



Agenda
Village of Glen Ellyn
Capital Improvements Commission
Regular Meeting
Tuesday, April 10, 2018
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

February 13, 2018 Capital Improvements Commission Minutes

D. Current Discussion Matters

1. Procurement of Engineering Services
2. Review of 5-Year Capital Plan

E. Trustee's Report

F. Other Business

G. Public Works Report

H. Project Report

Monthly Construction Report April 6, 2018

I. Adjournment



Capital Improvements Commission

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/10/18 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Minutes

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 3236)

DOC ID: 3236

February 13, 2018 Capital Improvements Commission Minutes

ATTACHMENTS:

- CIC Meeting Minutes Feb 13 2018 - Draft (DOC)

MINUTES (DRAFT)

BOARD OR COMMISSION: Capital Improvements DATE: February 13, 2018

MEETING: Regular X Special _____ CALLED TO ORDER: 7:02 PM

QUORUM: Yes X No _____ ADJOURNED: 10:06 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Lane, Commissioners Biggam, Colliander, Foerster, Lindquist, Ryne, and Zuccherro

OTHERS: Professional Engineer Rich Daubert, Senior Civil Engineer Tom Topor, Civil Engineer Steve Warner, Director Julius Hansen, Trustee Kenwood

ABSENT: Commissioner Burton

CALL TO ORDER:

The February 13, 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 Zuccherro seconded, to approve the January 9, 2018 meeting minutes. The motion was approved unanimously.

CURRENT PROJECT DISCUSSION:

1. Memo to Mark Franz Regarding Central Business District Streetscape Project
Engineer Daubert explained that next week, Staff is giving a presentation to the public and Village Board on the Central Business District Streetscape Project. Engineer Daubert reviewed the memo to Village Manager Mark Franz regarding the project.

Engineer Daubert stated that the CIC reviewed this project extensively back in 2015, and he reviewed the CIC's recommendation at that time. The project scope includes Main Street between Hillside and Pennsylvania, and Crescent east of Main Street. The project budget was \$4.5 million in 2015. The improvements at that time included mid-block brick paver crossings and sidewalks that were to be removed and replaced. Trees would be evaluated and saved as possible. Street light wiring and conduit would be upgraded

while the sidewalk is being replaced. Staff members Steve Warner and Tom Topor have been working on the project essentially evaluating the condition of the existing CBD infrastructure.

Engineer Daubert reviewed the current condition of underground utilities: Staff is overseeing RJN who is televising sewers in the CBD. The study will be completed by summer with recommendations for needed improvements identified at that time. Staff suspects there may be some inappropriate connections between the sewers and private properties (I&I). Acoustical testing of watermain tests the material thickness of the pipe wall (how much deterioration has taken place). RJN will be flow metering and monitoring on the water and sewer main. Funds for repairs will come out of water and sewer fund.

Engineer Daubert reviewed the current condition of streets and pavement: The streets in the CBD are in fair to poor condition. Staff members examined the sidewalk condition and found issues with cross slope, lack of ADA detectable ramps, and street lights located in center of the sidewalk without enough clearance for pedestrians. Certain entryways into businesses have steps and aren't ADA accessible. There are also areas of poor condition, cracked sidewalks. Discussion followed about completing sidewalk upgrades in the areas that are targeted for redevelopment. Staff could include streetscape improvements in their plan but have the future developer be responsible for implementing them. Conversely, the Village could build the improvements and have a recapture on future developments. Or lastly, the Village could phase out the work.

Director Hansen reviewed the tree assessment in the Central Business District. Director Hansen explained that there are basically two types of trees downtown; pear trees and locust trees. About 40 of the 112 trees need to be removed and replaced based on the study that was done recently. The plan includes adding trees where they don't exist currently. Staff would like to consider adding decorative, raised tree boxes that have larger planting areas.

Engineer Steve Warner reviewed the on-street parking assessment. Currently the CBD is maximized for on-street parking. He explained that the size of on-street parking spots varies, and could be standardized and re-striped to get a few more spaces. The CBD also has a lack of handicapped spaces. To implement the correct number of handicapped parking spaces would reduce the overall number parking spots by 24. Currently the CBD has 3 handicapped spots, when it should have 21. The Village could potentially eliminate some parallel spaces and replace them with angled parking to increase spaces in specific areas.

The Commission discussed the possible budget range for each category and made the following recommendations.

Roadway and Sidewalk Work, Possible Budget Range \$5.5M - \$13.5M

The CIC recommends \$7.7M for roadway and sidewalk work.

Upgrade Sidewalk and Street Areas to Pavers, Possible Budget Range \$1.5M - \$3M

The CIC recommends \$1.5M for this work, and recommends using stamped concrete.

Street Lighting Repairs/Installations, Possible Budget Range \$250K - \$1M

The CIC recommends \$600K for street lighting and does not recommend the “urban ceiling” lighting installation.

Lighted Pedestrian Bollards, Possible Budget Range \$50K - \$100K

The CIC recommends to eliminate this expense.

Site Furnishings – Seat walls, benches, bike racks, etc., Possible Budget Range \$100K - \$1M

The CIC recommends \$300K for site furnishings.

Landscaping \$100K - \$1M

The CIC recommends \$300K for trees and landscaping.

The total recommended budget for CBD Streetscape Improvements is \$10.5 million (rounded up from \$10.4M).

Commissioner Ryne made a motion to procure an engineer to start design work for the CBD Streetscape Project in the amount of \$250,000, seconded by Commissioner Zuccherro. The motion was approved unanimously.

TRUSTEE REPORT:

Trustee Kenwood commented on the streetscape presentation. He would like to include enough money to do the job correctly. There are basic improvements that need to be done for ADA, infrastructure, etc. The furnishings, brandings, decorative elements are the icing on the cake. He recommended limiting the geographical scope of the project to the core of downtown (Main Street and Crescent).

Discussion followed about reducing the geographical scope to focus the money on the core of downtown. Staff pointed out that some of the non-core areas of the CBD have the worst condition sidewalks and streets. Director Hansen explained that he feels the lack of ADA compliance is driving the project, then the utilities, then the decorative aspect.

OTHER BUSINESS:

None.

PUBLIC WORKS REPORT:

Director Hansen reported on the recent snow removal operations. The Village received a record 9 days of consecutive snowfall. Public Works employees worked 12 hour shifts around the clock, using a substantial amount of the Village's salt reserves.

PROJECT REPORT:

Engineer Daubert reported that the Park Blvd project is still on track for the March letting. The Taylor Ave Pedestrian Tunnel project is moving forward, Staff is working on finalizing the construction and maintenance agreement with UP. A temporary grading easement was successfully negotiated. There is a 50/50 chance of making the April bid letting. The Village is out to bid for Roosevelt Road water main replacement project.

Director Hansen and Engineer Daubert presented Commissioner Colliander with a plaque, thanking him for his service on the CIC.

ADJOURNMENT:

Commissioner Zuccherro moved to adjourn the meeting, seconded by Commissioner Lindquist. With unanimous consent, the meeting was adjourned at 10:06 PM.

Submitted by C. Johnson, Recording Secretary

**Capital Improvements Commission**

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/10/18 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Discussion Item

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 3237)

DOC ID: 3237

Procurement of Engineering Services

ATTACHMENTS:

- March 2018 Meeting (DOC)
- IDOT BLRS Update on Engineering Procurement (PDF)
- Admin Order #3 Purchasing Policy - Current (PDF)



MEMORANDUM

TO: Capital Improvements Commission

FROM: Rich Daubert, Professional Engineer

DATE: March 9, 2018

RE: Procurement of Professional Engineering Services

Background

The Village of Glen Ellyn regularly engages the use of both in-house staff as well as consultant engineering firms for the planning, design, and oversight of capital improvement projects. While the Village's in-house staff has exceptional credentials and capabilities to complete engineering assignments, there are limitations to the volume of work that can be completed in-house given the resources required to implement the Village's fairly aggressive Capital Plan. As such, the Village's engineers including the Professional Engineer, Senior Civil Engineer, and Civil Engineer are substantially engaged in procurement and management of consultant engineers.

When procuring engineers for assignments, the Village typically uses Request for Proposal (RFP) document. In summary, the document is tailored to each assignment with the project thoroughly described including a defined scope of services/tasks that the Village requests firms provide a proposal for. The RFP document is sent to firms that the Village's engineering staff feels may likely have a good team available for the assignment. Proposals are typically submitted within 2 weeks or so of the Village's request and then evaluated by staff.

Upon receipt, proposals are reviewed and scored based on the following criteria:

1. Firm Information
2. Experience in Similar Projects
3. Qualifications of Personnel
4. Ability to Meet Project Deadlines
5. Completeness of Project Approach
6. Additional Services/Tasks
7. Project Costs

In conformance with Federal directive, the Illinois Department of Transportation recently updated Chapter 5 of its Bureau of Local Roads and Streets (BLRS) Policy Manual to better align procedures for the procurement of professional engineering services with Federal Qualification Based Selection procedures.

In summary, when State and/or Federal Dollars are used for Professional Engineering Services municipalities must follow the Qualification Based Selection Process for procuring said services. In summary, the process involves the following:

- 1) The scope of the proposed engineering assignment is defined.
- 2) The proposed engineering assignment is advertised (via Public Notice in a newspaper, website, magazines, etc.) with a request for statements of interest, qualifications, and performance data from consultants interested in the assignment.
- 3) The received statements of interest and qualifications are evaluated to short-list the firms that are capable of completing the assignment within the specified parameters. Interviews can be conducted as part of this process along with presentations by firms.
- 4) A minimum of three firms are selected based on the evaluations, discussions and presentations (if selected) as the most qualified to provide the services for the project. The firms are ranked on the merits of their qualifications to provide the services for the project.

It is emphasized that during steps 1-4, cost is not part of the evaluation process.

- 5) The most qualified firm is then contacted and an attempt is made to negotiate an agreement at a fair and reasonable means of compensation based on the Municipality's estimated value of the services being rendered. This process involves developing a specific scope of services with the project schedule, staffing and hours, engineering effort, responsibility/liability, and other critical parameters clearly identified and agreed to as part of the negotiation of the agreement. The independent estimate is to be prepared by the municipality prior to negotiating the agreement.

Municipalities must have their QBS procedures in writing and cannot simply refer to the QBS procedures outlined in the IDOT Bureau of Local Roads and Streets Manual. To slightly complicate matters, there are different QBS procedures depending on whether the funds are State or Federal. In summary, when the funds are Federal, a more restrictive process that is fully aligned with Federal Procedures is required. This is referred to as the Brooks Act. A PDF of the applicable pages of the IDOT Circular and Chapter 5 of the BLRS Policy Manual is attached for reference. The document summarizes key differences between the procedures for assignments utilizing State versus Federal dollars.

It is noted that these procedures do not need to be followed when local funds are used for Engineering Services and municipalities can default to their own procurement procedures.

IDOT indicates with Chapter 5 of the BLRS that local agencies need to follow the Illinois Compiled State Statute 50 ILCS 510 (attached), however home rule municipalities are not included within the definition of a political subdivision, as contained in the document.

As staff noted, the following are some of the advantages to Qualification Based Selection:

- 1) Ensures that an agency attempts to negotiate a fair agreement with the most qualified firm.
- 2) Studies have demonstrated that using a QBS process to procure engineering services results in lower construction costs and timelier project implementation. In summary, a more qualified project team should result in less change orders and project delays.

- 3) More firms are likely to propose knowing that cost is not a factor in an agency's decision to attempt to negotiate with a firm. This may be especially true for small and minority firms.
- 4) Price is still a factor; if in the owner's view, the firm cannot agree to a fair and reasonable price, negotiations may proceed with the next highest-rank firm.

Subject

Based on input from the January 2018 CIC Meeting, the CIC recommends the Village only follow Qualification Based Selection Procedures when required due to the use of Federal Funds for Engineering Services. Consistent with staff's recommendations, the procedures would strictly follow IDOT's QBS procedures as summarized earlier in this memorandum.

While initially somewhat divided, the CIC recommends that for all locally funded engineering assignments, the Village does not follow QBS procedures, and rather it continues to use its standard RFP process which includes cost as a consideration in evaluating proposals. The CIC feels that given the involvement of taxpayer dollars, cost should be considered in procuring engineering services with the understanding that the lowest proposal may not always be the best. The CIC supports staff's determination and recommendations in selecting engineers for assignments provided cost is considered, but other factors compel staff that the lowest proposal is not in the best interest of the Village. The CIC and staff did discuss some improvements to the process including the following:

- 1) The Village should publish a legal notice in the paper requesting statements of interest/qualifications from engineering firms on a three year basis. The intent of this process is to ensure that Village reaches out to the engineering community and offers firms a formal opportunity to submit their qualifications and express interest in proposing on Village projects. Staff would then evaluate the statements of interest/qualifications and short-list firms to be included within future Requests for Proposals.
- 2) While cost should be a component of consideration, the factor should be reduced, especially for higher profile/higher risk projects. For more recent projects, staff has evaluated proposals using the following general weighting factors for the 7 evaluation criteria:

Proposal Evaluation Criteria (Listed in RFP)	Max Points
1. Firm Information (size, location, history, resources, etc.);	5
2. Experience on similar projects with reference (name, title, address, phone, email & fax numbers) within last three years only;	10
3. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;	10

4. Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);	10
5. Completeness of project approach (detailed scope of services/tasks, etc.);	30
6. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.;	5
7. Total Fixed Price	30

Adjustment of these factors is still open to discussion by the CIC at this meeting. Staff requests that the CIC provide some direction on what weighting of cost it would support for particularly higher profile projects.

- 3) The CIC also recommends development of a more formal evaluation procedures for engineering firms following completion of assignments which would be taken into consideration for future evaluations of proposals.

Staff Estimates Verses Actuals

As requested by some commissioners, this information is being provided. As part of the Capital Planning & Budgeting Process, staff estimates engineering assignment costs with some more recent (current engineering team) cost estimates and proposal ranges as follows:

Project	Staff Budget Estimate	Range of Proposals
2017 Street Resurfacing – Construction Engineering	\$141,375	\$114,802 - \$181,348
2017 Kenilworth-Alley Construction Engineering	\$120,500	\$89,084 - \$124,000
2017 M-E-D-S-T Design Engineering	\$150,000	\$97,500 - \$200,000
2017 M-E-D-S-T Construction Engineering	\$297,500	\$111,000 - \$222,249
Train Station Phase I Engineering	\$250,000	\$216,375 - \$479,934
Roosevelt Road Water Main Improvements Design Engineering	\$50,000	\$39,896 - \$73,515

Staff notes this information merely for the CIC's consideration of its final recommendation to the Village Board. As discussed at the January CIC meeting, staff has been reasonably close in its estimation of engineering service cost estimates. However, staff is not perfect and there are always exceptions to its estimates which may overlook certain considerations such as competition in the private sector, resource availability, or project complexity. However, as noted by staff, low-bid firms

may often not properly staff a project and in many cases do ask for additional compensation when they fail to consider the efforts required to complete an assignment. In addition, some of the more qualified firms and professional engineers command higher rates of pay which do result in some value for the Village, albeit at a greater front end project cost.

Recommendation and Action Requested

In terms of more formal action, staff would like for the CIC to finalize its recommendation to the Village Board essentially discussing any final comments it may have on this information.

As it currently stands at the time of writing this memorandum, the CIC's recommendations to be made to the Village Board would be as follows:

When it comes to procuring professional engineering services, the Capital Improvements Commission recommends the following:

- 1) IDOT's Qualification Based Selection Procedures, as summarized in this memorandum and detailed in the attached IDOT Circular and Local Roads Manual, shall be utilized for procuring professional engineering services when required for federally funded engineering assignments. The QBS procedures shall be incorporated into the Village's Purchasing Policy as summarized by staff in this memorandum and required by the Illinois Department of Transportation.
- 2) For locally funded engineering assignments, the Capital Improvements Commission recommends that the Village continue to procure engineering services in conformance with the Village's current purchasing policy section "D. Professional Services" in which cost may be considered in evaluating proposals.

Attachments

IDOT BLRS Update on Engineering Procurement
Administrative Order #3 Purchasing Policy



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BLRS PROCEDURE MEMORANDUM

NUMBER: PM2017-02

SUBJECT: BLRS POLICY MANUAL REWRITE - CHAPTER 5

ISSUED DATE: November 29, 2017

EFFECTIVE DATE: November 29, 2017

This memorandum replaces Chapter 5 of the Bureau of Local Roads & Streets Policy Manual.

The Department has further revised Chapter 5 of the Bureau of Local Roads & Streets (BLRS) Policy Manual with regard to Procurement, Management, and Administration of Engineering and Design Related Services, commonly known as Qualification Based Selection (QBS). The revisions to Chapter 5 explain the specific requirements which must be followed when local public agencies are using federal funds to procure professional services.

The most significant change since the June 1, 2017 revision to Chapter 5 includes the requirement for each local public agency using federal funding for professional services to have their QBS procedures in writing. Simply referencing Chapter 5 of the BLRS Policy Manual is not an acceptable procedure. If the local public agency's written QBS procedures follow the guidance outlined in Chapter 5 of the BLRS Policy Manual, then individual approval of the procedures from IDOT is not required. However, if the local public agency's QBS procedures differ from the guidance outlined in Chapter 5 of the BLRS Policy Manual, then approval will be required from IDOT before the procedures may be used.

In addition to the revisions for Chapter 5 of the BLRS Policy Manual, revisions were also made to BLR Form 05610 – Preliminary Engineering Services Agreement for Federal Participation and BLR Form 05611 – Construction Engineering Services Agreement for Federal Participation. These forms now include a QBS checklist (Exhibit C) to ensure the proper QBS procedures have been followed for the procurement of professional services with federal funding.

Finally, revisions were made to Chapter 5 regarding the standard engineering services agreements. Section 5-5.08 now references three forms for standard engineering services agreements: BLR 05510, BLR 05520, and BLR 05530. These forms are in final development by the Department and will be released in the near future.

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Form BLR 05510 – Engineering Services Agreement, will consolidate and replace the following forms:

1. BLR 05510: Preliminary Engineering Services Agreement for Motor Fuel Tax Funds (11/06)
2. BLR 05511: Preliminary Engineering and Construction Guidance Agreement for MFT Funds (11/06)
3. BLR 05512: Preliminary/Construction Engineering Services Agreement for Motor Fuel Tax Funds (1/10/12)
4. BLR 05610: Preliminary Engineering Services Agreement for Federal Participation (11/21/13)
5. BLR 05611: Construction Engineering Services Agreement for Federal Participation (11/21/13)

Form BLR 05520 – Maintenance Engineering to be Performed by a Consulting Engineer, will be revised but continue with the same name, number, and no consolidation with other forms.

Form BLR 05530 – Request for Engineering Services Performed by Local Forces, will be a revision of the following form with no consolidation of other forms:

1. BLR 05612: Request for Construction Engineering Services Performed by Local Agency Employees (3/30/10)

Until BLR Forms 05510, 05520, and 05530 are released by the Department, local public agencies should continue to use the agreements in the numbered lists above.

Please contact the BLRS Local Policy & Technology Unit, at DOT.LocalPolicy@illinois.gov with any questions.



Maureen E. Kastl, P.E.
Engineer of Local Roads and Streets

TW/

Attachment

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4. IDOT employees shall not participate in the procurement, management, and administration of engineering and design related consultant services on behalf of the LPA.

5-5.05 Retainage

The LPA may withhold retainage on state, MFT, or TBP funded engineering services agreements. However, withholding retainage provides no substantial benefits to the LPA. The LPA shall not withhold retainage on federally funded engineering agreements.

5-5.06 Qualifications Based Selection for Engineering and Professional Services**5-5.06(a) Introduction**

The principal objective of the QBS procedures is to allow a LPA to locate a qualified consultant to undertake the project; then, through negotiations, engage the consultant to provide the creative and technical work required at a fair and reasonable cost. The area and magnitude of responsibility in the process can vary widely according to project type.

5-5.06(b) Applicability

The procurement procedures outlined in Section 5-5.06(c) and (e) apply to the selection of all engineering and professional services based on the following funding type parameters:

1. State, MFT or TBP Funded Engineering and Professional Services. QBS procedures for public notice, evaluation, selection, and contract negotiations shall be used whenever a project requiring architectural, engineering, or land surveying services is proposed for a LPA of fewer than 3,000,000 inhabitants, except home rule units, unless the LPA has a satisfactory relationship for services with one or more firms ([50 ILCS 510](#)).

