

MINUTES

BOARD OR COMMISSION: Capital Improvements

DATE: January 9, 2018

MEETING: Regular X Special _____

CALLED TO ORDER: 7:02 PM

QUORUM: Yes X No _____

ADJOURNED: 9:20 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Lane, Commissioners Biggam (arrived 7:47 PM), Burton, Foerster, Lindquist, Ryne, and Zucchero

OTHERS: Professional Engineer Rich Daubert, Senior Civil Engineer Tom Topor, Trustee Kenwood

ABSENT: Commissioners Kumar, Colliander

CALL TO ORDER:

The January 9, 2018 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:02 PM by Chairman Lane. A quorum was present.

AUDIENCE PARTICIPATION (non-agenda items):

There were no comments.

APPROVAL OF MINUTES:

Commissioner Lindquist moved, and Commissioner Zucchero seconded, to approve the October 10, 2017 meeting minutes. The motion was approved unanimously.

REVIEW OF 2018 BUDGET AND 5-YEAR CAPITAL PLAN:

Engineer Daubert presented the 2018 Budget. He provided the following background information on the Village's infrastructure: the Village has 87 centerline miles of roadway, 85 miles of sanitary sewer, 5 lift stations, 70 miles of storm sewer, and 110 miles of water main including two elevated storage tanks and two ground storage reservoirs. Pavement condition is assessed regularly by staff and outside consultants. The sewer system is assessed by material/age, televising videos, size/capacity and location. Water main is assessed by material/age, break history and size/capacity. A great deal of televising and flushing of sewers is done by PW staff.

Engineer Daubert discussed roadway rehabilitation best practices including pavement surface preservation (reclamite), crack sealing, patching, resurfacing, and reconstruction. Concrete streets have selective patching and diamond grinding performed when needed.

Engineer Daubert explained that rehabilitating the streets while they are still in fair condition is overall less expensive than waiting until the condition severely deteriorates. Of the Village's 87 miles of street, about 34 miles are rated in good condition, about 30 miles are rated satisfactory, 15 miles are rated fair, and approximately 8 miles rated poor. This information is based on Pavement Condition Index (PCI) survey which the Village has completed every four years. The PCI only looks at pavement surface, not other improvements or utilities which are taken into consideration when programming roadways for rehabilitation. Many sections of the "poor" condition streets have been annexed in recent years and need full reconstruction. PW needs to average 4.3 miles of resurfacing a year to achieve a 20-year life cycle of roadway.

Engineer Daubert outlined major capital improvement projects scheduled for 2018, summarized below.

Roadway Improvements

Roadway Resurfacing and Maintenance	\$1,750,000
North Park Blvd	\$3,250,000 (\$1.9M local share)
North Main Street	\$315,000 (approx. \$100K local share)
Roosevelt/Pershing intersection improvements	\$500,000

Water/Sewer Projects

North Park Blvd/Main Street sewer and water	\$1,200,000
Roosevelt Road/Route 53 Watermain	\$1,500,000
Sanitary Sewer Lining Program	\$500,000
CBD Underground Improvements for Sewer and Water	\$1,000,000
Water Meter Smart Read Upgrade	\$1,300,000 (across 2018-2019)

Pedestrian Improvements

Taylor Avenue Pedestrian Tunnel	\$2,800,000 (\$1M local share)
Sidewalk Improvements at Lake Ellyn	\$175,000
Ellyn Avenue	\$75,000
Sidewalk Repair and Replacement	\$200,000

Engineering Projects

CBD Streetscape Improvements	\$250,000
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Engineering for Future Improvements	\$535,000 (across multiple funds)
Roosevelt Road Corridor Water Main Design	\$250,000
Hill Avenue Sewer and Water Extension Phase 1	\$75,000

Engineer Daubert discussed the 5-Year Capital Plan. The Metra Station redevelopment is a large project, and the cost is to be determined, possibly between \$9 million and \$19 million. It would be a minimum of 5 years before construction would start. Engineer Daubert discussed grant funding opportunities for future projects. Total expenditures for the capital projects fund in 2018 are projected to be over \$12 million.

Chairman Lane inquired as to the overall health of the Capital Projects Fund. Engineer Daubert explained that there are many unfunded projects included within the plan as well as additional contemplated projects that are not included within the Capital Plan. The matter has been discussed with the Board with staff explaining that additional funding needs to be secured to fund the program. Trustee Kenwood explained that Board continues to evaluate projects and funding. Engineer Daubert explained that there have been preliminary discussions regarding additional funding sources including a food and beverage tax, tax increment financing, and bonds. Another matter being evaluated by staff and the Village Board are reserve funds which could be tapped into to fund projects.

