYES: Szymanski, Baldin, Foerster, Saed, Ziegler, Zuccherro

RESULT: UNANIMOUS APPROVAL

MOTION TO RECOMMEND AWARD OF A CONTRACT WITH AN ENGINEERING FIRM SUBJECT TO STAFF EVALUATION AND SELECTION IN THE NOT-TO-EXCEED AMOUNT OF \$250,000 FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2023 UTILITY AND ROADWAY IMPROVEMENTS PROJECT TO BE EXPENSED TO THE CAPITAL PROJECTS AND SANITARY SEWER FUNDS.

MOTION BY: Commissioner Baldin

SECOND BY: Commissioner Ziegler

AYES: Szymanski, Baldin, Foerster, Saed, Ziegler, Zuccherro

RESULT: UNANIMOUS APPROVAL

2. *Petition for Construction of New Sidewalk on the East Side of Brandon Avenue – Fairview to Greenfield* – Engineer Daubert reported that residents along Brandon Avenue between Fairview and Greenfield have petitioned for the construction of sidewalk along the east side of the Block. He utilized aerial imagery to depict the general location which is proximate to Abraham Lincoln Elementary School. He also pointed out other sidewalk gaps in the area on Hillcrest Avenue south of Greenfield. He notes that all but one residence on the block are represented on the petition.

Engineer Daubert reviewed the photographs of the sidewalk corridor included within the packet. He emphasized that this is just a preliminary alignment that has been drawn into the photographs. Commission Baldin inquired about what we would do with the driveway approaches. Engineer Daubert noted that they would need to be replaced due to the grading changes and that we would replace them with concrete. Commissioner Foerster inquired about whether there would be any tree removal. Engineer Daubert noted there would be some tree removal required.

Engineer Daubert noted that the installation of the sidewalk would by default be reviewed as part of future street work which is planned for 2027. However, Daubert noted that given the location with young children on the block, it would make a lot of sense to consider advancing the project. Chair Szymanski inquired about how we might prioritize this among other requests and should we anticipate any push back for our approach to advancing this work. Chair Szymanski also inquired about the cost. Engineer Daubert noted that given we have an active petition, this is proximate to a school, and that there are general safety concerns in this area including on Newton Avenue, these would all be defensible reasons to advance this. Commissioner Foerster inquired about whether any work would need to be redone when the street is improved in the future. Engineer Daubert noted that there would potentially be some minimal rework required at the corners. Engineer Daubert noted that we have not done a cost estimate yet but from a high-level perspective we would be talking about approximately \$115,000. Engineer Daubert noted that the cost of the sidewalk itself is not the major expense, it's all the ancillary work such as regrading, curb and driveway approach replacement, and parkway restoration.

Chair Szymanski asks the Commissioners for their feedback. All members of the CIC present including Szymanski, Baldin, Foerster, Saed, Ziegler, and Zucchero express their support of advancing construction of the petitioned section of sidewalk on Brandon Avenue between Fairview and Greenfield.

- E. **TRUSTEE'S REPORT** – Engineer Daubert notes that Village Board Members Christianson and Thompson were sworn into the Board for another term last night along with a new Village Trustee Donna Jean (DJ) Simon. He notes that Trustee Simon will be assigned as the Board Liaison to the CIC. He notes that we may need to adjust our schedule to accommodate Trustee Simon.
- F. **OTHER BUSINESS** – Chair Szymanski noted that our list of CIC Candidates is getting pretty thin so please let folks know we are always looking for volunteers to be on our list. Chair Szymanski also noted that there's been an uptick in discussions on electric vehicle charging stations, grants, and inquired as to whether we should discuss that in the future. Commissioner Ziegler noted that there's been good seminars on the topic such as at DuPage County and it's something we should consider discussing in the future.

- G. PUBLIC WORKS REPORT** – Director Buckley notes we have 3 vacancies in Public Works that we are working to fill. He adds that we have lost about 180 years of experience across our Department in the past year. Director Buckley notes that Branch and Brush Pickup is back up and running for May through October. We are also planting about 300 trees this spring. Commissioners inquired about whether that's new trees or replacements. Director Buckley noted that our total tree count is fairly static. Director Buckley notes that fire hydrant painting is also underway. He notes that there will be an Arbor Day Celebration this Friday at 10 am at Panfish Park and Commissioners are welcome to attend. Director Buckley notes that our utilities team earned the Illinois Section of the American Water Works Association Water Ambassador GOLD level status. He noted that we are only one of twelve communities to earn such status in Illinois.
- H. PROJECT REPORT** – Engineer Daubert gave a brief update on the Central Business District Streetscape and Utility Improvements Project including Phase 1 and 2-3. He highlighted the ongoing utility work by the Village's contractor with a focus on the sanitary sewer and 60" storm sewer work at the intersection of Main Street and Pennsylvania Avenue. Daubert also emphasized that work being done by Nicor's Contractor NPL.
- Engineer Daubert also gave an update on the Metra Station and CBD Pedestrian Underpass project noting that the Phase II Engineering Agreement was executed with a kick-off meeting schedule for May 11.
- I. ADJOURNMENT** – Commissioner Baldin motions and Commissioner Foerster seconds to adjourn the meeting. The motion is unanimously approved, and meeting adjourned at 8:32 p.m.

Submitted by Richard Daubert, Professional Engineer