A LPA may also waive the requirements of public notice, evaluation and selection if the LPA determines, by resolution, that an emergency situation exists and a consultant must be selected in an emergency manner, or if the total cost of services from a consultant is estimated to be less than \$25,000 ([50 ILCS 510/8](#)). If the LPA estimates the total cost of services within the contract will be less than \$25,000, IDOT will not approve any agreement or supplemental that exceeds the \$25,000 threshold; unless the LPA followed state statutes.
2. Federally Funded Engineering Services. LPAs shall use QBS in accordance with The Brooks Act, (40 USC 11) and the FHWA's requirements for Procurement, Management, and Administration of Engineering and Design related Services (23 CFR 172) to promote open competition by advertising, ranking, selecting, and negotiating contracts based on demonstrated competence and qualifications for the type of engineering and design related services being procured, and at a fair and reasonable price.

If a consultant is selected to work on multiple phases of a project, the dollar limits apply to the total combined cost of all included phases. If the LPA included an option to perform one or more other phases as part of the original solicitation, the LPA is then not required to conduct another QBS unless the LPA elects to select a different consultant for subsequent phases.

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3. Small Purchases for Federally Funded Engineering Services. If the cost of any individual contract for engineering services (Phase I, II, III, etc.) will be less than \$25,000, then the small purchase procurement method may be used (23 CFR 172.7(a)(2)). The following additional requirements shall apply to the small purchase procurement method:
 - a. The scope of work, within one project phase shall not be broken down into smaller components merely to permit the use of small purchase procedures.
 - b. A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed. In instances where less than three qualified consultants respond to the solicitation, the LPA shall contact the District LR&S office for verification of the LPA's solicitation to determine the solicitation did not contain conditions or requirements which arbitrarily limited competition.
 - c. Contract costs may be negotiated in accordance with State small purchase procedures; however, the allowability of costs shall be determined in accordance with the Federal cost principles.
 - d. If the cost of any supplemental changes to the contract for the engineering services exceeds \$25,000 and federal QBS procedures were not followed, federal funds become ineligible above the \$25,000 on engineering services.
4. Locally Funded Engineering Services. The IDOT does not have oversight over contracts for engineering services funded entirely with local funds. However, the LPA is still required to comply with [50 ILCS 510](#).

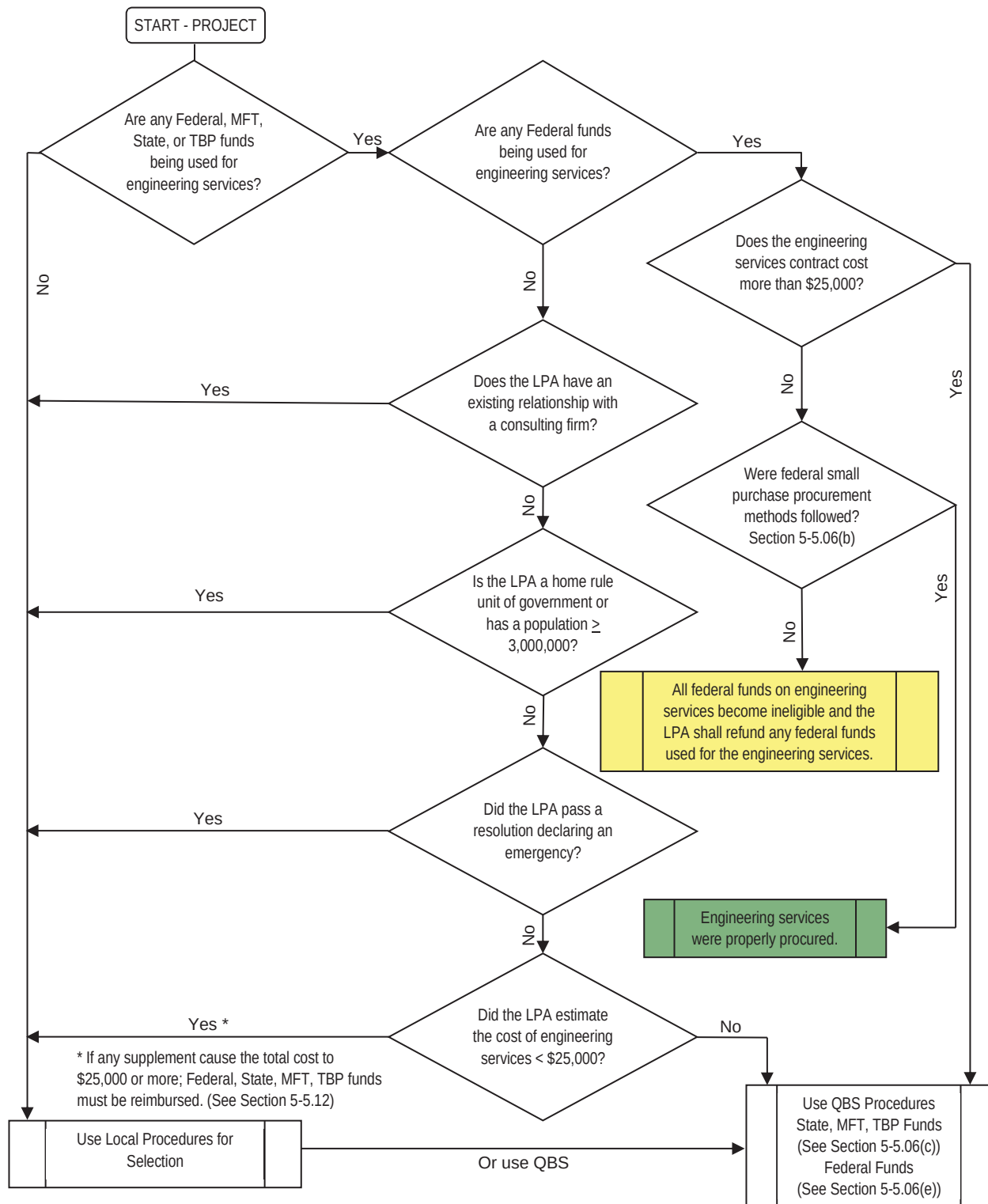
If a consultant is selected to work on multiple phases of a project, the dollar limits apply to the total combined cost of all included phases. If the LPA included an option to perform one or more other phases as part of the original solicitation, the LPA is then not required to conduct another QBS unless the LPA elects to select a different consultant for subsequent phases.

The procurement method used for selection of engineering services will not impact funding for the construction of a project.

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5-5-5



REQUIREMENTS FOR QBS

Figure 5-5A

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5-5.06(c) State Required QBS Procedures using State, MFT or TBP Funds

The procedure for State required QBS procurement consists of the following five basic steps:

1. Define the Project. Clearly define the scope of the services desired. Depending on the amount of data, this may be on one or more pages. This information should include the following:

- describe in general terms the need, purpose, and objective of the project;
- identify the various project components;
- establish the desired timetable for the effort;
- identify any expected problems; and
- determine the total project budget.

A comprehensive evaluation of the problem or need that resulted in the project is essential to the procurement process. The solution, approach, and eventual design for the project will evolve out of the expertise offered by the consultant responding to the request for technical proposals. To ensure that the respondents address the project properly and effectively, clearly articulate all known parameters of the project.

The LPA may skip to Step 5 when both of the following criteria are met.

- The LPA elects to select a consultant that has a satisfactory working relationship with the LPA; and
- The engineering services contract is not being paid for using federal funds.

2. Public Notice. Whenever a project requiring engineering services is proposed, the LPA shall post a public notice requesting a statement of interest along with the qualifications and performance data from consultants. This may be accomplished through an advertisement in a local newspaper, posting on the LPA's website, or through various trade magazines or websites.

Consider the following sources when preparing a list of potential firms:

- identification of consultants from the LPA's or IDOT's prequalification list;
- a directory or source list identifying small, minority, and women owned businesses with capabilities relevant to the project;
- discussions with other persons or agencies who have accomplished similar work;
- lists of consultants secured from professional societies; and/or
- lists of consultants secured from the agency's own experience of consultants.

3. Evaluation. The LPA shall evaluate the consultant submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the consultant, and such other qualifications-based factors.

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The first objective of evaluation is the elimination of all respondents who are not qualified or who do not have the experience for the required work. The LPA may conduct discussions with and require presentations by consultants deemed to be the most qualified based on their qualifications, approach to the project, and ability to furnish the required services. When conducted, interviews shall occur separately with a minimum of three consultants, or all qualified consultants if less than three qualified consultants respond. If the LPA decides to conduct discussions with and/or require presentations by consultants deemed to be the most qualified, this should be included in the public notice.

In no case shall the LPA, prior to selecting a consultant for negotiation, seek formal or informal submission of verbal, written, or sealed estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

4. Selection. On the basis of evaluations, discussions and presentations, the LPA shall select no less than three consultants which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The LPA shall then contact the consultant ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. Typical criteria for evaluating and ranking consultants are included in Figure 5-5B. If fewer than three qualified consultants submit letters of interest and the LPA determines that one or both are so qualified, the LPA may proceed to negotiate a contract.
5. Contract Negotiation. The LPA shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified consultant at compensation that the LPA determines in writing to be fair and reasonable. In making this decision, the LPA shall take into account the estimated value, scope, complexity, and professional nature of the services to be rendered.

An important objective of the negotiation process is to reach a complete and mutual understanding of the scope of professional services to be provided and the degree of performance desired. The general scope of professional services developed in the procurement process should be broad in order to serve as the basis for negotiation. The negotiation process offers the opportunity for refinement, amendment, and complete definition of the services to be rendered, as well as the areas of responsibility and liability for those services. Mutual understanding on these points at the negotiation stage can minimize the possibility of misunderstanding as the project progresses.

Special elements of the engineering portion of the project to be established during negotiation include:

- project schedule,
- manpower requirement and timing,
- level of engineering effort,
- avenues of research, and
- areas of responsibility/liability.

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Any percentage fee contract should be fully supported by an acceptable estimate of man-hours, anticipated hourly payroll rates by classification of employee for the project, and applicable overhead and burden rates. These rates should be evaluated and, if determined to be acceptable, the percentage fee may be approved by the district.

The consultant's method of dividing the project into work units and calculating related time units are to be such that the estimate can be readily reviewed. The consultant will use its own estimates of man-hours, rates of pay, overhead, profit, and itemized non-salary costs based on the consultant's work force and past job experience.

When the prime consultant requires the services of another consultant to provide expertise, advice, or information to the prime consultant, the prime consultant will complete an analysis of fee for engineering services (including a breakdown of direct salary and direct non-salary costs) or supply specific rate for services (e.g. testing). The prime consultant is responsible for ensuring that Disadvantage Business Enterprises (DBEs) will have an equitable opportunity to compete for subcontracts. See [Chapters 8 and 24](#) for information on DBEs for LPAs.

Contracts between LPAs and consultants must be set forth in fully executed agreements. If there is an agreement with the consultant, and if the fee is within range of the budget, then proceed to finalize an agreement. If problems arise with the scope of the project or the fee, further discussion and clarification may be required.

Selection of a consultant by qualification provides no guarantee that the LPA and the consultant will come to an agreeable fee. For that reason, the ranking process provides, in addition to the first preference, at least two alternative qualified consultant. If agreement cannot be reached on the scope and fee, the LPA may drop negotiations with the top-ranked consultant and continue the process with the second ranked consultant at Step 5.

6. Summary. Ranking and negotiations involve a considerable amount of subjective judgment. Engineering projects involve a large expenditure of public funds, accountability for decisions, and value judgments is most important. To ensure adequate accountability:

- involve more than one knowledgeable person in the evaluation process,
- be consistent in reviewing each applicant,
- keep accurate and complete records of all correspondence, memoranda, evaluations, and decisions.

The primary purpose of undertaking the QBS process is to locate the most qualified consultant to do the work and negotiate a fair and equitable agreement. Federal and Illinois law prohibits selecting consultants based on cost for any project exceeding \$25,000. The selection shall be based on the consultant's experience and expertise in projects of the same type as proposed.

5-5.06(d) Development of Selection Criteria and Weighting

LPAs must determine and publish selection criteria and weightings for projects requiring federal QBS. These criteria and weightings are suggested for all projects regardless of funding. The criteria "must assess the demonstrated competence and qualifications for the type of professional services solicited". LPAs must determine and publish selection criteria and

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weightings for projects requiring federal QBS. The total of all weights must equal 100%. Factors may include but are not limited to the following and Figure 5-5B:

- Technical Approach (10 - 30%)
 - e.g., project understanding,
 - innovative concepts,
 - quality control procedures, or
 - other items
- Firm Experience (10 - 30%)
- Specialized Expertise (10 - 30%)
- Staff Capabilities (Prime/Sub) (10 - 30%)
- Work Load Capacity (10 - 30%)
- Past performance (10 - 30%)

In addition there are two nominal non-qualifications based criteria for evaluation. They are limited to a combined weight of 10% or less*:

- *In-State or Local Presence
 - not based on political or jurisdictional boundaries and may be applied on a project by project basis,
 - used where a need to provide a local presence has been established, a local presence will add value to quality and efficiency of the contract and application of the criteria results in an appropriate number of qualified consultants, and/or
 - if the consultant indicates in the proposal that a local project office will be established the criteria is satisfied.
- *Participation of Qualified and Certified DBE Sub-consultants

The following shall not be used as a factor in the evaluation, ranking and selection:

- All price and cost related items.
 - This includes: cost proposals, direct salaries/wage rates; indirect costs (overhead), and other direct costs.
- In-State or Local Preference (other than as explained above).

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The weight given to each evaluation criterion in the ranking process may vary from project to project, with more weight towards the criteria that are critical to the success of the project. Typical technical criteria for both evaluating and ranking entities should include but not be limited to the following:

- (1) The education, experience, and expertise of the entity's principals and key employees.
- (2) The entity's general experience, stability, and history of performance on projects similar to the one under consideration.
- (3) Availability of adequate personnel, equipment, and facilities to do the required work expeditiously.
- (4) The name, or names, of individuals in the entity who will be assigned key project responsibilities, with particular attention to their qualification, competence, and past performance.
- (5) The entity's approach to the planning, organizing, and management of a project effort, including communication procedures, approach to problem solving, data gathering methods, evaluation techniques, and similar factors.
- (6) Facilities and equipment owned by the entity, including computer capability, reproduction and communication equipment, laboratory and testing equipment, or other specialized equipment applicable to the project under consideration.
- (7) Present workload with attention to current and future commitments of available personnel, particularly those key persons expected to be assigned to your project.
- (8) Financial stability, with particular attention to avoiding a situation in which the entity is solely dependent on income from the project at hand for its existence.
- (9) Recommendations and opinions of each entity's previous clients as to its ability to meet deadlines and remain within budget. Prior clients may also be able to advise you as to each entity's sense of responsibility; attitudes of key personnel; concern for economy, efficiency, and environment; and quality of service.
- (10) If practical, observation of each entity's facility and the sites of current and/or completed projects.
- (11) The reputation and integrity of the engineering entity within the professional field and the community.
- (12) Awards received by the entity and technical papers authored by employees.
- (13) Special considerations for some projects might include staff conversant in foreign languages.

Non-technical criteria may not exceed 10% of the total evaluation and rank weighting. Typical non-technical criteria for both evaluating and ranking entities may include but not be limited to the following:

1. Proximity of the engineering entity to the proposed project site and/or the agency's office.
2. Qualified minority representation.
3. How DBE goals are addressed.

CONSULTANT RANKING CRITERIA

Figure 5-5B

5-5.06(e) Federal QBS Requirements

For engineering agreements \$25,000 or greater which include federal funds, LPAs are required to use QBS which is fully compliant with Federal requirements of 23 CFR 172 and the Brooks Act. As sub-grantees, LPAs must use competitive negotiation supported by qualification based selection procedures. This is the primary method of procurement for engineering and design related services using federal funding. See Figure 5-5C for specific requirements.

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The procedure for federal QBS procurement consists of the following steps. Section 5-5.07 provides an example of a LPA's QBS policies and procedures.

A box (similar to this) will indicate minimum requirements to be addressed for each step. If the LPA's QBS policies and procedures will match the existing language in any step from Section 5-5, their QBS cannot reference the *BLRS Manual* but must include the language.

1. Initial Administration. LPAs shall develop and sustain organizational capacity and provide the resources necessary for the procurement, management, and administration of engineering and design related consultant services.

The LPA must include in their QBS procedures the organizational structure for the procurement, management, and administration for consultant services.

2. Written Policies and Procedures. The LPA shall prepare and maintain written policies and procedures for the procurement, management, and administration of engineering and design related consultant services. All LPAs must have their own QBS procedure. When it follows the policies and procedures as outlined in Section 5-5 and specifically Section 5-5.06(e), further approval is not required. However; if the LPA's QBS procedure has significant differences then IDOT approval is required, see Section 5-5.06(g).

An example of a significant difference would be a multi-step selection process, which would require submission to IDOT for approval.

LPAs who decide their procedures will result in significant differences from that shown in Section 5-5.06(e) must submit their QBS procedures for review and approval by IDOT.

3. Define the Project. Clearly define the scope of the services desired. Depending on the amount of data, this may be on one or more pages. This information should include the following items:
 - describe in general terms the need, purpose, and objective of the project;
 - identify the various project components;
 - establish the desired timetable for the effort;
 - identify any expected problems; and
 - determine the total project budget.

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A comprehensive evaluation of the purpose and need that resulted in the project is essential to the procurement process. The solution, approach, and eventual design for the project will evolve out of the expertise offered by the consultant responding to the request for technical proposals. To ensure that the respondents address the project properly and effectively, clearly articulate all known parameters of the project. This may be the appropriate time to prepare an independent in-house estimate of engineering costs as discussed in Step 9.

The LPA must include at a minimum the five (5) items outlined above in their QBS procedures to define the scope and services desired for the project.

4. Public Notice. Whenever a project requiring engineering services is proposed, the LPA shall post a public notice for a Request for Proposal (RFP) along with the qualifications and performance data expected of consultants. This may be accomplished through an advertisement in a local newspaper, posting on the LPA's website, or through various trade magazines or websites. The notice shall provide no less than 14 calendar days from the last date of acceptance of proposals.

As a minimum, the following must be included in the LPA's QBS procedures:

- if an interview will or will not be required;
- where the public notice will be published;
- the time periods the public notice will be published.

Consider the following sources when preparing a list of potential firms:

- identification of consultants from the LPA's or IDOT's file;
- a directory or source list identifying small, minority, and women owned businesses with capabilities relevant to the project;
- discussions with other persons or agencies who have accomplished similar work;
- lists of consultants secured from professional societies; and/or
- lists of consultants secured from the agency's own experience of consultants.

If the LPA plans to use a multi-step process to minimize the efforts of the LPA in narrowing the list of qualified and interested consultants, this must be described in their QBS procedures and submitted to IDOT for approval. The process must also be described in the initial public notice.

As a minimum, the following must be included in the LPA's QBS procedures:

- if an interview will or will not be required;
- where the public notice will be published;
- the time periods the public notice will be published.

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5. Conflicts of Interest. See Section 5-5.04.

As a minimum, the LPA must include Section 5-5.04, when determining a conflict of interest for engineering services. The LPA may also require the consultants to submit a disclosure statement with their SOI or RFP. IDOT uses the [BDE DISC 2 Template](#), which provides an example of a consultant's disclosure statement. A copy of the LPA's consultant's disclosure statement shall be included in their QBS procedures, if required by their QBS procedures.

6. Suspension and Debarment. Verify any suspension or debarment actions and eligibility of consultants as specified in 2 CFR Part 1200 and 2 CFR Part 180. This may be accomplished by checking the System for Award Management Exclusions (SAM Exclusions); obtaining a disclosure statement; or adding a clause or condition to the covered transaction with the consultant. A LPA may want to also verify by checking the [Chief Procurement Office's \(IDOT\) \(CPO\) website](#), including the other three associated CPOs (Capital Development Board, General Services, and Higher Education), the Illinois Department of Labor and the Illinois Department of Human Rights. Hyperlinks to these other websites can be found on the [CPO IDOT website](#).