Engineer Daubert explained the Village has a 20-year roadway, sewer, and water infrastructure program that will be discussed and re-evaluated with the CIC at a future meeting in preparation for the 2019 Budget. Public Works is looking at getting a new tool to assist in asset management for its roadway program.

REVIEW OF PROCEDURES FOR PROCUREMENT OF PROFESSIONAL ENGINEERING SERVICES:

Engineer Daubert introduced a discussion on the procedures for securing professional engineering services. IDOT is now requiring that if municipalities secure federal dollars funding professional engineering services required for a project, it is required to follow a qualification based selection (QBS) process in retaining the engineer. It is not often that the Village receives federal dollars funding engineering.

Engineer Daubert explained the Village's current process for procuring engineering services when locally funded. Staff typically distributes requests for proposals (RFP's) to 5 to 7 engineering firms which includes the requested scope of services/tasks for the assignment. The proposals are evaluated by specific criteria identified within the RFP. Senior Civil Engineer Tom Topor explained the ranking system for proposals which is based on the evaluation of 7 factors. Tom Topor reviewed how proposals were evaluated and a firm was selected for the Kenilworth Avenue street reconstruction project.

Engineer Daubert reviewed the Village's purchasing policy for professional services followed by a review of QBS procedures. Under QBS, the Village is required to post a public notice

advertising the engineering assignment and asking for firms' qualifications and statements of interest. The Village evaluates the qualifications, selects a minimum of 3 most qualified firms to submit proposals, staff then reviews the proposals without any consideration of cost. The most qualified firm is selected and the Village then attempts to negotiate an agreement with the firm based on its (the Village's) estimate of what the assignment should cost. If an agreement cannot be reached with the firm, the Village then negotiates with the next most qualified firm. Commissioners Biggam stated his preference for continue to consider cost as a factor in selecting firms. Chairman Lane concurred and elaborated that once a firm knows they have been selected, negotiation of a fair price will be difficult. The Commissioners liked the system that Village is currently using since it takes cost into account. Daubert explained that the argument for QBS is that selecting the best qualified firm saves money in the long run, as the design is superior. The more qualified firm can mean less delays and less change orders. Commissioner Zuccherro stated that selecting the most qualified firm is especially important for higher profile projects and that negotiating is possible given the most qualified firm may realize they won't be selected if they can provide a reasonable price. Commissioner Foerster suggested solicitation procedures to prevent the need for evaluating an inordinate number of proposals. Daubert asked if the commissioners want to keep status quo (considering cost) or switch to QBS, or a hybrid system. Daubert explained that he thinks staff is very good at estimating what engineering costs should be. Commissioner Lindquist proposed weighting cost as a smaller percentage and qualifications as a higher percentage in the Village's current evaluation system.

Commissioners Lane and Zuccherro discussed whether or not the Village should publish its estimate in advance of soliciting statements of interest and requests for proposals.

The Commissioners were interested to hear how staff's estimates compared to actual proposals. Engineer Daubert said staff will bring more info to a future meeting regarding staff's estimates vs. actual proposals. Chairman Lane stated that he supports what staff recommends and recommends the past of least resistance to selecting the right firm for assignments. Chairman Biggam suggested providing an evaluation with assignments and using that information to support evaluation and selection of firms for future assignments.

Engineer Daubert asked if the CIC wants to recommend using pure QBS or a hybrid version of it which takes cost into consideration. Chairman Lane requested more supporting documentation regarding who else is using QBS. Engineer Daubert summarized that Lombard uses a hybrid version of QBS, Warrenville uses QBS, and many communities use a hybrid version which takes cost into consideration. The Commissioners decided they would like a hybrid system, putting less weight on price and more on qualifications. Engineer Daubert will bring the item back for formal acceptance and recommendation.

TRUSTEE REPORT:

Trustee Kenwood spoke about alternative sites to potentially build a commuter parking garage. Downtown development sites are idle, no news there. The Village Board approved purchase of a new ladder truck for the fire department.

OTHER BUSINESS:

None.

PUBLIC WORKS REPORT:

No report.

PROJECT REPORT:

Engineer Daubert shared that staff is on track to make a March letting for the Park Boulevard project. Union Pacific has approved the drawings for the Taylor Street project. Negotiating a temporary grading easement on the north side of the tunnel is taking longer than anticipated. It is taking a long time to get Union Pacific to draft a construction and maintenance agreement.

ADJOURNMENT:

Commissioner Biggam moved to adjourn the meeting, seconded by Commissioner Lindquist. With unanimous consent, the meeting was adjourned at 9:22 PM.

Submitted by C. Johnson, Recording Secretary