As a minimum, the LPA must include the procedure to verify consultant suspension or debarment. The LPA may also require the consultants to submit a disclosure statement with their SOI or RFP. IDOT uses the [BDE DISC 2 Template](#), which provides an example of a consultant's disclosure statement. A copy of the LPA's consultant's disclosure statement shall be included in their QBS procedures, if required by their QBS procedures.

7. Evaluation. The LPA shall evaluate the consultant submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, workload of the consultant, and other qualifications-based factors.

The first objective of the evaluation is to determine the most qualified respondents who have the experience for the required work. The LPA may conduct discussions with and require presentations by consultants deemed to be the most qualified based on their qualifications, approach to the project, and ability to furnish the required services. When conducted, interviews shall occur separately with a minimum of three consultants, or all qualified consultants if less than three qualified consultants respond. If the LPA decides to conduct discussions with and/or require presentations by consultants deemed to be the most qualified, this must be included in the public notice.

Criterion and weighting for the evaluation is discussed further in Section 5-5.06(d) and Figure 5-5B.

In no case shall the LPA, prior to selecting a consultant for negotiation, seek formal or informal submission of verbal, written, or sealed estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

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If the LPA plans to use a multi-step process to minimize the efforts of the LPA in narrowing the list of qualified and interested consultants, this must be described in their QBS procedures. This is discussed in Step 4 – Public Notice above.

The criterion and weighting for evaluation and selection is discussed in Section 5-5.06(d) and Figure 5-5B. If there is a possibility of additional discussions or presentations being required, this must be described in their QBS procedures. The criterion and weighting need to be included in all RFPs.

If a form will be used during the evaluation, a copy of a typical form must be included in their QBS procedures.

8. Selection. The selection committee is typically composed of individuals, who have some knowledge of the project and procedures. This could be the county / city engineer, public works director, LPA staff, an elected official, municipal manager, private citizen, etc. On the basis of evaluations (Step 7), discussions and presentations, the LPA shall select no less than three consultants which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The LPA shall contact the consultant ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered.

If fewer than three qualified consultants submit letters of interest and the LPA determines that one or both are so qualified, IDOT approval is required. After IDOT approval is received, the LPA may proceed to negotiate a contract.

The LPA must include who (titles) will serve on the selection committee. Procedures for selecting must also be described, an example of IDOT's selection procedures may be found in [Section 8-2.05](#) of the *BDE Manual*.

9. Estimate of Cost for Engineering. The LPA must prepare an independent in-house estimate for the cost of engineering prior to the start of negotiations. This will be used during the contract negotiation process.

The LPA must prepare an independent in-house estimate for the cost of engineering prior to the start of negotiations. This should be prepared early in the process, but must be completed before starting contract negotiations.

10. Contract Negotiation. The LPA shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations. The LPA shall negotiate a contract with the highest qualified consultant at compensation that the LPA determines in writing to be fair and reasonable. In making this decision, the LPA shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

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An important objective of the negotiation process is to reach a complete and mutual understanding of the scope of professional services to be provided and the degree of performance desired. The general scope of professional services developed in the procurement process should be broad in order to serve as the basis for negotiation. The negotiation process offers the opportunity for refinement, amendment, and complete definition of the services to be rendered, as well as the areas of responsibility and liability for those services. Mutual understanding on these points at the negotiation stage can minimize the possibility of misunderstanding as the project progresses.

Special elements of the engineering portion of the project to be established during negotiation include:

- project schedule,
- manpower requirement and timing,
- level of engineering effort,
- avenues of research, and
- areas of responsibility/liability.

Any percentage fee contract should be fully supported by an acceptable estimate of man-hours, anticipated hourly payroll rates by classification of employee for the project, and applicable overhead and burden rates. These rates should be evaluated and, if determined to be acceptable, the percentage fee may be approved by the district.

The consultant's method of dividing the project into work units and calculating related time units are to be such that the estimate can be readily reviewed. The consultant will use its own estimates of man-hours, rates of pay, overhead, profit, and itemized non-salary costs based on the consultant's work force and past job experience.

When the prime consultant requires the services of another consultant to provide expertise, advice, or information to the prime consultant, the prime consultant will complete an analysis of fee for engineering services (including a breakdown of direct salary and direct non-salary costs) or supply specific rate for services (e.g. testing). The consultant is responsible for ensuring that DBEs will have an equitable opportunity to compete for subcontracts. See [Chapters 8](#) and [24](#) for information on DBEs for LPAs.

Contracts between LPAs and consultants must be set forth in fully executed agreements. See Section 5-5.08 for the BLR forms, which must be used for the agreement between the LPA and the consultant when federal funds are used for professional services. If there is an agreement with the consultant, and if the fee is within range of the budget, proceed to finalize an agreement. If problems arise with the scope of the project or the fee, further discussion and clarification may be required.

Selection of a consultant by qualification provides no guarantee that the LPA and the consultant will come to an agreeable fee. For that reason, the ranking process provides at least two alternative qualified consultants, in addition to the first preference. If agreement cannot be reached on the scope and fee, the LPA may drop negotiations with the top-ranked consultant and continue the process with the second ranked consultant at Step 9. The LPA shall develop procedures for proper disposal of concealed cost proposals of unsuccessful bidders.

The LPA must describe their procedures for contract negotiations, including procedures if a contract cannot be negotiated with the selected consultant along with the proper disposal of sealed cost proposals.

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11. Acceptable Costs. IDOT will review and approve the engineering agreement to verify elements of contract costs, acceptable indirect cost rate(s) for application to contracts, and assuring consultant compliance with the Federal cost principles.

The LPA must describe their process for review, if one exists; before forwarding the engineering agreement to IDOT for further review and approval.

12. Invoice Processing. See Section 5-10.

The LPA must describe their process for review and approving for payment; before forwarding the request for reimbursement to IDOT for further review and approval.

13. Ongoing and Finalizing Administration. The following are ongoing and finalizing requirements:

- Monitoring the consultant's work and compliance with the terms, conditions, and specifications of the contract;
- Preparing a consultant's performance evaluation when services are completed and using such performance data in future evaluation and ranking of consultant to provide similar services;
- Closing-out a contract;
- Retaining supporting programmatic and contract records;
- Determining the extent to which the consultant, who is responsible for the professional quality, technical accuracy, and coordination of services, may be reasonably liable for costs resulting from errors and omissions in the work furnished under its contract;
- Assessing administrative, contractual, or legal remedies in instances where consultants violate or breach contract terms and conditions, and providing for such sanctions and penalties as may be appropriate; and
- Resolving disputes in the procurement, management, and administration of engineering and design related consultant services.

This is a compilation of items 12 through 18 as shown in Figure 5-5C and further discussed in Sections 5-5.13 and 5-5.14. The LPA must describe their process for these items.

In summary, the ranking and negotiations involve a considerable amount of subjective judgment. Because engineering projects involve a large expenditure of public funds, accountability for decisions and value judgments is most important. To ensure adequate accountability:

- involve more than one knowledgeable person in the evaluation process,
- be consistent in reviewing each applicant,
- keep accurate and complete records of all correspondence, memoranda, evaluations, and decisions.

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The primary purpose of undertaking the QBS process is to locate the most qualified consultant to do the work and negotiate a fair and equitable agreement. Current federal regulations limit contracts in the amount to the lesser of \$150,000 or the state limits ([50 ILCS 510/8](#)). The state limit on contracts is currently less than \$25,000, therefore; contracts above this amount require federal QBS in the selection of a consultant (see Section 5-5.06(b) Item 2). For contracts below this amount the Small Purchases requirements need to be followed (see Section 5-5.06(b) Item 3). The selection shall be based on the consultant's experience and expertise in projects of the same type as being solicited.

Per 23 CFR 172.5 - Program management and oversight.

- (a) **STA responsibilities.** STAs or other recipients ... (*i.e. STA State Transportation Agency – IDOT*)
- (b) **Subrecipient responsibilities.** Subrecipients shall develop and sustain organizational capacity and provide the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with FAHP funding as specified in 23 U.S.C. 106(g)(4)(A). Responsibilities shall include the following:
 - (1) Adopting written policies and procedures prescribed by the awarding STA or other recipient for the procurement, management, and administration of engineering and design related consultant services in accordance with applicable Federal and State laws and regulations; or when not prescribed, shall include:
 - (i) Preparing and maintaining its own written policies and procedures in accordance with paragraph (c) of this section; or
 - (ii) Submitting documentation associated with each procurement and subsequent contract to the awarding STA or other grantee for review to assess compliance with applicable Federal and State laws, regulations, and the requirements of this part;
 - (2) Procuring, managing, and administering engineering and design related consultant services in accordance with applicable Federal and State laws, regulations, and approved policies and procedures, as specified in 23 CFR 1.9(a).
- (c) Written policies and procedures. The contracting agency shall prepare and maintain written policies and procedures for the procurement, management, and administration of engineering and design related consultant services. The FHWA shall approve the written policies and procedures, including all revisions to such policies and procedures, of the STA or recipient to assess compliance with applicable requirements. The STA or other recipient shall approve the written policies and procedures, including all revisions to such policies and procedures, of a subrecipient to assess compliance with applicable requirements. These policies and procedures shall address, as appropriate for each method of procurement a contracting agency proposes to use, the following items to ensure compliance with Federal and State laws, regulations, and the requirements of this part:
 - 1. Preparing a scope of work and evaluation factors for the ranking/selection of a consultant;
 - 2. Soliciting interests, qualifications, or proposals from prospective consultants;

Federal QBS Requirements

Figure 5-5C

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3. Preventing, identifying, and mitigating conflicts of interest for employees of both the contracting agency and consultants and promptly disclosing in writing any potential conflict to the STA and FHWA, as specified in 2 CFR 200.112 and 23 CFR 1.33, and the requirements of this part.
4. Verifying suspension and debarment actions and eligibility of consultants, as specified in 2 CFR part 1200 and 2 CFR part 180;
5. Evaluating interests, qualifications, or proposals and the ranking/selection of a consultant;
6. Determining, based upon State procedures and the size and complexity of a project, the need for additional discussions following RFP submission and evaluation;
7. Preparing an independent agency estimate for use in negotiation with the selected consultant;
8. Selecting appropriate contract type, payment method, and terms and incorporating required contract provisions, assurances, and certifications in accordance with § 172.9;
9. Negotiating a contract with the selected consultant including instructions for proper disposal of concealed cost proposals of unsuccessful bidders;
10. Establishing elements of contract costs, accepting indirect cost rate(s) for application to contracts, and assuring consultant compliance with the Federal cost principles in accordance with § 172.11;
11. Ensuring consultant costs billed are allowable in accordance with the Federal cost principles and consistent with the contract terms as well as the acceptability and progress of the consultant's work;
12. Monitoring the consultant's work and compliance with the terms, conditions, and specifications of the contract;
13. Preparing a consultant's performance evaluation when services are completed and using such performance data in future evaluation and ranking of consultant to provide similar services;
14. Closing-out a contract;
15. Retaining supporting programmatic and contract records, as specified in 2 CFR 200.333 and the requirements of this part;
16. Determining the extent to which the consultant, which is responsible for the professional quality, technical accuracy, and coordination of services, may be reasonably liable for costs resulting from errors and omissions in the work furnished under its contract;
17. Assessing administrative, contractual, or legal remedies in instances where consultants violate or breach contract terms and conditions, and providing for such sanctions and penalties as may be appropriate; and
18. Resolving disputes in the procurement, management, and administration of engineering and design related consultant services.

FEDERAL QBS REQUIREMENTS

(Sheet 2 of 2)

Figure 5-5C

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Attachment: IDOT BLRS Update on Engineering Procurement (3237 : Procurement of Engineering Services)

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5-5.06(f) Major Differences between Federal and State Requirements

The major differences between federal and state requirements are:

- The existing relationship and home rule requirements permitted with state, MFT, and TBP QBS are not allowed for federal QBS.
- IDIQ contracts are limited to a maximum term length of five years for federal QBS and ten years for non-federal.
- A maximum of 10% of the evaluation criteria can be assigned to local presence and DBE participation for federal QBS.
- Notification must be provided to responding applicants of the final ranking of the three most highly qualified applicants for federal QBS.
- Preparing a consultant's performance evaluation when services are completed and using such performance data and ranking of the consultant with regard to providing similar services in the future is required for federal QBS.
- Additional work which was not included in the scope of services and evaluation criteria may not be allowed to be added to contracts for federal QBS.
- If non-competitive procurement (sole source, emergency, or less than three consultants) is used; it must be approved by IDOT in advance for federal QBS.
- LPAs are responsible for ensuring a consultant's costs billed are allowable in accordance with the federal cost principles and consistent with the contract terms for federal QBS.

5-5.06(g) Approval of LPA's Federal QBS Procedures

When federal funds are used to fund a portion of engineering and design related services, LPAs must have their own QBS procedures. If it follows the policies and procedures as outlined in Section 5-5 and specifically Section 5-5.06(e), further approval may not be required. However; if the LPA's QBS procedures has significant differences then IDOT approval is required.

An example of a significant difference would be a multi-step selection process, which would require submission to IDOT for approval.

The LPA's QBS procedures should address items discussed in Section 5-5.06, along with:

- Purpose and applicability.
- Definitions.
- Program management and oversight.
- Procurement methods and procedures.
- Contracts and administration.
- Allowable costs and oversight.

The above topics are expanded in 23 CFR 172 – *Procurement, Management, And Administration of Engineering and Design Related Services*.

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5-5.07 Federal QBS Examples

In order to assist LPAs in implementing Federal QBS requirements two examples are provided with a) written policies and procedures and b) project specific information. Either example can be modified by LPAs to meet their individual organization structures and needs or project specific details. Contact the appropriate District LR&S office, if your QBS requires IDOT approval (see Section 5-5.06(g)) or for additional questions.

5-5.07(a) Written Policies and Procedures Example

[LPA Name] receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – [LPA Name] QBS policy and procedures assigns responsibilities to the following [**describe the titles and/or other departments**] within [LPA Name] organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – [LPA Name] believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description – [LPA Name] will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems
 - Determine the total project budget.
4. Public Notice – [LPA Name] will post an announcement on our website [**website address**] and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.
5. Conflict of Interest – [LPA Name] require consultants to submit a disclosure statement with their procedures. [LPA Name] require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – [LPA Name] will use of SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors – [LPA Name] allows the following [**specify title**] to set the evaluation factors for each project, but must include a minimum of [**number**] criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more that 10% on projects where federal funds are used.

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Project specific evaluation factors will be included at a minimum in the Request for Proposals. **[List the criterion and weighting range].**

8. Selection – **[LPA Name]** require a **[number]** person selection committee. Typically the selection committee members include **[specify title 1, title 2 ..., title x]**. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the **[specify title]** for **[each project or a specific period of time]**. **[LPA Name]** require each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting.

Criteria	Weighting	Points	Firm 1	Firm 2 ...	Firm x
<i>Criterion 1</i>					
<i>Criterion 2 ...</i>					
<i>Criterion x</i>					
<i>Total</i>	<i>100%</i>				

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within **[xx%]** of the minimum score, the **[specify title]** may choose to expand the short list to include more than three firms.

9. Independent Estimate – **[LPA Name]** will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation – **[LPA Name]** require a **[number]** person team to negotiate with firms. The team consists of **[specify title 1, title 2 ..., title x]**. Members of the negotiation team **[may / may not]** delegate this responsibility to staff members.
11. Acceptable Costs – **[LPA Name]** require the **[specify title]** to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing – **[LPA Name]** require the **[specify title]** assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration – **[LPA Name]** require the assigned **[specify title]** to monitor work on the project in accordance with the contract and to file reports with the **[specify title]**. The **[LPA Name]** procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in **[LPA Name]** consultant information database. **[LPA Name]** follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

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5-5.07(b) Project Specific Information Example

The City of Giant Springs plans to reconstruct Main Street and improve their sidewalks along the street to comply with ADA requirements. In order to proceed with Phase I and II engineering, the city decided to hire an engineering consultant to handle the design. The city has federal funds available to help fund the design of the project and realizes the total engineering costs will exceed \$25,000. The city knew they were required to use written QBS procedures which complied with state and federal guidelines. Their QBS procedures and example forms are included along with discussion in this example.

City of Giant Springs Qualification Based Selection Procedure (*Project Specific Information is italicized*)

1. Initial Administration – Giant Springs has a City Engineer. The City Engineer's office has two junior engineers and a technician and an administrative assistant, who will handle the day-to-day management and administration. The City Engineer's office will work with the City Purchasing office in procurement.
2. Written Policies and Procedures – Giant Springs believes their written procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from FHWA is not required.
3. Project Description – Giant Springs will use the following five items when developing the project description and may include additional items under unique circumstances.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems
 - Determine the total project budget.

Project Description:

The scope of services desired is to have Phase I and II engineering provided for the reconstruction of Main Street between Price Street and Oak Street. Main Street is the primary transportation corridor through the city. This reconstruction is necessary because the existing street and sidewalks are older and in poor condition. The major components of the design are roadway and pavement design, parking and traffic control, sidewalks, and drainage. Phase I is expected to last 18 months and Phase II is expected to last another 12 months. Providing detours for both vehicular traffic and pedestrians will be challenging because there are both businesses and the elementary school located along this section of Main Street. Minimizing impacts to both the school and businesses is an important consideration in the design of this project. Because both a school and part of the city's business district are located within the limits of the project compliance with ADA requirements is also critical. The total budget for this project \$1,540,000.

4. Public Notice – Giant Spring's procedures requires the city to post an announcement on the city's website ([provide hyperlink](#)) and publish an ad in the Big City Telegraph, a

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newspaper with appropriate circulation. The item will be advertised at least 14 days prior to the acceptance of proposals and at least twice in the newspaper and will be on continuous display on the city's website for.

The ad for this project was placed on the city's website and in the newspaper on two consecutive Mondays. Here is the example advertisement.

"Giant Springs is accepting proposals from consultants for Phase I and Phase II engineering design of Main Street between Price and Oak Street. The evaluation criteria and weighting for this project is as follows: technical approach - 30%, firm experience - 20%, staff capabilities - 20%, work load capacity - 20%, and local presence - 10%.

Consultants should request a proposal packet from the city. The packet contains a detailed description of the project, conflict of interest forms, and specific requirements for the format and content of their submission.

Proposal responses are due October 18th, 2017 at 2:00 pm at City Hall, 205 W. Main Street, Room 205, Giant Springs, IL 62764. The technical proposal must not contain any cost information. All proposals shall include a conflict of interest form.

Proposals will be evaluated and at least three consultants will be selected to interview for this project. Interviews of consultants for this project will be held the week of November 1, 2017."

5. Conflict of Interest – Giant Spring's procedures require consultants to submit a disclosure statement with their procedures. The city uses the IDOT BDE DISC 2 Template as their conflict of interest form.

All three firms included a disclosure statement with their submittal; no conflicts of interest were discovered.

6. Suspension and Debarment – Giant Spring's procedures require verification of suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The city uses the SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments.

All three firms were checked and verified not to be suspended or debarred.

7. Evaluation Factors – Giant Spring's procedures for QBS allow the City Engineer to set the evaluation factors for each project, but will include a minimum of five criterion and stay within the established range. The maximum of DBE and local presence requirements combined cannot be more that 10% on projects where federal funds are being used. Project specific evaluation factors will be included at a minimum in the Request for Proposals.

Criteria and weighting per the city's QBS procedures

Technical Approach (10 - 30%)

Firm Experience (10 - 30%)

Specialized Expertise (10 - 30%)

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Staff Capabilities (Prime/Sub) (10 - 30%)
 Work Load Capacity (10 - 30%)
 Past Performance (10 - 30%)
 In-State or Local Presence*
 Participation of Qualified and Certified DBE Sub-consultants*
 (* The combined total of these two items cannot exceed 10%)

For this project the City Engineer set the following selection criteria and weighting.

<i>Technical Approach</i>	<i>30%</i>
<i>Firm Experience</i>	<i>20%</i>
<i>Staff Capabilities</i>	<i>20%</i>
<i>Work Load Capacity</i>	<i>20%</i>
<i>Local Presence</i>	<i>10%</i>

The city is requiring interviews with the top three firms. The interviews will be used to adjust the preliminary scores selection committee members individually develop based on the proposal.

8. Selection – Giant Spring's procedures require a five person selection committee. Typically the selection committee members include the director of public works, the city engineer, and at least one of the other public works staff members. Usually the city has at least one member, but not more than two members from outside the public works department. These outside members may be public works directors or engineers from nearby communities, their county engineer, council members, or members of the community. The selection committee members will certify that they do not have a conflict of interest. Selection committee members are chosen by the director of public works for each project. The selection committee members individually review and score each proposal prior to the selection committee meeting. Their scores are averaged for a committee score which is used to establish a short list of three firms. If there are other firms within 10% of the minimum score, the public works director may choose to expand the short list to include more than three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking.

For this project the city's selection committee was composed of the public works director, the city engineer, two staff engineers from the public works department and their county engineer.

The city's procedure requires the use of this basic form to score the submissions. Each member of the selection committee is to provide an independent score for each proposal using the form below prior to the selection committee meeting.

Their scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within [10%] of the minimum score, the public works director may choose to expand the short list to include more than three firms.

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Criteria	Weighting	Points	Firm 1	Firm 2	Firm 3
<i>Technical Approach</i>	30%	30			
<i>Firm Experience</i>	20%	20			
<i>Staff Capabilities</i>	20%	20			
<i>Work Load Capacity</i>	20%	20			
<i>Local Presence</i>	10%	10			
<i>Total</i>	100%	100			

9. Independent Estimate – Giant Spring's staff will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is to be used in the negotiation.

The City Engineer prepared a detailed estimate for the Phase I and II engineering for this project. His estimate was \$231,000.

10. Contract Negotiation – Giant Spring's procedures require a two person team to negotiate with firms. The team consists of the public works director and the city's manager. When necessary either the public works director or the city manager may delegate this responsibility to staff members.

For this project, the city engineer and city manager began negotiations with the highest ranked firm. The firm's cost exceeded the engineer's estimate by 40% and the firm did not believe they could adjust their scope or staffing in any way to reduce costs. The team moved to negotiation with the second ranked firm. The costs were slightly below the city's estimate and their project scope covered all the city's requirements. Negotiations with the second ranked firm were successful. A sealed cost proposal from the third ranked firm was returned to the firm unopened. The proposal from the first ranked firm was disposed of by shredding.

11. Acceptable Costs – Giant Spring's procedures require the city manager to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

For this project, the city manager reviewed the costs and found no issues and forwarded to IDOT for final review and approval.

12. Invoice Processing – Giant Spring's procedures require the project manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

13. Project Administration – Giant Spring's procedures require the assigned project manager to monitor work on the project in accordance with the contract and to file reports with the public works director. The city's procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the city's consultant information database. The city follows IDOT's requirements and they require submission of form [BLR 05613](#) to the IDOT district at contract close-out along with the final invoice.

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When submitting form BLR 05510, the completion of Exhibit C (Figure 5-5D) is required. See Section 5-5.08 for information concerning the BLR forms for engineering agreements.

Exhibit C			
Federal Qualification Based Selection (QBS) Checklist			
Local Public Agency <u>City of Giant Springs</u>			
Section Number <u>17-00123-00-PV</u>			
Project Number _____			
Job Number _____			
The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.			
☐ Form Not Applicable (engineering services less than \$25,000)			
1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? ☒ Yes ☐ No		
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? ☒ Yes ☐ No If no, IDOT's approval date: _____		
3.	Was the scope of services for this project clearly defined? ☒ Yes ☐ No		
4.	Was public notice given for this project? ☒ Yes ☐ No Due date of submittal: <u>10/18/2017</u> Method(s) used for advertisement and dates of advertisement: <u>City's website (provide hyperlink) beginning 10/02/2017 and Big City Telegraph on 10/02/2017 and 10/09/2017</u>		
5.	Do the written QBS policies and procedures cover conflicts of interest? ☒ Yes ☐ No		
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? ☒ Yes ☐ No		
7.	Do the written QBS policies and procedures discuss the method of evaluation? ☒ Yes ☐ No		
	Criteria for this project	Weighting	Criteria for this project
	Technical Approach	30 %	Local Presence
	Firm Experience	20 %	
	Staff Capabilities	20 %	
	Work Load Capacity	20 %	
8.	Do the written QBS policies and procedures discuss the method of selection? ☒ Yes ☐ No Selection committee (titles) for this project: <u>The public works director, the city engineer, two staff engineers from the public works department, and their county engineer.</u> Top three consultants selected for this project in order: 1) <u>Firm 1</u> 2) <u>Firm 2</u> 3) <u>Firm 3</u> If less than 3 responses were received, IDOT's approval date: _____		
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? ☒ Yes ☐ No		
10.	Were negotiations for this project performed in accordance with federal requirements? ☒ Yes ☐ No		
11.	Were acceptable costs for this project verified? ☒ Yes ☐ No ☒ LPA will rely on IDOT review and approval of costs.		
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? ☒ Yes ☐ No		
13.	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? ☒ Yes ☐ No		

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EXHIBIT C – FORM BLR 05510 (EXAMPLE)

Figure 5-5D

Attachment: IDOT BLRS Update on Engineering Procurement (3237 : Procurement of Engineering Services)



ADMINISTRATIVE ORDER NO. #3

Subject: Village Purchasing Policies and Procedures

Original order approved December 7, 2011, revised September 16, 2013, and November 14, 2016

Applicability

This policy shall apply to the procurement or purchase of goods, supplies, equipment, and services by the Village.

Purpose

The purpose of this policy is to assist in obtaining supplies, equipment and services as economically and efficiently as possible. It is intended to:

1. Simplify and clarify existing purchasing practices and policies;
2. Provide guidance for compliance with applicable purchasing rules;
3. Ensure the fair and equitable treatment of all persons who deal with purchasing activities;
4. Promote increased economy in purchasing activities;
5. Foster broad-based competition within the free enterprise system; and
6. Provide safeguards for the maintenance of a procurement system of quality and integrity.

Policy

A. ETHICAL CONDUCT

1. Elected officials and employees shall adhere to the Village's Ethics Policy when making all purchasing decisions.
2. Elected officials and employees may not participate directly or indirectly in a purchase when the elected official or employee or any member of his immediate family will benefit. Any attempt by an employee to realize personal gain through public employment by conduct inconsistent with these policies is subject to discipline and/or dismissal.

3. No elected official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee or other public body of the Village unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating in and acting upon the resolution of the business or transaction.
4. Employees shall adhere to this policy consistent with the philosophy above to ensure cost savings and efficiency. When competitive bidding, employees shall attempt to solicit as many bids as reasonably possible. Employees shall not subdivide any contract or purchase with the intent to circumvent the bidding requirements or approval limits established within this policy.
5. If any portion of this policy is found to be in conflict with any federal, state or local law, the federal, state or local law shall apply. However, if this policy is more restrictive than the federal, state or local law, the policy shall apply.

B. AUTHORITY TO PURCHASE

1. **Up to \$5,000:** Department Directors may approve purchases up to \$5,000. It is the Department Director's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase. A Department Director may delegate any level of purchasing authority under \$5,000 to other department employees with approval by the Village Manager and Finance Director.
2. **Up to \$20,000:** The Village Manager may approve purchases up to \$20,000. It is the Village Manager's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase.
 - a. The Village Manager is authorized to approve any change order to a Village contract which is less than \$10,000. Any change order in excess of \$10,000 must be submitted to the Village Board as an agenda item for the Board's consideration. The Village Manager is also authorized to execute change orders above \$10,000 in instances where the change order falls within a contract contingency authorized by the Village Board.
 - b. The Village Manager may authorize disposal of any Village property valued up to \$20,000 in a manner deemed most beneficial to the Village. All items above \$20,000 must be authorized for disposal by the Village Board.
3. **Greater than \$20,000:** Any single purchase or contract with a single vendor over \$20,000 requires Village Board approval. Glen Ellyn Village Code (1-10-1) requires that all contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies involving amounts estimated to be in excess of \$20,000 shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the advertisement. Bi-annually, the Village Manager and Finance Director will review cumulative spending with the Village's vendors to identify if the scope of products

and/or services provided by said vendor to determine if the aggregate purchases should be considered for approval by the Village Board. The Village Manager and Finance Director will base his or her decisions on this administrative order.

4. **Payments greater than \$20,000 not requiring current purchase order or explicit Village Board approval:** Required or routine payments will be made through the normal check issuance procedures, without the need for prior purchase order or explicit Village Board authorization, under the following circumstances:
 - a. *Government or utility payments.* The Village is required to make payments to regulatory agencies or other governments with authority over the Village or Village activity. Examples include, but are not limited to: the State of Illinois, Federal Government, County of DuPage, each in their official or oversight capacity, the Illinois Department of Employment Security (unemployment insurance), the Illinois Municipal Retirement Fund, the Illinois Department of Revenue (sales tax remittances), and utility companies. These payments are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
 - b. *Village Contracts.* The Village Board periodically approves contracts or service agreements that span multiple years, which later require periodic and ongoing payments that exceed \$20,000 individually or in aggregate. Examples include, but are not limited to, DuComm, DuPage Water Commission, Glenbard Wastewater Authority, GIS Consortium legal services, insurance providers, debt service principal and interest, and waste haulers. Payments for these Village Contracts are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
 - c. *Village support of other organizations.* Payments are made to various service providers, such as the Glen Ellyn Volunteer Fire Company, and the Downtown Alliance of Glen Ellyn. For such arrangements, payments for service shall be limited to the original Village Board approval and/or the Village budget for such services.
 - d. *Subdividing or Split Purchases.* Purchases shall not be split or subdivided to avoid a level of review or approval or to avoid competitive selection.
5. **Rule of Three:** In order to ensure competitive pricing, at least three quotes shall be obtained prior to a purchase over \$1,000 whenever practical to do so. If a purchase of goods or services is recurring and/or ongoing, a quote may be obtained once every three years, so long as the cost remains competitive and there is no significant (i.e. 10%) change to the scope of goods/services. Documentation of quotes should be retained by the purchasing department for three years subsequent to the date of purchase.

- a. *Selection of Lowest Price:* Invoices submitted for payment greater than \$1,000 must include the three quotes obtained. If the lowest price quote is not selected, there must be justification included on why the lowest price was not chosen.
 - b. *Local Preference:* Every effort should be made to solicit one of the three quotes from a business located in the Glen Ellyn corporate boundaries. In evaluating the quotes, costs such as delivery or freight should be considered to arrive at the lowest cost selection.
- 6. **Transportation and Delivery Charges:** The Department Director shall make every effort to determine any transportation or delivery charges prior to proceeding with a purchase. Transportation charges must be included when determining cost of a purchase.
- 7. **Maximum Practicable Competition:** All specifications for purchases shall be drafted so as to promote overall economy for the purposes and encourage competition in satisfying the Village's needs, and shall not be unduly restrictive.
- 8. **Budget:** Careful consideration of the budget must be undertaken when purchasing. It is the Department Manager's responsibility to ensure they are within their budget constraints. If an item would cause the fund to exceed budget, then it should be taken to the Village Board along with a budget amendment.
- 9. **Contracts:** All contracts must be reviewed and approved by the Village Attorney prior to execution. Contracts under \$5,000 may be signed by a Department Head. Contracts \$5,000 to under \$20,000 may be signed by the Village Manager. Contracts greater than \$20,000 must be approved by the Village Board.

C. COMPETITIVE SEALED BIDDING

An openly publicized competitive process for the procurement of goods, supplies, equipment, services, and construction, is the most effective means of determining the lowest cost from a responsible source and should be utilized whenever possible.

1. **Exceptions to Competitive Bidding:** A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Examples of exceptions to competitive bidding are listed below.

- a. *Professional services* requiring individual skill or expertise shall be governed by the policy on professional services in Section D. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants.

- b. *Emergency purchases* are purchases obtained in circumstances which include threats to public health or safety, where immediate repairs to Village property are required to protect or prevent against further loss or damage, or where immediate action is needed to prevent or minimize serious disruption to Village services. Emergency purchases shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.
- c. *State or federal contracts* are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.
- d. *Cooperative purchases*, defined as more than one unit of government purchasing goods and services together by competitive bid.
- e. *Single Source purchases*, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.
- f. *Standardization purchases*, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.
- g. *Certain items are purchased by the Village Links/Reserve 22 for resale.* These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links/Reserve 22 will make every effort to obtain these items at the best possible prices.

2. Procedures for Competitive Bidding

- a. **Invitations for Bids:** An Invitation for Bids shall be issued and shall include a purchase description, and all necessary contractual terms, specifications, and conditions applicable to the purchase.
- b. **Bids for Installation of Equipment:** For all bids for the installation of products and equipment, consideration shall be given to requesting bids for the product or equipment separate from bids for the labor involved in installing the equipment in order to reduce the overall costs.
- c. **Review by Village Attorney:** When practicable, all invitations for bids shall be reviewed and approved by the Village Attorney prior to being issued.

- d. **Public Notice:** Adequate public notice of the Invitation for Bids shall be given at a reasonable time prior to the date set for the opening of bids. It is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:
- a. Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days prior to the last day set for the receipt of bid proposals.
 - b. The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
 - c. Bids and proposals shall, to the extent possible, be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.
 - d. Bid announcements shall be advertised on the Village website.
- e. **Requirement for Bid Security:** Bid Security will be required for all competitive sealed bidding for construction contracts. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified check, bank draft, or cashier check, or other form satisfactory to the Village.
- f. **Amount of Bid Security:** Bid security amount is to be determined by the requisitioning department and shall be in an amount no less than 5% of the bid and no more than 10% of the bid.
- g. **Bid Opening:** Bids shall be opened publicly by the Finance Director or the Finance Director's designee and in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder, shall be recorded, and the record of each bid shall be open to public inspection.
- h. **Bid Evaluation and Acceptance:** Bids shall be unconditionally accepted without alteration or correction, except as addressed in this policy statement. Bids shall be evaluated based on the requirements described in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set out in the Invitation for Bids. At no time should any information be made available to any prospective bidder which is not available to all prospective bidders.

- i. **Correction or Withdrawal of Bids:** After a bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Village or fair competition shall be permitted. Decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes prior to approval by the Village Board should be based upon the following criteria:
 - a. A bidder will not be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, and is supported by proof that has evidentiary value--for example, extension of unit prices or errors in addition.
 - b. A low bidder will not be permitted to correct a bid for errors in judgment.
 - c. In lieu of bid correction, the Village may permit a low bidder alleging a material mistake of fact to withdraw its bid when there is reasonable proof that a mistake was made and the intended bid cannot be ascertained with reasonable certainty.
 - d. After bid opening, an otherwise low bidder will not be permitted to delete exceptions to the bid conditions which affect price or substantive obligations.
 - e. If the Village suspects a mistake has been made by a bidder, it may request confirmation of a bid.
- j. **Award:** Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the Village may consider the following factors:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;

- g. The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;
- h. The ability of the bidder to provide future maintenance and service for the use of the contract; and
- i. The number and scope of conditions attached to the bid, if any.
- k. After approval by the Village Board, the award shall be processed with reasonable promptness by written notice to the successful bidder.
- l. **Non-monetary Change Orders:** The Village Manager may execute change orders to extend the length of a construction contract by up to 30 days or other terms and conditions of a contract deemed necessary or in the best interest of the Village.

D. PROFESSIONAL SERVICES

1. All professional services contracts related to Architectural, Engineering, and Land Surveying Services will be governed by the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.). Proposals shall be evaluated based upon the requirements set forth in the request for proposals, which may include qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm, work on similar projects, past performance with the Village, and financial stability. Cost may be considered, but may not alone determine the provider of the professional services. Competitive proposals are required where the total contract is \$20,000 or greater. Where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals.
2. All requests for proposals for professional services shall contain a request for a proposed Total Fixed Price for the contract work.
3. For professional services *other* than architectural, engineering, and land surveying services, where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals. For those where the cost is \$20,000 or greater, the contract shall be awarded based upon a competitive request for proposal, unless it is determined that an exception listed in Section C(1) applies. The Village Attorney shall determine if an exception is applicable.

E. RECEIPT

The person signing and approving the invoice for payment must determine that goods or services have been received in good order. By approving the invoice for payment with their signature, the individual is verifying proper receipt of goods or services has occurred.

F. SALES TAX EXEMPTION

The Village is a sales tax exempt organization in the State of Illinois. When making purchases for the Village, all reasonable attempts should be made to make purchases exempt from sales tax, which may require presenting the Village's sales tax exempt certificate and completing forms or other documentation. Village policy is that we do not pay sales tax or reimburse employees for sales tax paid out of pocket. In those unusual situations when sales tax payments are reasonably unavoidable, Department Managers can authorize payment or reimbursement of a nominal amount sales tax.

G. PAYMENT

1. **Checks:** Invoices for payment by check shall be submitted to the Finance Department. Invoices must be coded with the appropriate budget account and signed by the Department Director or valid designee. The invoice must also clearly state the purpose of the purchase. Purchases of food or meals must include a list of the individuals or groups receiving the food or meal. If purchase exceeds \$5,000, the Village Manager must also sign the invoice, except utilities, postage, developer donations, , health insurance and routine refunds. All invoices must describe the Village business purpose for which the goods or services were purchased. Lien waivers from all contractors and subcontractors must be included with invoices for construction contracts and submitted to the Village Attorney before any payment will be authorized.

All invoices will be reviewed by the Accounts Payable Coordinator for proper approval and coding and entered into the accounting system. The Assistant Finance Director will review and approve the invoices and reports for proper approvals and accuracy prior to printing checks.

Checks will be printed every Friday. All invoices to be included in a Friday check run must be submitted to the Finance Department by 5PM the Wednesday before the check run. If the schedule is adjusted, Finance will alert departments as early as practical. Checks will not be sent out until all required signatures and documentation are received by the Finance Department. The Finance Department will distribute checks via U.S. mail. If a vendor wishes to pick up a check, the individual will need to provide identification sufficient to show their affiliation with the vendor, and will be required to sign a log provided by the Finance Department.

2. **Purchasing Cards:** Purchasing cards are issued to improve efficiency and make additional vendors available to provide goods for the Village through internet sales.
 - a. Issuance of Purchasing Cards: Employees may be issued a purchasing card upon request by the Department Director and approval by Finance Director and the Village Manager. Each card has a monthly purchase limit based upon the purchasing requirements of the employee. Employees must sign an agreement that they will use the card only for Village related purchases.
 - b. Use of Purchasing Cards: Use of a purchasing card does not change the approval structure established in Section B of this policy.

Each employee provided a Purchasing Card is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. If an employee's card is used for egregious or repeated unauthorized purposes or uses, monthly reporting is not made in a timely manner, or it is used outside of the permissions of this policy, the employee's purchasing card may be immediately suspended or revoked, temporarily or permanently. If such action is taken, the employee's supervisor will be advised of the action and reasons for such action.

As with all purchases made on the Village's behalf, goods purchased with a purchasing card are exempt from sales tax. This is indicated on the front of all cards and should be pointed out to the vendor to prevent sales tax from being charged on any purchases made with the card. Depending on the vendor, card holders may still need to present the tax exempt letter or complete other documentation in order to receive the exemption.

The Village's purchasing card shall be used for Village purchases only. Absent approval from the Village Manager or Finance Director, the purchasing cards shall not be used for purchases for other people or organizations, even if the Village is reimbursed for the purchase.

- c. Submission of Purchasing Card Expense Reports: Each month, the Accounts Payable Coordinator will receive a summary of all employee charges. Individual statements will be sent to each card holder for coding and approval. Card holders must review their monthly statement and return it to the Finance Department with their signature and an itemized invoice or receipt for each purchase. Department heads must review and approve the purchasing card statements of their employees. Such information shall be submitted to the Finance Department no later than 3 business days prior to the due date on the statement, unless other arrangements are agreed upon, in advance, with the Finance Department. Each month, the Finance Department will advise card holders of the due date via email, providing at least one week notice. All receipts or invoices must describe the Village business purpose for which the goods or services were purchased. All purchases of food or meals must list the individuals or groups that benefited from the meal.

The Accounts Payable Coordinator will review all card purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy. All monthly purchasing card statements will be reviewed and signed off by the Department Director, Finance Director and the Village Manager.

3. **Open Accounts:** To allow for the efficient procurement of routine supplies, the Village has established a limited number of open accounts at local vendors. Only employees authorized by their Department Director may utilize an open account. When available, purchasing cards should be utilized rather than charging an item to an open account. The Department Director is responsible for ensuring all purchases made on an open account are utilized only for Village business purposes.

Use of an open account does not exempt an employee from obtaining quotes for items over \$1,000. If an item is over \$1,000, quotes must still be obtained as required in Section B (4).

Employees must submit receipts for all purchases made on an open account to the Finance Department. Receipts must describe the Village business purpose for which the items were purchased and include the signature of the employee approving the purchase.

4. **Petty Cash:** Petty cash has been established to expedite miscellaneous purchases and paying of small bills which need not be handled through check payment. These funds are to be used by all departments for facilitating purchases and are not to be used for the purpose of circumventing normal purchasing procedures.

Petty cash requests shall be limited to \$50, unless approved by the Finance Director. Any amount above \$50 must be reimbursed via a check request submitted to the Finance Department.

Each petty cash location shall have a designated custodian who is responsible for disbursing and maintaining the petty cash funds.

The petty cash custodian shall ensure that all petty cash disbursements are properly approved and that a record of each disbursement includes the following information:

- a. Description of purchase.
- b. Budget account.
- c. Signature of employee approving disbursement.
- d. Signature of petty cash custodian.
- e. Signature of petty cash recipient.
- f. Original itemized receipt.

As petty cash is depleted, the custodian shall submit a request to replenish petty cash to the Finance Department. The request shall include all the required documentation for disbursements made since the previous request. The AP Fiscal Clerk will review all purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy and a check will then be issued to the petty cash custodian. The Finance Department may conduct periodic cash counts and/or audits of petty cash.

5.

Review of Vouchers:

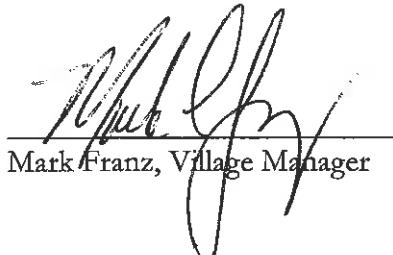
1. Accounts Payable Coordinator: The Accounts Payable Coordinator will review invoices submitted for payment to ensure proper documentation, amount, account coding, and approval.
2. Assistant Finance Director: The Assistant Finance Director will perform a detailed review of the vouchers after the Accounts Payable Coordinator to ensure proper documentation, amount, account coding, and approval.
3. Finance Director: The Finance Director will receive from the Accounts Payable Coordinator a list of the vouchers for review. The Finance Director shall review the list and pose questions and request documentation as he or she deems necessary.
4. Village Attorney: The Village Attorney shall review the vouchers in advance of the board meeting to review items of a legal nature.
5. Village Manager: The Accounts Payable Coordinator will provide the Village Manager with a listing of paid invoices for inclusion on a Village Board Agenda. The Village Manager shall review said listing.

6.

Village Board Approval of Vouchers: All payments will be approved by the Village Board. The Accounts Payable Coordinator will provide the Village Manager's office with a listing of paid invoices for inclusion on a Village Board meeting agenda. The invoice list will also be provided to all Trustees and a Trustee will be designated to review the invoices prior to Village Board payment approval. To ensure prompt payment, checks will be released prior to the Village Board meeting if the purchase has been properly approved and all required signatures and documentation have been received by the Finance Department.

H. MANAGEMENT CONTROLS

1. **Purchase Orders:** Purchase orders will be created for amounts greater than \$20,000, which require board approval prior to purchasing. Purchase orders may be issued for lower dollar amounts if requested by a department. The Accounts Payable Coordinator will create the purchase orders in the accounting system following board approval of a purchase. The purchase order is then sent to the Finance Director for review. A copy of the original purchase order is forwarded to the department making the purchase. The purchase order number must be included on all payment requests.
2. **Inspection and Testing:** The inspection and testing of delivered materials or equipment should occur at the time of delivery. Department Directors are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. In the case of items for inventory or resale, Department Directors are responsible for maintaining an ongoing inventory record of such items. The Finance Department may review inventory records on a periodic basis and as part of the annual audit process.
3. **Internal Audits:** The Finance Department will conduct periodic audits of purchases. It shall be the responsibility of each Department Director to provide the Finance Department with the necessary information to verify any purchases chosen for an audit.
4. **External Audits:** The Village will engage an external public accounting firm to perform an annual audit of the financial statements. Such an audit will include an assessment of internal controls related to purchasing.
5. **Treasurer's Report:** The Village will produce an annual Treasurer's Report in accordance with State statutes, which includes all payments to vendors for the past year. The report will be reviewed to assess potential areas to increase purchasing efficiencies.
6. **Public Disclosures:** The Village will produce and publish other reports and disclosures related to payments and disbursements, which may be published on the Village website, hard copy available for public inspection or in another manner as required or allowed by law.
7. **Additional Policies:** Village Management will periodically review and revise additional policies related to purchasing including, but not limited to, uniforms, travel, and cell phones. Such policies may be implemented as administrative orders.



Mark Franz, Village Manager

11/14/16
Revision Date

**Capital Improvements Commission**

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/10/18 07:00 PM

Department: Capital Improvements Commission

Department Head: Rich Daubert

Category: Discussion Item

Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 3238)

DOC ID: 3238

Review of 5-Year Capital Plan

ATTACHMENTS:

- April 2018 Meeting Memo (DOC)
- 5 Year CIP Updated 2018-04-06 (PDF)
- VOGI Master Roadway Program 2019-2030 (PDF)
- Location Map Depicting More Extensive Street Rehabilitation Work (PDF)



MEMORANDUM

TO: Capital Improvements Commission

FROM: Rich Daubert, Professional Engineer

DATE: April 6, 2018

RE: Review of 5-Year Capital Plan and Master Roadway Program Plan

Background

As part of the budget preparation cycle each year, staff updates the Village's 5-year capital improvement plan. The most current iteration of the plan, updated April 6, 2018, is attached for reference.

As discussed previously, the Village is considering the near term (~3-years) implementation of the following major projects in the Village's Central Business District:

- Parking Garage ~ \$8M
- Roadway and Streetscape Improvements ~ \$10.5M Plus Utility Improvement Costs

As will be detailed in this memorandum, funding for projects is already tight with full funding for the above projects not fitting within the current 5-year capital plan.

Subject

For the purposes of updating the 5-year capital plan as of most recent, staff assumed that the CBD Streetscape Project would be funded out of the Capital Projects, Sanitary Sewer, and Water Funds. Respective contributions from these funds towards the current \$10.5M Roadway and Streetscape components of the project were programmed in year 2020 of the plan with \$7.35M in Capital, \$1.575M in Sewer, and \$1.575M in Water. Consistent with past budgeting, an additional \$500K was programmed in both the Sewer and Water funds as placeholders for the underground utility improvements.

Given the Parking Garage is still somewhat a moving target in terms of budget and funding, the parking garage project cost was not included in the current plan. However, options including TIF, MFT, and sales taxes are of consideration for supplementing funding of the Streetscape and Parking Garage projects. Other considerations include reviewing the Capital Plan to identify potential project deferrals.

Based on the aforementioned programming, the current five-year plan shows deficits in years 2021 and 2022 with the total shortage in the Capital Fund being on the order of \$2M. However, as noted previously, no funds were programmed for the parking garage.

Recommendation/Action Requested

Staff would like to review the 5-year plan with the CIC to solicit input and identify any suggested or recommended changes by the CIC and staff. To facilitate review of the 5-year capital plan, staff is providing the attached master roadway program plan which includes planned street rehabilitation work from 2019 - 2030.

One of the previously discussed considerations was potentially deferring more extensive street rehabilitation projects to bolster funding for the CBD Streetscape Project. Streets programmed for more extensive rehabilitation are highlighted within the roadway program plan and also depicted on the attached map.

Please note that a column has been added to the master plan specifying the costs could potentially be deferred by resurfacing streets in lieu of the programmed rehabilitation. However, staff does not recommend deferring extensive rehabilitation of all of the streets. Staff's cursory review identified potential opportunities to amend the planned rehabilitation of streets from Type II/IIA resurfacing efforts (involving more extensive curb and driveway approach replacement) to Type IA (milling and resurfacing of the roadway pavement). Potential streets include:

Bemis Road – Route 53 to Sunnybrook
 Carleton – Hill to North End
 Van Damin – Highview to North End
 Shady Lane – Indian to East End
 Indian Drive – Roslyn to Shady
 Memory Court – Indian to East End

The deferral of more extensive rehabilitation of these streets would free approximately \$3M in Capital Projects Fund for the CBD streetscape project. However, this is a short term solution as future substantial rehabilitation of the streets is imminent. A conservative estimate would yield a 10-year deferral of full rehabilitation costs. Staff assumes a conservatively high annual inflation rate of 7.5% which would yield a 10-year future value factor of ~2.06. With the current cost of more extensive rehabilitation of the aforementioned streets being approximately \$3.6M, the future cost of the improvements would be approximately \$7.4M. Staff recognizes this is a conservative calculation but emphasizes that labor and material costs are very volatile in the industry with current costs actually being very advantageous.

Staff looks forward to reviewing this matter in further detail with the CIC.

Attachments

5-Year Capital Plan Updated 4-6-2018
 Master Roadway Program Plan
 Location Map Depicting More Extensive Street Rehabilitation Work

**Village of Glen Ellyn
5-Year Capital Improvement Plan**

D.2.b

Capital Projects Fund						
Capital Fund	CY2017 PROJECTED	CY2018 FORECAST	CY2019 FORECAST	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST
Revenues:						
Property Taxes	\$ 3,588,000	\$ 3,705,516	\$ 3,816,681	\$ 3,931,182	\$ 4,049,117	\$ 4,170,591
Telecommunications Tax	760,000	729,600	700,416	672,399	645,503	619,683
Electricity Use Tax	980,000	980,000	980,000	980,000	980,000	980,000
Natural Gas Use Tax	314,000	318,710	323,491	328,343	333,268	338,267
Real Estate Transfer Tax	730,000	753,579	777,920	803,046	828,985	855,761
Grant Revenue	415,790	3,844,816	-	475,000	-	-
Sale of Property	750,000	-	-	-	-	-
Water & Sewer Contribution for Police Project	100,000	-	-	-	-	-
Forfeiture Funds - To reimburse police station project	300,000	300,000	300,000	260,000	-	-
Miscellaneous Income	80,000	80,000	83,000	83,830	84,668	85,515
Interest Income	80,000	60,000	60,600	61,206	61,818	62,436
Total Revenues	\$ 8,097,790	\$ 10,772,221	\$ 7,042,108	\$ 7,595,007	\$ 6,983,360	\$ 7,112,254
Expenditures:						
Non-Roadway Construction Projects:						
Minor capital investment/other expenditures	\$ 7,500	\$ 28,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Village Green Storm Sewer Replacement	-	300,000	-	-	-	-
Riford Road Drainage Improvements	70,000	-	-	-	-	-
725 and 729 Riford Various Improvements and Expenditures	36,600	-	-	-	-	-
GF1 Lake Ellyn Improvements	46,010	-	-	-	-	-
Lake Road Undergrounding	17,000	-	-	-	-	-
Hill Avenue Bridge	150,000	16,000	-	-	-	-
Hill Avenue Roadway Improvements (Village Contribution)	-	-	180,000	-	-	-
Hill Avenue Utility Sewer and Water (Phase I)	-	-	-	200,000	-	-
Prairie Path Resurfacing	38,000	-	-	-	-	-
Royal Glen Infrastructure Improvements	-	-	-	-	125,000	-
Saint Charles Road Salt Storage Facility	-	75,000	25,000	-	-	-
Street Lighting Improvements - CBD	512,500	-	-	-	-	-
Street Lighting Improvements - 5 Corners	-	70,000	-	-	-	-
Street Lighting Improvements - Roosevelt Road	14,160	-	-	-	-	-
Other Projects: Stormwater, Traffic, etc.	111,240	50,000	50,000	50,000	50,000	50,000
Streetscape and Signage	-	45,000	45,000	-	-	-
Special Engineering Projects	-	-	-	-	-	-
GF2 Taylor Avenue Pedestrian Tunnel	171,000	2,900,000	-	-	-	-
Train Station/Pedestrian Bridge Phase I	100,000	-	-	-	-	-
CBD Over/Underpass Feasibility Study	-	-	-	-	-	-
GF3 Sidewalk Program	76,440	472,000	200,000	150,000	150,000	150,000
IDOT Crosswalks	71,164	-	-	-	-	-
Police Station	9,738,000	-	-	-	-	-
<i>subtotal non-roadway</i>	<u>11,159,614</u>	<u>3,956,000</u>	<u>516,000</u>	<u>416,000</u>	<u>341,000</u>	<u>216,000</u>
Roadway Rehabilitation Program						
Pavement Preservation Program	500,000	500,000	500,000	500,000	500,000	500,000
Pavement Condition Survey	1,950	-	-	25,000	-	-
Baker Hill Ingress/Egress Improvements	50,000	500,000	-	-	-	-
GF4 Crescent Boulevard Reconstruction	28,396	-	160,000	-	-	-
Lambert and Taft Intersection Improvements	6,600	-	40,000	-	-	-
2016 and 2017 Street Resurfacing	1,932,750	-	-	-	-	-
Elm-Oak-Geneva Improvements	270,000	-	-	-	-	-
Kenilworth-Alley Improvements	940,000	-	-	-	-	-
Montclair-East-Davis-Smith Improvements	1,500,000	-	-	-	-	-
GF6 North Park/Main Street Improvements	210,000	2,291,173	-	-	-	-
Bemis Road Reconstruction (Route 53 to Sunny Brook)	-	-	-	-	150,000	1,890,216
DuPage (Nicoll to Bryant) & Nicoll (Roosevelt to DuPage) Streets	-	-	770,000	-	-	-
2015 Annexation Areas - Glen Crest Subdivision	-	-	-	1,415,676	-	-
Future Street Resurfacing/Reconstruction Projects	-	1,250,000	4,363,648	1,866,250	5,401,361	3,745,355
Concrete Street Patching and Rehabilitation Program	-	-	-	550,000	-	550,000
CBD Underground Improvements Study	155,000	-	-	-	-	-
CBD Roadway and Streetscape	6,500	250,000	-	7,350,000	-	-
Sheehan Avenue Improvements	-	-	-	-	-	697,709
Misc. Project Close Outs	-	-	-	-	-	-
IFT / General Fund Engineering	270,600	202,900	207,000	211,000	215,000	219,000
Engineering for Future Projects	70,000	300,000	-	-	-	-
<i>subtotal road program</i>	<u>5,941,796</u>	<u>5,294,074</u>	<u>6,040,648</u>	<u>11,917,926</u>	<u>7,066,361</u>	<u>7,602,280</u>
Total Improvements - Capital Projects Fund	\$ 17,101,410	\$ 9,250,074	\$ 6,556,648	\$ 12,333,926	\$ 7,407,361	\$ 7,818,280
Bond Repayments	\$ 954,044	\$ 953,544	\$ 952,844	\$ 956,494	\$ 954,544	\$ 957,144
Total Expenditures - Capital Projects Fund	\$ 18,055,454	\$ 10,203,618	\$ 7,509,492	\$ 13,290,420	\$ 8,361,905	\$ 8,775,424
Change in Fund Balance, Capital Projects Fund	\$ (9,957,664)	\$ 568,603	\$ (467,385)	\$ (5,695,413)	\$ (1,378,545)	\$ (1,663,170)
Capital Projects Fund Balance, Beginning of Year	\$ 16,424,724	\$ 6,467,060	\$ 7,035,663	\$ 6,568,279	\$ 872,865	\$ (505,679)
Capital Projects Fund Balance, End of Year	\$ 6,467,060	\$ 7,035,663	\$ 6,568,279	\$ 872,865	\$ (505,679)	\$ (2,168,850)

GF# Grant Funded Project And Corresponding Number Code

Village of Glen Ellyn
5-Year Capital Improvement Plan

D.2.b

Facilities Maintenance Reserve Fund							
	CY2017 FORECAST	CY2018 FORECAST	CY2019 FORECAST	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST	
Facilities Maintenance Reserve Fund							
Revenues - Facilities Maintenance Reserve Fund	\$ 802,531	\$ 304,200	\$ 302,000	\$ 302,060	\$ 302,122	\$ 302,185	
Facilities Maintenance Plan:							
Civic Center	220,248	716,500	877,500	157,500	95,500	47,500	
Fire Stations (moved to Fire Service Fund in 2018)	152,820	-	-	-	-	-	
Reno Center	107,064	85,000	40,000	85,000	62,000	8,000	
Police Station	-	-	5,000	5,000	5,000	5,000	
Stacy's Museum and History Center	34,000	10,000	28,000	25,000	20,000	17,500	
Churchill Woods	-	75,000	25,000	-	-	-	
Total Improvements: Facilities Maintenance Reserve Fund	\$ 514,132	\$ 886,500	\$ 975,500	\$ 272,500	\$ 182,500	\$ 78,000	
Change in Fund Balance, FMR Fund	\$ 288,399	\$ (582,300)	\$ (673,500)	\$ 29,560	\$ 119,622	\$ 224,185	
FMR Fund Balance, Beginning of Year	\$ 923,709	\$ 1,212,108	\$ 629,808	\$ (43,692)	\$ (14,132)	\$ 105,490	
FMR Fund Balance, End of Year	\$ 1,212,108	\$ 629,808	\$ (43,692)	\$ (14,132)	\$ 105,490	\$ 329,675	

Motor Fuel Tax Fund							
	CY2017 PROJECTED	CY2018 FORECAST	CY2019 FORECAST	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST	
Motor Fuel Tax Fund							
Capital Revenues - Motor Fuel Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Crescent Boulevard Reconstruction	131,266	-	-	-	-	-	
Total Improvements - MFT Fund	131,266	-	-	-	-	-	
Total Governmental Capital Improvements	\$ 18,700,852	\$ 11,090,118	\$ 8,484,992	\$ 13,562,920	\$ 8,544,405	\$ 8,853,424	

* This schedule is project based and excludes the purchases of vehicles and equipment; totals may not tie to the Summary of Budgeted Capital Investment.

Attachment: 5 Year CIP Updated 2018-04-06 (3238 : Review of 5-Year Capital Plan)

**Village of Glen Ellyn
5-Year Capital Improvement Plan**

D.2.b

Water & Sewer Fund						
	CY2017 FORECAST	CY2018 FORECAST	CY2019 FORECAST	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST
Water & Sanitary Sewer Fund						
Capital Revenues - Water & Sewer Fund	\$ 4,220,000	\$ 3,167,000	\$ 3,209,000	\$ 3,165,000	\$ 3,251,700	\$ 3,291,000
CDBG Grant/Potential SSA to fund Royal Glen	\$ -	\$ -	\$ -	\$ -	\$ 1,885,000	\$ -
Water Projects:						
Street Program - subject to change - projects are itemized, if known						
CBD Underground Improvements	\$ 50,000	\$ -	\$ -	\$ 2,075,000	\$ -	\$ -
Elm-Oak Improvements	90,000	-	-	-	-	-
Kenilworth-Alley Improvements	245,000	-	-	-	-	-
Montclair-East-Davis-Smith Improvements	600,000	-	-	-	-	-
North Park/Main Street Improvements	40,000	682,021	-	-	-	-
Bemis Road Reconstruction (Route 53 to Sunny Brook)	-	-	-	-	35,000	735,381
Sheehan Avenue Improvements	-	-	-	-	-	422,844
Crescent Boulevard Reconstruction	-	-	-	-	-	-
Misc. Project Close Outs	138,680	-	-	-	-	-
Future Street Projects	-	60,000	1,649,037	698,612	\$ 1,453,585	\$ 1,337,750
Street Repairs	2,500	-	18,000	18,000	18,000	18,000
Non-Roadway Projects:						
Standalone Main Replacements:						
Roosevelt Road Water Main	250,000	250,000	1,000,000	1,000,000	1,000,000	-
Roosevelt Road and Route 53 Water Main Lining	75,000	1,500,000	-	-	-	-
Hill Avenue Water Main	-	50,000	-	500,000	-	-
Royal Glen Infrastructure Improvements	-	75,000	-	-	1,675,000	-
Other Projects:						
Wilson & Newton Pumping Station Rehabilitation	25,000	-	-	-	500,000	-
WPAS & NPAS Rehabilitation	-	-	-	-	-	-
Standby Well Rehabilitation	-	-	-	-	-	-
Reservoir Rehabilitation	-	-	200,000	-	-	-
SCADA Reinstrumentation	-	-	-	-	-	150,000
Water Meter Fixed Network Upgrade	-	297,500	297,500	-	-	-
Reno Center Improvements	-	65,000	-	-	-	-
COD Water Main Acquisition/Looping	-	-	50,000	-	-	-
Engineering for Future Projects	25,000	40,000	-	-	-	-
Subtotal - Water Projects	\$ 1,541,180	\$ 3,019,521	\$ 3,214,537	\$ 4,291,612	\$ 4,681,585	\$ 2,663,975
Sewer Projects:						
Street Program - subject to change - projects are itemized, if known						
CBD Underground Improvements	\$ 320,000	\$ -	\$ -	\$ 2,075,000	\$ -	\$ -
2014 Elm-Geneva Connectors-Cottage	-	-	-	-	-	-
Glenwood-Arbor-Ridgewood	-	-	-	-	-	-
Elm-Oak Improvements	250,000	-	-	-	-	-
Kenilworth-Alley Improvements	245,000	-	-	-	-	-
Montclair-East-Davis-Smith Improvements	800,000	50,000	-	-	-	-
North Park/Main Street Improvements	20,000	214,340	-	-	-	-
Bemis Road Reconstruction (Route 53 to Sunnybrook)	-	-	-	-	37,500	740,061
Sheehan Avenue Improvements	-	-	-	-	-	255,378
General Spots Repairs (Other Streets)	-	135,000	-	-	-	-
Miscellaneous Project Close Outs	-	-	-	-	-	-
Future Street Projects	-	-	1,033,991	826,301	1,050,125	501,196
Street Repairs	2,500	18,000	18,000	18,000	18,000	18,000
Engineering for Future Projects	50,000	135,000	-	-	-	-
Non-Roadway Projects:						
I/I Reduction (Lining + Repairs)	563,452	500,000	500,000	500,000	\$ 500,000	\$ 500,000
Hill Avenue Sanitary Sewer	-	25,000	-	250,000	-	-
Lift Station Rehab	-	-	-	-	-	-
Hill Avenue	-	25,000	-	-	-	-
Memory Court	-	75,000	625,000	-	-	-
Surrey	-	-	150,000	-	-	-
South Park	-	-	-	-	-	-
Orchard Place	-	-	-	-	-	400,000
Police Station-Utilities	50,000	-	-	-	-	-
Royal Glen Infrastructure Improvements	-	40,000	-	-	85,000	-
Reno Center Improvements	-	65,000	-	-	-	-
Subtotal - Sewer Projects	\$ 2,300,952	\$ 1,282,340	\$ 2,326,991	\$ 3,669,301	\$ 1,690,625	\$ 2,414,636
Total Improvements - Water & Sewer Fund	\$ 3,842,132	\$ 4,301,861	\$ 5,541,528	\$ 7,960,914	\$ 8,062,835	\$ 7,493,246
Change in Capital Balance, Water & Sewer Fund	\$ 377,868	\$ (1,134,861)	\$ (2,332,528)	\$ (4,795,914)	\$ (2,926,135)	\$ (4,202,246)
Water & Sewer Capital Fund Balance, Beginning of Year	\$ 5,689,135	\$ 6,067,003	\$ 4,932,142	\$ 2,599,614	\$ (2,196,300)	\$ (5,122,435)
Water & Sewer Capital Fund Balance, End of Year	\$ 6,067,003	\$ 4,932,142	\$ 2,599,614	\$ (2,196,300)	\$ (5,122,435)	\$ (9,324,681)

Attachment: 5 Year CIP Updated 2018-04-06 (3238 : Review of 5-Year Capital Plan)

**Village of Glen Ellyn
5-Year Capital Improvement Plan**

D.2.b

Parking Fund							
	CY2017 FORECAST	CY2018 FORECAST	CY2019 FORECAST	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST	
Parking Fund							
Civic Center Parking Lot Resurfacing	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	-
Crescent East Parking Lot Resurfacing	-	-	46,818	-	-	-	-
Crescent West Parking Lot Resurfacing	-	-	32,773	-	-	-	-
Duane/Glenwood Paver Maintenance	-	-	-	-	-	-	-
Duane/Lorraine Parking Lot Resurfacing	202,500	-	-	-	-	-	-
Forest/Duane Parking Lot Resurfacing	12,000	-	-	-	-	-	-
Glenwood/Crescent Parking Lot Resurfacing	-	-	-	-	-	-	-
History Center Parking Lot Resurfacing	16,000	-	-	-	-	-	-
Main/Glenwood East Lot Resurfacing	-	-	-	-	-	-	96,607
Main/Glenwood West Lot Resurfacing	-	-	42,136	-	-	-	-
Main/Glenwood Retaining Wall Replacement	19,000	-	250,000	-	-	-	-
Main/Penn Lot Resurfacing	-	140,000	-	-	-	-	-
Montclair Commuter Lot Resurfacing	-	-	-	-	132,598	-	-
Shock's Square	-	35,000	-	-	-	-	-
Stuart East Parking Lot Resurfacing	-	-	-	-	-	-	-
Stuart West Parking Lot Resurfacing	-	-	-	-	-	-	-
General Parking Lot Maintenance	20,500	10,000	10,000	10,000	\$ 10,000	\$ 10,000	10,000
Wayfinding Signage	-	50,000	-	-	-	-	-
Electronic Payboxes in Duane/Lorraine Lot	24,000	-	-	-	-	-	-
CBD Surface Parking Lot Light Conversion HPS to LED	30,000	-	-	-	-	-	-
Total Improvements - Parking Fund	\$ 324,000	\$ 235,000	\$ 381,727	\$ 10,000	\$ 142,598	\$ 106,607	

Grants							
GF6 North Park /Main Street	\$ -	\$ 1,599,000	\$ -	\$ -	\$ -	\$ -	-
GF1 Lake Ellyn OCS Community Development Block Grant Disas	279,500	-	-	-	-	-	-
GF1 Lake Ellyn OCS Project Park District Contribution Towards D	-	-	-	-	-	-	-
Lambert and Taft Highway Safety Improvement (Not Yet Se	-	-	-	-	-	-	-
GF8 Central Business District Lighting Grant	-	-	-	-	-	-	-
GF9 Central Business District STP LAFO Grant	-	-	-	475,000	-	-	-
Crescent Boulevard STP Resurfacing (Lake to East Village Li	-	-	-	-	-	-	-
CMAQ Crosswalk Improvements-53/Pershing; Nicoll/Rvlt;							
GF3 Lambert/Rvlt.	54,790	85,816	-	-	-	-	-
GF5 Geneva Road Sidewalk Cost Share With DuPage County	-	-	-	-	-	-	-
Geneva Road Stormwater Improvements	52,500	-	-	-	-	-	-
Lake Road Underground Contributions	20,000	-	-	-	-	-	-
Sale of Lake Road Right-Of-Way	9,000	-	-	-	-	-	-
GF2 Taylor Street Underpass	-	2,160,000	-	-	-	-	-
Newton Storm Sewer - DCEO Grant	-	-	-	-	-	-	-
Total Grants	\$ 415,790	\$ 3,844,816	\$ -	\$ 475,000	\$ -	\$ -	

GF4 The project costs for Crescent Boulevard already account for the associated grants

** This schedule is project based and excludes the purchases of vehicles and equipment; totals may not tie to the Summary of Budgeted Capital Investment.*

This project is also on a cash flow basis and contemplates when project payments will occur rather than the year they will be approved in the budget. An example would be a project that is approved in the 2017 budget, but has payments that will be made in 2018 as work progresses on the project. Thus, this schedule will not correlate directly to budgeted amounts.

***Revenues are included for those funds that have dedicated capital revenue streams.*

Attachment: 5 Year CIP Updated 2018-04-06 (3238 : Review of 5-Year Capital Plan)

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM**NO RECONSTRUCTION OF UNCURBED STRETS - JUST SKIP PATCHING****DEFINITIONS AND TERMS:**

SEGMENT: Street or roadway segment undergoing rehabilitation

PCI - 2004: Pavement Condition Index from summer 2004 assessment based on comprehensive digital imaging of entire roadway network

PCI - 2008: Pavement Condition Index from summer 2008 assessment based on comprehensive digital imaging of entire roadway network

PCI - 2012: Pavement Condition Index from summer 2012 assessment based on comprehensive digital imaging of entire roadway network

PCI - 2016: Pavement Condition Index from summer 2016 assessment based on comprehensive digital imaging of entire roadway network

The pavement condition rating for a roadway segment is determined by the Pavement Condition Index, or PCI, which is a numerical indicator based on scale of 0 to 100 (with 100 for a newly paved street and 0 for a completely failed street).

The PCI is a measure of the pavement's structural integrity and surface operating condition.

LENGTH: Length of the roadway segment in feet

WIDTH: Nominal width of the roadway pavement, not including curbs, in feet (20 ft. is the minimum default in most cases)

AREA: Pavement area in square yards

TYPE OF REHABILITATION: The proposed level of rehabilitation anticipated for the roadway segment:

FULL RECONSTRUCTION - Complete rebuilding of the roadway with either concrete or full-depth asphalt

TYPE IA RESURFACING - Limited curb repairs; removal and replacement of asphalt surface

TYPE IB RESURFACING - More extensive spot curb repairs; removal and replacement of asphalt surface

TYPE IC RESURFACING - Curb installation or replacement on one side only; base repair; replacement of asphalt surface;

special drainage or construction considerations

TYPE II RESURFACING - Full curb replacement; most driveway approaches will be replaced; more extensive

parkway restoration; removal and replacement of asphalt surface

TYPE IIA RESURFACING - Full curb replacement; most driveway approaches will be replaced; more extensive

parkway restoration; removal and replacement of asphalt surface; and complete replacement of the roadway base

STREET REHABILITATION COST: The estimated total cost of street rehabilitation construction, including an allowance for inflation and scope of work adjustments

Engineering expenses are assumed to add 10% to the calculated construction cost (based on Board directive to reduce costs to 10%)

Annual Inflation Factor is:

7.50%

Type

Unit Costs
(\$/SY)
(2016 Basis)

Alley

\$150

Asphalt Reconstruction

\$250

Concrete Reconstruction

\$275

Skip Patch

\$20

Type IA

\$25

Type IB

\$35

Type IC

\$75

Type II

\$150

Type IIA

\$210

2019 - 2030 ROADWAY PROGRAM COST SUMMARY

Calendar Year	Total Construction Cost	Total Cost w/ Engineering	Total Miles
2019	\$ 4,666,953	\$ 5,133,649	1.68
2020	\$ 13,186,228	\$ 13,769,850	5.55
2021	\$ 4,643,109	\$ 5,107,420	4.48
2022	\$ 3,904,868	\$ 4,295,355	3.27
2023	\$ 4,045,548	\$ 4,450,103	4.94
2024	\$ 3,396,326	\$ 3,735,959	4.27
2025	\$ 5,869,134	\$ 6,456,047	4.51
2026	\$ 6,146,595	\$ 6,761,254	7.68
2027	\$ 7,645,441	\$ 8,409,985	5.40
2028	\$ 7,805,838	\$ 8,586,422	4.99
2029	\$ 4,711,800	\$ 5,182,980	2.61
2030	\$ 3,739,268	\$ 4,113,194	3.03
>2030	\$ 4,210,183	\$ 4,631,202	3.03
Totals	\$ 73,971,291	\$ 80,633,420	55.45

PROPOSED 2019 - 2030 PROGRAM

Year: 2019 (CY - 19)

[illegible]

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

Year: 2020 (CY - 20)											
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost	Potential Deferral B Resurfacing
Sheehan: Park to IL Route 53	87/94	84	87	74	2,478	23	6,333	Type IC	100.160	\$ 634,281	
Duane St.: Lawrence to Daven	89	81	49	96	762	23	1,947	Type II	200.320	\$ 390,091	\$ 325,000
Duane St.: Dawn to Lorraine	89	86	76	75	1,098	23	2,806	Type IA	33.387	\$ 93,683	
Evergreen Av: Duane to Hillside	100	83	84	76	586	22	1,432	Type II	200.320	\$ 286,948	\$ 239,112
Dawn Ave: Duane to Hillside	100	79	80	77	460	23	1,176	Type II	200.320	\$ 235,488	\$ 196,248
Kenilworth: Duane to Hillside	100	100	89	88	391	21	912	Type IC	100.160	\$ 91,379	
Center St: Evergreen to Lorraine	95	92	88	73	463	23	1,183	Type II	200.320	\$ 237,024	\$ 197,520
Anthony St: West End to Kenilworth	98	90	82	67	623	20	1,384	Type IA	33.387	\$ 46,222	
2015 Annexation Areas - Glen Crest Subdivision					9,300	var	27,534	Type IB	46.741	\$ 1,286,978	
See Annexation Spreadsheet for greater detail and a street-by-street breakdown: X:\publcs\engineer\cap_imp\2014 annexation areas ...											
Sheehan: Jonathon to Sunnybrook	73	96	96	78	735	24	1,960	Type IA	33.387	\$ 65,438	
Braeburn Ct: Sheehan to South End	N/A	96	96	85	360	24	960	Type IA	33.387	\$ 32,051	
Chapel Ct.: North and South	100	96	85	58	1,523	24	4,061	Type IB	46.741	\$ 189,832	
Marston: West End to Maple	100		77	64	365	21	852	Type IA	33.387	\$ 28,434	
Bemis Road: Route 53 to Sunnybrook				37	2,014	23	5,147	Asphalt Reconstruction	333.867	\$ 1,718,378	\$ 1,546,548
Central Business District Streetscape Project											
Main: Hillside to Anthony (CBD)	97-81	89-77	86-68	59-45	1,722	40 to 47	8,062	Type IB	0.000	\$ -	
Pennsylvania: Prospect to Main (CBD)	88	84	75-66	64	949	43	4,534	Type IB	0.000	\$ -	
Pennsylvania: Main to Park (CBD)	71	88	73	59	935	44	4,571	Type IB	0.000	\$ -	
Crescent: Prospect to Main (CBD)	87	85	80	63	881	42	4,111	Type IB	0.000	\$ -	
Crescent: Main to Park (CBD)	87-65	86-76	78-65	68-45	979	34 to 48	4,533	Type IB	0.000	\$ -	
Forest: Crescent to Pennsylvania (CBD)	91	90	85	62	387	47	2,021	Type IB	0.000	\$ -	
Glenwood: Crescent to Pennsylvania (CBD)	92	90	78	63	311	50	1,728	Type IB	0.000	\$ -	
Prospect: Duane to Pennsylvania (CBD)	83	77	63-51	54	557	36	2,228	Type IB	0.000	\$ -	
Duane: Prospect to Main (CBD)	87	78	61	42	923	30	3,077	Type IIA	0.000	\$ -	
Duane: Main to Forest (CBD)	86	82	74	53	528	48	2,816	Type IB	0.000	\$ -	
CBD Subtotal (includes engineering) - Amount Recommended by CIC - Capital Component Only										\$ 7,350,000	
Concrete Street Patching and Rehabilitation Program											
Main: Anthony to Elm				57						\$ 300,000	
Kenilworth: Anthony to Geneva				70						\$ 200,000	
GRAND TOTALS					29,330		5.55 miles			\$ 13,186,228	\$ 2,584,448
							with engineering @ 10%			\$ 13,769,450	\$ 250,450
										Total	\$2,754,898

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

Year: 2021 (CY - 21)											
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost	Potential Deferral B Resurfacing
Crescent: Lake to Roger *	100	98	83	64	3,019	25	8,386	Type IB	50,247	\$ 421,377	
Crescent: Roger to (current) East Village Limits *	100	98	88	70	2,000	25	5,556	Type IB	50,247	\$ 279,150	
* Eligible for Federal Funding (LAFO Project): Estimated Construction Cost = \$700,000; Federal Amount = \$490,000; engineering = \$100,000											
Crescent Drive: Crescent to North End	154	28	-1	53	285	32	1,013	Type II	215,344	\$ 218,216	\$ 181,844
Galena Pl.: Crescent to North End	163	19	-12	53	688	31	2,370	Type II	215,344	\$ 510,318	\$ 425,267
Park Row: Willis to Crescent	100	93	85		461	21	1,076	Type IB	50,247	\$ 54,049	
Crescent Court: Park Row to Crescent	100	98	86		592	21	1,381	Type IB	50,247	\$ 69,408	
Willis: Park Row to Riford	100	92	84	57	1,397	21	3,260	Type IB	50,247	\$ 163,789	
Lee: Willis to Crescent	100	93	84	68	855	21	1,995	Type IB	50,247	\$ 100,243	
Taylor: Duane to Walnut	76	54	73	55	445	21	1,038	Type IB	50,247	\$ 52,173	
Carleton: Duane to Walnut	100	100	87	63	480	25	1,333	Type IB	50,247	\$ 66,996	
Riford: Ellymwood to Crescent	98	87	82/76	68	1,168	24	3,115	Type IB	50,247	\$ 156,503	
Roger: Ellymwood to Crescent	100	90	85	78	945	21	2,205	Type IB	50,247	\$ 110,795	
Hickory: Ellymwood to Crescent	100	94	79 - 88	50-79	1,077	24	2,872	Type IB	50,247	\$ 144,309	
Midway Park: Ellymwood to Woodland	100	94	84	69	1,350	20	3,000	Type IB	50,247	\$ 150,741	
Edgewood: Riford to Hickory	100	93	84	79	612	24	1,632	Type IB	50,247	\$ 82,003	
Ellymwood: Riford to Roger	100	97	83 - 94	71-62	1,222	20	2,716	Type IB	50,247	\$ 136,449	
Woodland: Hickory to Roger	100	90	86	68	885	24	2,360	Type IB	50,247	\$ 118,583	
Clifton: Roger to East End	N/A	76	82	100	248	20	551	Type IB	50,247	\$ 27,692	
Cumnor: Ellymwood to Crescent	100	66	26	17	850	20	1,889	Skip Patch	28,713	\$ 54,235	
Ellymwood: Roger to Cumnor	100	76	46	62	822	20	1,827	Skip Patch	28,713	\$ 52,448	
Clifton: Cumnor to Scott		49	41	35	748	20	1,662	Skip Patch	28,713	\$ 47,727	
Scott: Clifton to Crescent		52	35	14	440	20	978	Skip Patch	28,713	\$ 28,075	
Spalding Ct: West End to Montclair	100	90	75	72	167	20	371	Type IA	35,891	\$ 13,319	
Carleton: Hill to North End	100	96	89	72	385	21	898	Type II	215,344	\$ 193,451	\$ 161,207
Van Damm: Highview to North End	89	86	85	73	481	20	1,069	Type II	215,344	\$ 230,179	\$ 191,818
Shady Lane: Indian to East End	99	92	87	65	500	22	1,222	Type IIA	301,482	\$ 368,478	\$ 324,612
Indian Drive: Roslyn to Shady	99	92	89	74	765	23	1,955	Type IIA	301,482	\$ 589,398	\$ 519,231
Memory Ct: Indian to East End	0	92	84	75	205	23	524	Type IIA	301,482	\$ 157,943	\$ 139,146
Glen Arbor: West End to Bloomingdale	100	95	82	77	565	20	1,256	Type IA	35,891	\$ 45,063	
GRAND TOTALS					23,657		4.48 miles			\$ 4,643,109	\$ 1,943,121
									with engineering @ 10%	\$ 5,107,420	\$ 194,312
										Total	\$2,137,433

Attachment: VOGEL Master Roadway Program 2019-2030 (3238 : Review of 5-Year Capital Plan)

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

Year: 2022 (CY - 22)										
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost
Joyce Ct: Main to North End	100	97	91	65	652	22	1,594	Type IA	38,583	\$ 61,492
Phillips: Prospect to Main	97	93	90	82	923	20	2,051	Type IB	54,016	\$ 110,792
Taft: Lambert to Main	100	96	83	75	2,468	34	9,324	Type IA	38,583	\$ 359,726
Taft : Park to Nicoll Way	100	94	89	75	1,526	26	4,408	Type IB	54,016	\$ 238,125
Exmoor: Taft to Roosevelt	100	94	88	73	340	26	982	Type IB	54,016	\$ 53,055
Ahlstrand: Park to West Village Limit		73	68	41	275	22	672	Skip Patch	30,866	\$ 20,749
Ahlstrand: Park to East Village Limit		68	54	36	1,440	22	3,520	Skip Patch	30,866	\$ 108,648
Stanton: Ahlstrand to Village Limit		70	54	43	210	22	513	Skip Patch	30,866	\$ 15,845
Raintree Subdivision Streets										
Carlisle Court: Greenbriar to Prince Edward	100	96	96	85	1,412	24	3,765	Type IC	115,748	\$ 435,828
Williamsburgh: Greenbriar to Park	100	92	92 - 88	68	2,012	24	5,365	Type IC	115,748	\$ 621,025
Greenbriar: Raintree to Williamsburgh	100	100	91	75	613	24	1,635	Type IC	115,748	\$ 189,209
Greenbriar: Raintree to Prince Edward	100	100	96	86	543	24	1,448	Type IA	38,583	\$ 55,868
Prince Edward: Greenbriar to Raintree	8	96	92	83	1,593	24	4,248	Type IA	38,583	\$ 163,899
Prince Edward: Raintree to Williamsburgh	8 -17	99 - 96	98 -95	84	639	24	1,704	Type IC	115,748	\$ 197,234
Raintree: Greenbriar to Park	100	98	96	85	1,566	33	5,742	Type IC	115,748	\$ 664,623
Stafford: Greenbriar to Raintree	100	97	94	82	1,057	24	2,819	Type IA	38,583	\$ 108,751
Concrete Street Patching and Rehabilitation Program										
Hill Avenue										\$ 500,000
GRAND TOTALS					17,269		3.27 miles with engineering @ 10%			\$ 3,904,868 \$ 4,295,355

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

Year: 2023 (CY - 23)										
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost
Greenfield: Brandon to Main	100	94	89	78	1,612	22	3,540	Type IB	58.067	\$ 228,809
Arlington: Regent to Glenwood	100	94 - 96	85 - 89	85	1,008	22	2,464	Type IB	58.067	\$ 143,076
Regent: Greenfield to Turner	99	91	88	84	1,030	22	2,518	Type IB	58.067	\$ 146,199
South Ellyn: Marston to Harding	91 - 100	86 - 89	86 - 89	70-61	2,616	23	6,685	Type IB	58.067	\$ 388,195
South Ellyn: Buena Vista to Marston	100	94	94	92-84	587	22	1,435	Type IB	58.067	\$ 83,319
Glen Haven Ln: Ellyn to East End	100	94	94	93	287	24	765	Type IB	58.067	\$ 44,440
Glenbard: Montclair to Route 53	100	94	78 - 90	86-73	1,273	24	3,395	Type IB	58.067	\$ 197,117
Harding: Park to Montclair	100	98	58 - 93	75-70	1,260	24	3,360	Type IB	58.067	\$ 195,104
Marston: Park to Milton	98	92	88 - 90	71-65	990	23	2,530	Type IB	58.067	\$ 146,909
Milton: Marston to Harding	94 - 95	87 - 90	85 - 87	63-51	2,623	23	6,703	Type IB	58.067	\$ 389,234
Montclair: Ambert Ridge to Harding	98	95	83 - 92	76	1,143	24	3,048	Type IB	58.067	\$ 176,987
Stonegate Court: Glenbard to South End	100	99	98	81	280	25.8	803	Type IB	58.067	\$ 46,608
Hedge Court: Glenbard to South End	100	94	94	82	269	24	717	Type IB	58.067	\$ 41,653
Linden: Western to Main	100	99 - 100	96 - 98	97	1,780	20	3,956	Type IA	41.476	\$ 164,062
Maple: Western to Main	100	97	89 - 95	95	1,978	20	4,396	Type IA	41.476	\$ 182,311
Pleasant: Hawthorne to Maple	90	86	83 - 85	77-65	1,422	20	3,160	Type IB	58.067	\$ 183,491
Prairie: Hawthorne to Oak	100	93	85 - 92	87-76	2,085	20	4,633	Type IB	58.067	\$ 269,042
Highland: Linden to Oak	97 - 100	87 - 96	75 - 89	78-69	1,274	20	2,831	Type IB	58.067	\$ 164,393
Lenox: Oak to St. Charles	98	94	86 - 94	94-83	1,147	20	2,549	Type IA	41.476	\$ 105,718
Forest: Oak to Elm	24	100	92	84	684	20	1,520	Type IA	41.476	\$ 63,044
Carolyn Drive: Muirwood to South End	100	94	56	49	257	21	600	Type IC	124.429	\$ 74,616
Muirwood: Park to North End		99	98	92	492	27	1,476	Type IA	41.476	\$ 61,219
Concrete Street Patching and Rehabilitation Program										
Western / Oak / Essex / Grand										\$ 300,000
Lorraine / Duane										\$ 250,000
GRAND TOTALS					26,097		4.94 miles		with engineering @ 10%	\$ 4,045,548
										\$ 4,450,103

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

Year: 2024 (CY - 24)

Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2015	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost
Fairview: Main to Forest	100	94	91	77	426	25	1,183	Type IB	62,422	\$ 73,866
Fairview: Forest to Crest	100	94	77	73	403	25	1,119	Type IB	62,422	\$ 69,878
Fairview: Crest to East	100	94	91	79	350	25	972	Type IB	62,422	\$ 60,688
Fairview: East to Park	100	94	91	76	345	26	997	Type IB	62,422	\$ 62,214
Annandale: Hillside to Duane	100	100	98	94	508	19	1,072	Type IA	44,587	\$ 47,817
Anthony: Kenilworth to Newton	99	98	87	82	872	18	1,744	Type IA	44,587	\$ 77,760
Anthony: Newton to Western	99	99	86	75	690	22	1,687	Type IA	44,587	\$ 75,203
Cottage: Kenilworth to Newton	100	95	93	82	872	20	1,938	Type IA	44,587	\$ 86,400
Cottage: Newton to Western	100	95	87	83	693	20	1,540	Type IA	44,587	\$ 68,664
Crest: Fairview to Revere	100	97	92	85	528	20	1,173	Type IB	62,422	\$ 73,241
Crest: Revere to High	100	97	96	80	572	20	1,271	Type IB	62,422	\$ 79,345
Evergreen: Geneva to North End	100	99	89	75	590	24	1,573	Type IC	133,761	\$ 210,450
Forest: Fairview to Revere	100	96	90	84	528	20	1,173	Type IB	62,422	\$ 73,241
Forest: Revere to High	100	96	92	84	581	20	1,291	Type IB	62,422	\$ 80,593
Forest: High to Lakeview Terr.	96	94	92	88	544	20	1,209	Type IB	62,422	\$ 75,461
High: Main to Forest	100	96	92	92	517	20	1,149	Type IB	62,422	\$ 71,716
High: Forest to Crest	100	96	94	96	363	20	807	Type IB	62,422	\$ 50,354
High: Crest to East	99	97	92	80	346	20	769	Type IB	62,422	\$ 47,995
High: East to Park	99	97	95	96	360	20	800	Type IB	62,422	\$ 49,937
Hillside: Park to Annandale	100	99	87	81	438	24	1,168	Type IA	44,587	\$ 52,078
Hillside: Annandale to Montclair	100	99	87	81	364	24	971	Type IA	44,587	\$ 43,279
Hillside: Montclair to Taylor	100	99	95	93	1,032	24	2,752	Type IA	44,587	\$ 122,703
Montclair: Hill to Bremer Ct.	100	100	96	88	326	20	724	Type IA	44,587	\$ 32,301
Montclair: Bremer Ct. to Hillside	100	100	97	92	472	20	1,049	Type IA	44,587	\$ 46,767
Montclair: Hillside to Duane	100	92	87	78	514	20	1,142	Type IA	44,587	\$ 50,928
Montclair: Duane to North End	100	99	94	82	452	20	1,004	Type IA	44,587	\$ 44,785
Newton: Pennsylvania to Anthony	100	96	90	81	706	20	1,569	Type IA	44,587	\$ 69,952
Newton: Anthony to Cottage	100	96	94	86	375	20	833	Type IA	44,587	\$ 37,156
Newton: Cottage to Cottage	100	98	89	84	186	20	413	Type IA	44,587	\$ 18,429
Newton: Cottage to Hawthorne	100	98	93	87	330	20	733	Type IA	44,587	\$ 32,697
Newton: Hawthorne to Linden	100	100	98	90	660	20	1,467	Type IA	44,587	\$ 65,394
Pleasant: Geneva to Stagecoach	100	97	92	68	173	24	461	Type IB	62,422	\$ 28,797
Revere: Main to Forest	100	100	94	94	441	20	980	Type IB	62,422	\$ 61,173
Revere: Forest to Crest	100	100	94	90	419	20	931	Type IB	62,422	\$ 58,122
Revere: Crest to East	100	100	96	94	348	20	773	Type IB	62,422	\$ 48,273
Revere: East to Park	100	100	96	91	358	20	796	Type IB	62,422	\$ 49,660
Saddlewood: St. Charles & Loop	100	99	94	78	1,745	27.7	5,371	Type IB	62,422	\$ 335,250
Stagecoach Run: West End to Pleasant	100	96	85	66	520	24	1,387	Type IB	62,422	\$ 86,558
Stagecoach Run: Western to Pleasant	100	97	84	59	1,522	24	4,059	Type IB	62,422	\$ 253,349
Deerglen Ct.: Second to South End		100	96	80	690	20	1,533	Type IA	44,587	\$ 68,367
Second: W. of Deerglen to N. of Deerglen			100	67	400	20	889	Type IB	62,422	\$ 55,486
Concrete Street Patching and Rehabilitation Program										
Farewell										\$ 300,000
GRAND TOTALS					22,559		4.27 miles			\$ 3,396,326
								with engineering @ 10%		\$ 3,735,959

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

Year: 2025 (CY - 25)											
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost	Potential Deferral B Resurfacing
Exmoor: Revere to Highview	100	99	96 - 97	84	1,389	20	3,087	Type IA	47,931	\$ 147,947	
Grandview: Route 53 to May	100	98	79	46	542	24	1,445	Type IC	143,793	\$ 207,829	
Grandview: May to Valley	100	99	88	72	527	24	1,405	Type IA	47,931	\$ 67,359	
Grandview: Valley to Highview	100	99	89	69	592	24	1,579	Type IC	143,793	\$ 227,001	
Grandview: Highview to Smith	100	100	94	80	912	24	2,432	Type IA	47,931	\$ 116,568	
Highview: Park to Montclair	100	97	94	81-77	788	20	1,751	Type IA	47,931	\$ 83,932	
Highview: Montclair to Bryant	100	97	86 - 92	74	1,423	20	3,162	Type IB	67,103	\$ 212,196	
Highview: Bryant to Grandview	100	92	87	66	853	23	2,180	Type IB	67,103	\$ 146,278	
Marion: Kenilworth to Western	100	97	91	88	1,542	20	3,427	Type IA	47,931	\$ 164,243	
May: Spring to Granview	100	96	96	58	381	23	974	Type IB	67,103	\$ 65,336	
May: Grandview to Highview	100	96	88 - 91	58	1,264	23	3,230	Type II	287,586	\$ 928,966	\$ 774,138
May: Highview to Hill	88	85	74 - 85	58	1,525	22	3,728	Type IB	67,103	\$ 250,146	
Menton: Revere to Highview	100	98 - 100	95 - 97	97-79	1,364	20	3,031	Type IA	47,931	\$ 145,284	
Montclair: Revere to Highview	100	100	92 - 98	92-74	1,382	20	3,071	Type IA	47,931	\$ 147,201	
Revere: Park to Bryant	100	100	95 - 97	92-83	2,183	20	4,851	Type IA	47,931	\$ 232,518	
Revere: Bryant to May	100	92	86 - 87	66	843	23	2,154	Type II	287,586	\$ 619,556	\$ 516,298
Lowell: South End to Revere	100	100	87	60	483	23	1,234	Type IC	143,793	\$ 177,488	
Taylor: Revere to Highview	100	100	98 - 100	91	1,434	20	3,187	Type IA	47,931	\$ 152,740	
Traver Ave: Harwarden to Hill				89	997	21	2,326	Type IIA	402,620	\$ 936,629	\$ 825,127
Turner: Bryant to May	100	99	85	77	398	22	973	Type IB	67,103	\$ 65,284	
Valley: May to Grandview	100	99	98	95	388	22	948	Type IA	47,931	\$ 45,460	
Van Damin: Wingate to Highview	100	100	98	94	479	20	1,064	Type IA	47,931	\$ 51,020	
Wingate: Park to Bryant	100	99	95 - 99	95	2,142	20	4,760	Type IA	47,931	\$ 228,151	
Concrete Street Patching and Rehabilitation Program											
Hillside										\$ 150,000	
Bryant / Hawthorne										\$ 150,000	
Miscellaneous Streets										\$ 150,000	
GRAND TOTALS					23,831		4.51 miles			\$ 5,869,134	\$ 2,115,566
								with engineering @ 10%		\$ 6,456,047	\$ 2,115,554
										Total	\$ 2,327,111

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

Year: 2026 (CY - 26)

Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost
Pershing: Route 53 To Route 38: Route 53 to Abbey Dr	41	98	84 - 86	67	1,385	34	5,232	Type IB	72,136	\$ 377,432
Spring Av: Route 53 to May Av	100	90	83	74	530	23	1,354	Type IA	51,526	\$ 69,789
Spring Av: May Av to Oxford Rd (North Return)	100	90	88	84	341	23	871	Type IA	51,526	\$ 44,902
Spring Av: Oxford Rd to Roslyn Rd	26	90	87	60	1,173	22	2,867	Type IA	51,526	\$ 147,742
Spring Av: Roslyn Rd to Smith St	46	94	91	78	504	22	1,232	Type IB	72,136	\$ 88,872
Spring Av: Smith St to Waverly Rd (North Return)	46	94	88	77	530	22	1,296	Type IB	72,136	\$ 93,456
Spring Av: Waverly Rd to Glen Oak Av	24	99	92	82	620	23	1,584	Type IB	72,136	\$ 114,296
Spring Av: Glen Oak Av to Hill Av	24	99	92	79	424	23	1,084	Type IB	72,136	\$ 78,163
Woodstock Av: Oxford Rd to Roslyn Rd	100	99	90	78	1,315	20	2,922	Type IA	51,526	\$ 150,570
Woodstock Av: Roslyn Rd to Waverly Rd	100	99	93	78	964	20	2,142	Type IA	51,526	\$ 110,380
Abbey Dr: Route 53 to Snowhill Ct	26	99	89	74	671	25	1,864	Type IB	72,136	\$ 134,454
Abbey Dr: Snowhill Ct to Maryknoll Cir	26	99	90	69	915	25	2,542	Type IB	72,136	\$ 183,346
Abbey Dr: Maryknoll Cir to Pershing Av	26	99	79	51	1,844	25	5,122	Type IB	72,136	\$ 369,497
Riford Rd: Crescent Bl to Oak St	44	74	99	99	1,225	22	2,994	Type IA	51,526	\$ 154,291
Riford Rd: Oak St to Grand Av	70	74	100	97	477	22	1,166	Type IA	51,526	\$ 60,079
Riford Rd: Grand Av (East) to Chidester St	70	74	100	100	93	22	227	Type IA	51,526	\$ 11,714
Riford Rd: Chidester St to Elm St	70	74	100	100	398	22	973	Type IA	51,526	\$ 50,129
Riford Rd: Elm St to Meredith Pl	70	74	100	100	411	22	1,005	Type IA	51,526	\$ 51,766
Riford Rd: Meredith Pl to St Charles Rd	70	74	100	100	444	22	1,085	Type IA	51,526	\$ 55,923
Oak St: Grand Av (East) to Riford Rd			100	95	162	20	360	Type IA	51,526	\$ 18,549
Abbotsford Ct: Oxford Rd to Scott Av	41	92	80	76	1,359	21	3,171	Type IB	72,136	\$ 228,744
Anthony St: Western Av to Pleasant Av	85	97	80	53	924	24	2,464	Type IB	72,136	\$ 177,743
Anthony St: Pleasant Av to Main St	85	97	88	78	604	24	1,611	Type IA	51,526	\$ 82,991
Anthony St: Main St to Forest Av	57	98	88	67	440	24	1,173	Type IA	51,526	\$ 60,457
Anthony St: Forest Av to Park Bl	19	100	97	79	312	24	832	Type IA	51,526	\$ 42,869
Applan Way: Forest Av to East End	100	100	99	92	232	15	387	Type IA	51,526	\$ 19,923
Baker Ct: Abbey Dr to East End	67	97	94	74	657	25	1,825	Type IB	72,136	\$ 131,648
Cottage Av: Pleasant Av (W) to Pleasant Av (E)	66	66	85	100	176	20	391	Type IA	51,526	\$ 20,152
Cottage Av: Main St to Forest Av	59	52	97	86	436	20	969	Type IA	51,526	\$ 49,923
Cummor Av: Oxford Rd to Roslyn Rd	0	87	97	77	1,315	21	3,068	Type IA	51,526	\$ 158,098
Cummor Av: Roslyn Rd to Waverly Rd	0	87	92	81	962	21	2,245	Type IA	51,526	\$ 115,658
Forest Av: Hill Av to Phillips Av	66	99	99	82	494	20	1,098	Type IB	72,136	\$ 79,189
Forest Av: Phillips Av to Hillside Av	66	99	99	95	470	20	1,044	Type IA	51,526	\$ 53,816
Forest Av: Hillside Av to Applan Way	42	100	99	98	261	20	580	Type IA	51,526	\$ 29,885
Forest Av: Applan Way to Duane St	42	100	89	95	258	20	573	Type IA	51,526	\$ 29,541
Forest Av: Pennsylvania Av to Anthony St	47	100	92	79	364	21	849	Type IB	72,136	\$ 61,268
Forest Av: Anthony St to Cottage Av	47	100	98	85	369	21	861	Type IA	51,526	\$ 44,364
Forest Av: Cottage Av to Hawthorne Bl	47	100	98	83	512	21	1,195	Type IA	51,526	\$ 61,556
Hillside Av: Main St to Forest Av	43	100	95	84	524	24	1,397	Type IA	51,526	\$ 71,999
Hillside Av: Forest Av to Park Bl	43	100	99	79	733	24	1,955	Type IA	51,526	\$ 100,716
Linden St: West End to Kenilworth Av	6	98	93	79	590	23	1,508	Type IA	51,526	\$ 77,689
Linden St: Kenilworth Av to Newton Av	8	100	87	79	878	20	1,951	Type IA	51,526	\$ 100,533
Linden St: Newton Av to Davis Terrace	8	100	95	76	339	20	753	Type IA	51,526	\$ 38,816
Linden St: Davis Terrace to Western Av	8	100	98	81	350	20	778	Type IA	51,526	\$ 40,076
Maryknoll Cir: Abbey Dr (South) to Oakwood Ct	57	100	87	65	656	25	1,822	Type IB	72,136	\$ 131,448
Maryknoll Cir: Oakwood Ct to Abbey Dr (North)	57	100	86	69	2,418	25	6,717	Type IB	72,136	\$ 484,514
Meredith Pl: West End to Riford Av	3	100	99	92	370	20	822	Type IB	72,136	\$ 59,312
Oakwood Ct: Maryknoll Cir to North End	72	98	90	73	585	25	1,625	Type IB	72,136	\$ 117,221
Oxford Rd: Spring Av (Both Returns) to Cummor Av	18	99	98	81	654	21	1,526	Type IA	51,526	\$ 78,628
Oxford Rd: Cummor Av to Woodstock Av	18	99	97	88	358	21	835	Type IA	51,526	\$ 43,041
Oxford Rd: Woodstock Av to Scott Av	18	99	98	92	390	21	910	Type IA	51,526	\$ 46,888
Oxford Rd: Scott Av to Abbotsford Ct	18	99	85	83	280	21	653	Type IA	51,526	\$ 33,664
Pleasant Av: Anthony St to Cottage Av	90	99	94	81	369	20	820	Type IA	51,526	\$ 42,251
Roslyn Rd: Spring Av to Cummor Av	28	100	98	91	371	21	866	Type IA	51,526	\$ 44,604
Roslyn Rd: Cummor Av to Woodstock Av	28	100	98	90	397	21	926	Type IA	51,526	\$ 47,730
Roslyn Rd: Woodstock Av to Scott Av	28	100	98	89	397	21	926	Type IA	51,526	\$ 47,730
Roslyn Rd: Scott Av to Indian Dr	28	100	98	74	360	21	840	Type IA	51,526	\$ 43,282
Scott Av: Oxford Rd to Abbotsford Ct	35	99	95	81	1,099	21	2,564	Type IA	51,526	\$ 132,129
Scott Av: Abbotsford Ct to Roslyn Rd	35	99	83	79	224	21	523	Type IA	51,526	\$ 26,931
Scott Av: Roslyn Rd to Waverly Rd	35	99	91	83	771	24	2,056	Type IA	51,526	\$ 105,937
Snowhill Ct: West End to Abbey Dr	29	98	94	71	555	25	1,542	Type IB	72,136	\$ 111,210
Waverly Rd: Spring Av (Both Returns) to Cummor Av		98	86	78	675	23	1,725	Type IA	51,526	\$ 88,882
Waverly Rd: Cummor Av to Woodstock Av		98	92	80	397	23	1,015	Type IA	51,526	\$ 52,276
Waverly Rd: Woodstock Av to Scott Av		98	92	81	382	23	976	Type IA	51,526	\$ 50,301
Waverly Rd: Scott Av to Indian Dr		98	97	75	878	23	2,244	Type IA	51,526	\$ 115,612
GRAND TOTALS					40,571		7.68 miles			\$ 6,146,595
								with engineering @ 10%		\$ 6,761,254

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

Year: 2027 (CY-27)

Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2015	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost
Brandon Av: Illinois St to Fairview Av	46	98	87	72	755	23	1,329	Type IB	77,546	\$ 149,621
Fairview Av: Brandon Av to Sunset Av	30	95	95	83	463	20	1,029	Type IA	55,390	\$ 56,990
Fairview Av: Sunset Av to Cranston Ct	30	95	89	82	456	25.5	1,292	Type IC	166,171	\$ 214,693
Fairview Av: Cranston Ct to Main St	30	95	91	79	709	25.5	2,009	Type IC	166,171	\$ 333,809
Greenfield Av: Ott Av to Kenilworth Av	43	97	84	74	365	23	933	Type IB	77,546	\$ 72,333
Greenfield Av: Kenilworth Av to Lambert Rd	43	97	89	62	329	23	841	Type IB	77,546	\$ 65,199
Greenfield Av: Lambert Rd to Newton Av	43	97	87	62	324	23	828	Type IB	77,546	\$ 64,208
Greenfield Av: Newton Av to Hillcrest Ave	33	96	90	72	362	40	1,609	Type IB	77,546	\$ 124,763
Greenfield Av: Hillcrest Ave to Brandon Av	33	96	92	73	363	40	1,613	Type IB	77,546	\$ 125,108
Illinois St: Ott Av to Kenilworth Av	45	98	97	79	363	23	928	Type IB	77,546	\$ 71,937
Illinois St: Kenilworth Av to Lambert Av	45	98	97	84	328	23	838	Type IB	77,546	\$ 65,001
Illinois St: Lambert Av to Newton Av	38	97	94	81	330	23	843	Type IB	77,546	\$ 65,397
Illinois St: Newton Av to Hillcrest Ave	38	97	96	85	360	23	920	Type IB	77,546	\$ 71,343
Illinois St: Hillcrest Ave to Brandon Av	38	97	93	84	358	23	915	Type IB	77,546	\$ 70,946
Lambert: South Limits To Roosevelt: Fawell Blvd to Ranglewood Dr	65	98	84	92	653	58	4,208	Type IB	77,546	\$ 326,332
Lambert Rd: Ranglewood Dr to Buena Vista Dr	65	98	92	82	394	36	1,576	Type IB	77,546	\$ 122,213
Lambert Rd: Buena Vista Dr to McCreary	65	98	95	75	847	36	3,388	Type IB	77,546	\$ 262,727
Lambert Rd: McCreary to Orchard Ln	65	98	95	85	647	36	2,588	Type IB	77,546	\$ 200,690
Lambert Rd: Orchard Ln to Taft Av	65	98	96	77	2,621	36	10,484	Type IB	77,546	\$ 812,996
Lambert Rd: Taft Av to Roosevelt Rd	75	69	100	66	330	44	1,613	Type IB	77,546	\$ 125,108
Lambert Rd: Roosevelt Rd to Illinois St	66	93	87	68	1,102	32	3,918	Type IC	166,171	\$ 651,094
Lambert Rd: Illinois St to Fairview Av	66	93	85	70	762	32	2,709	Type IC	166,171	\$ 450,212
Lambert Rd: Fairview Av to Greenfield Av	66	93	92	65	804	32	2,859	Type IC	166,171	\$ 475,027
Brandon Av: South End to Dorset Pl	75	97	97	91	181	23	463	Type IB	77,546	\$ 35,869
Brandon Av: Dorset Pl to Illinois St	75	97	78	75	533	23	1,362	Type IB	77,546	\$ 105,627
Brandon Av: Fairview Av to Greenfield Av	57	97	84	64	819	23	2,093	Type IB	77,546	\$ 162,304
Dorset Pl: Brandon Av to Sunset Av	4	100	91	79	651	26	1,881	Type IB	77,546	\$ 145,839
Fairview Av: Ott Av to Kenilworth Av	44	96	92	74	363	23	928	Type IB	77,546	\$ 71,937
Fairview Av: Kenilworth Av to Lambert Av	63	97	75	69	329	23	841	Type IB	77,546	\$ 65,199
Fairview Av: Lambert Av to Newton Av	47	98	95	73	328	23	838	Type IB	77,546	\$ 65,001
Hillcrest Av: Roosevelt Rd to North End	30	97	89	76	340	23	869	Type IB	77,546	\$ 67,379
Hillcrest Av: South End to Illinois St	74	98	97	92	165	33	605	Type IB	77,546	\$ 46,916
Hillcrest Av: Illinois St to North End	73	100	97	84	215	27	645	Type IB	77,546	\$ 50,017
Hillcrest Av: South End to Greenfield Av	78	98	97	79	430	25	1,194	Type IB	77,546	\$ 92,625
Kenilworth Av: South End to Illinois St	59	100	97	83	306	23	782	Type IB	77,546	\$ 60,641
Kenilworth Av: Illinois St to Fairview Av	63	100	84	51	764	23	1,952	Type IB	77,546	\$ 151,405
Kenilworth Av: Fairview Av to Greenfield Av	63	100	81	50	807	23	2,062	Type IB	77,546	\$ 159,926
Newton Av: Roosevelt Rd to North End	70	97	92	77	364	23	930	Type IB	77,546	\$ 72,135
Newton Av: South End to Illinois St	77	100	98	80	242	20	538	Type IB	77,546	\$ 41,703
Newton Av: Illinois St to Fairview Av	55	96	83	70	759	23	1,940	Type IB	77,546	\$ 150,414
Newton Av: Fairview Av to Greenfield Av	55	96	83	66	804	23	2,055	Type IB	77,546	\$ 159,332
Newton Av: Greenfield Av to Turner Av	34	100	98	92	888	20	1,973	Type IB	77,546	\$ 153,025
Newton Av: Turner Av to Hill Av	34	100	98	92	356	20	791	Type IB	77,546	\$ 61,348
Ott Av: Illinois St to Willow Av	35	93	75	67	386	23	986	Type IB	77,546	\$ 76,495
Ott Av: Willow Av to Fairview Av	35	93	79	57	378	23	966	Type IB	77,546	\$ 74,910
Ott Av: Fairview Av to York Ln	35	93	85	63	404	23	1,032	Type IB	77,546	\$ 80,062
Ott Av: York Ln to Greenfield Av	35	93	81	57	414	23	1,058	Type IB	77,546	\$ 82,044
Prospect Av: Turner Av to Hill Av	13	100	98	92	419	20	931	Type IA	55,390	\$ 51,574
Sunset Av: Roosevelt Rd to Dorset Ct	45	100	92	83	562	21	1,311	Type IA	55,390	\$ 72,635
Sunset Av: Dorset Ct to Sunset Ct	45	100	92	92	95	21	222	Type IA	55,390	\$ 12,278
Sunset Av: Sunset Ct to Fairview Av	45	100	98	92	1,295	21	3,022	Type IA	55,390	\$ 167,371
Sunset Ct: Sunset Av to East End	0	100	98	95	246	26	711	Type IA	55,390	\$ 39,364
Turner Av: Regent St to Prospect Av	29	63	95	88	360	24	960	Type IA	55,390	\$ 53,175
Turner Av: Prospect Av to Sunset Av	29	63	100	90	265	24	707	Type IA	55,390	\$ 39,142
GRAND TOTALS					28,493		5.40 miles			\$ 7,645,441
								with engineering @ 10%		\$ 8,409,985

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

PROPOSED 2019 - 2030 PROGRAM

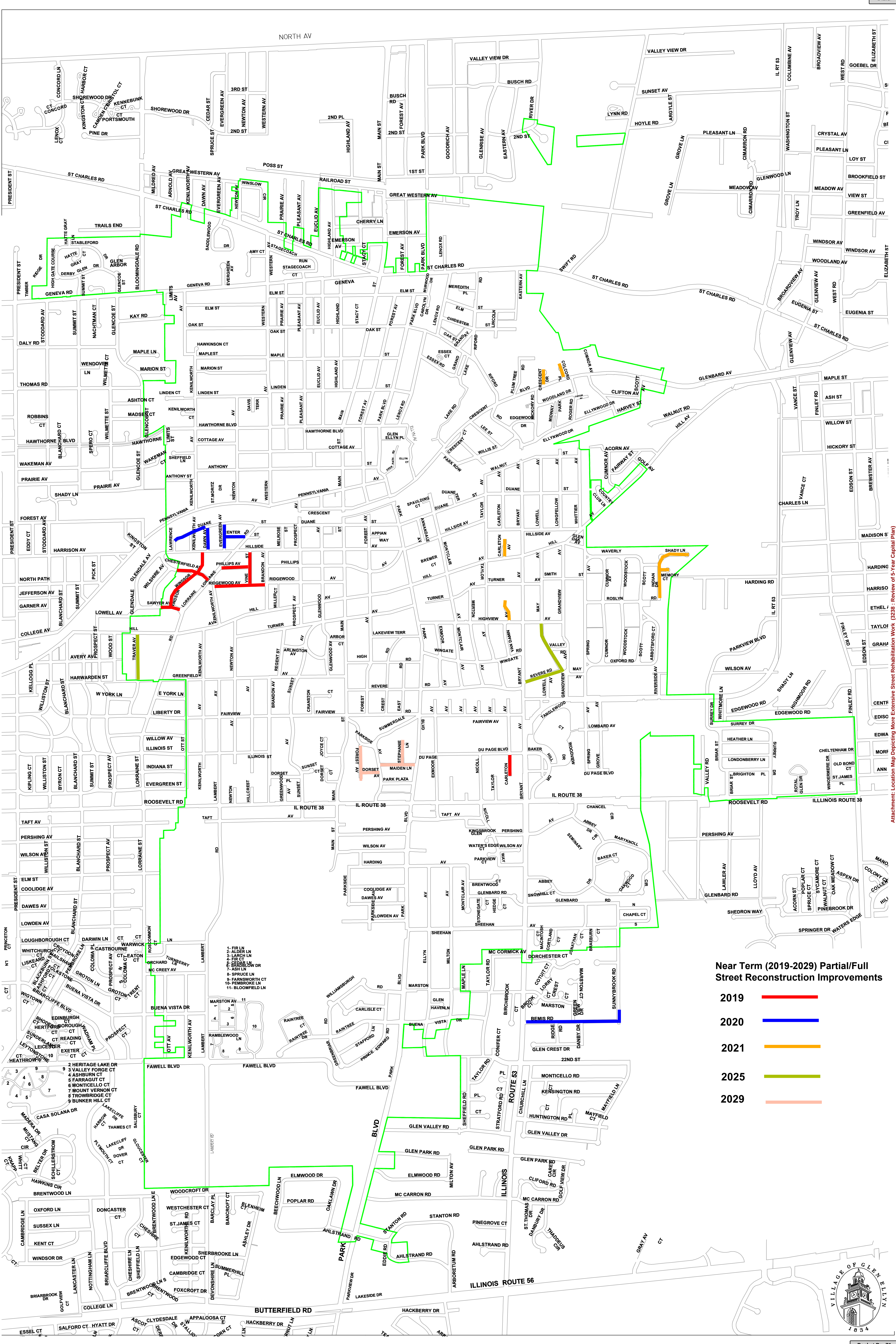
Year: 2028 (CY - 28)

Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2015	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost
Duane St: Forest Av to Park Bl	73	100	92	76	638	21	1,489	Type IA	59,544	\$ 88,642
Duane St: Park Bl to Annandale Av	20	100	92	82	417	21	973	Type IA	59,544	\$ 57,937
Duane St: Annandale Av to Montclair Av	20	100	90	73	361	21	842	Type IA	59,544	\$ 50,156
Duane St: Montclair Av to Duane Ter	20	100	91	84	483	21	1,127	Type IA	59,544	\$ 67,107
Duane St: Duane Ter to Taylor Av	20	100	92	95	675	21	1,575	Type IA	59,544	\$ 93,783
Duane St: Taylor Av to Carleton	39	76	92	92	357	21	833	Type IA	59,544	\$ 49,601
Duane St: Carleton to Bryant Av	39	76	92	92	406	21	947	Type IA	59,544	\$ 56,408
Fairview Av: Park Bl to Exmoor Av	64	100	92	92	340	35	1,322	Type IC	178,633	\$ 236,193
Fairview Av: Exmoor Av to Milton Av	64	100	92	90	310	35	1,206	Type IC	178,633	\$ 215,353
Fairview Av: Milton Av to Montclair Av	64	100	92	90	308	35	1,198	Type IC	178,633	\$ 213,963
Fairview Av: Montclair Av to Nicoll Ave	64	100	92	88	310	35	1,206	Type IC	178,633	\$ 215,353
Fairview Av: Nicoll Ave to Taylor Av	64	100	92	85	310	35	1,206	Type IC	178,633	\$ 215,353
Fairview Av: Taylor Av to Carleton Av	64	100	90	88	308	35	1,198	Type IC	178,633	\$ 213,963
Fairview Av: Carleton Av to Bryant Av	64	100	88	82	307	35	1,194	Type IC	178,633	\$ 213,269
Main St: Pershing Av to Taft Av (S)	53	53	92	74	210	34	793	Type IB	83,362	\$ 66,134
Main St: Taft Av (S) to Taft Av (N)	53	53	92	74	125	34	472	Type IB	83,362	\$ 39,366
Main St: Taft Av (N) to Roosevelt Rd	53	53	92	74	330	34	1,247	Type IB	83,362	\$ 103,925
Nicoll Way: Pershing Av to Kingsbrook Glen	61	100	92	71	230	28	716	Type IB	83,362	\$ 59,650
Nicoll Way: Kingsbrook Glen to Taft Av	61	100	92	76	168	35	653	Type IB	83,362	\$ 54,463
Nicoll Way: Taft Av to Roosevelt Rd	61	100	95	74	305	35	1,186	Type IB	83,362	\$ 98,877
Pershing Av: Nicoll Way to Route 53	43	100	88	69	708	30	2,360	Type IC	178,633	\$ 421,575
Lambert Rd: South Village Limits to College Rd	72	66	100	92	280	52	1,618	Type IB	83,362	\$ 134,862
Lambert Rd: College Rd to Between College And Tallgrass	72	66	100	82	860	40	3,822	Type IB	83,362	\$ 318,629
Lambert Rd: Between College And Tallgrass to Fawell Blvd	72	66	87	82	1,293	55	7,902	Type IA	59,544	\$ 470,501
Park Bl: Raintree Dr to Marston Av	82	70	100	78	714	41	3,253	Type IB	83,362	\$ 271,150
Park Bl: Marston Av to Sheehan Av	82	70	100	76	1,294	41	5,895	Type IB	83,362	\$ 491,411
Park Bl: Sheehan Av to Lowden Av	82	70	100	82	194	41	884	Type IB	83,362	\$ 73,674
Park Bl: Lowden Av to Dawes Av	82	70	100	80	366	41	1,667	Type IB	83,362	\$ 138,993
Park Bl: Dawes Av to Coolidge Av	82	70	100	84	365	41	1,663	Type IB	83,362	\$ 138,613
Park Bl: Coolidge Av to Harding Av	82	70	100	84	418	41	1,904	Type IB	83,362	\$ 158,740
Park Bl: Harding Av to Wilson Av	82	70	100	82	339	41	1,544	Type IB	83,362	\$ 128,739
Park Bl: Wilson Av to Pershing Av	82	70	100	83	343	41	1,563	Type IB	83,362	\$ 130,258
Park Bl: Pershing Av to Taft Av	82	70	100	81	315	41	1,435	Type IB	83,362	\$ 119,625
Park Bl: Taft Av to Roosevelt Rd	82	70	100	84	341	41	1,553	Type IB	83,362	\$ 129,499
Carleton Av: Fairview Av to North End	7	100	95	78	265	24	707	Type IB	83,362	\$ 58,909
Crest Rd: High Rd to Lakeview Ter	35	100	98	80	627	20	1,393	Type IA	59,544	\$ 82,965
Duane Ter: Duane St to North End	14	100	100	95	257	28	800	Type IA	59,544	\$ 47,609
Du Page Bl: Park Bl to Exmoor Av	56	100	99	87	377	20	838	Type IA	59,544	\$ 49,885
Exmoor Av: South End to Dupage Blvd		100	99	84	463	21	1,080	Type IA	59,544	\$ 64,328
Exmoor Av: Du Page Bl to Fairview Av	52	100	99	84	811	21	1,892	Type IA	59,544	\$ 112,678
Exmoor Av: Fairview Av to North End	7	100	97	84	298	24.5	811	Type IB	83,362	\$ 67,625
Forest Av: Lakeview Ter to Turner Av	37	99	98	84	458	20	1,018	Type IB	83,362	\$ 84,844
Forest Av: Turner Av to Hill Av	72	99	98	86	429	20	953	Type IB	83,362	\$ 79,472
Forest Av: Duane St to North End	67	100	79	59	263	40	1,169	Type IB	83,362	\$ 97,441
Harding Av: Parkside Av to S Parkside	7	97	85	64	205	24	547	Type IB	83,362	\$ 45,571
Harding Av: S Parkside to Park Bl	7	97	91	73	974	24	2,597	Type IB	83,362	\$ 216,520
Harding Av: Nicoll Av to East End		100	98	89	273	20	607	Type IB	83,362	\$ 50,573
Lakeview Ter: Forest Av to Crest Rd	13	100	98	92	634	20	1,409	Type IA	59,544	\$ 83,892
Lakeview Ter: Crest Rd to Park Bl	13	100	97	80	413	20	918	Type IA	59,544	\$ 54,649
Main St: Wilson Av to Pershing Av	65	90	90	80	366	23	935	Type IB	83,362	\$ 77,972
Milton Av: Fairview Av to North End	13	100	98	84	287	24	765	Type IB	83,362	\$ 63,800
Montclair Av: Fairview Av to North End	13	100	98	85	290	24.5	789	Type IB	83,362	\$ 65,810
Nicoll Av: Fairview Av to North End	31	100	98	75	290	28.6	922	Type IB	83,362	\$ 76,823
Nicoll Way: Harding Av to Wilson Av	32	100	95	82	291	20	647	Type IB	83,362	\$ 53,908
Nicoll Way: Wilson Av to Pershing Av	32	100	94	76	382	20	849	Type IB	83,362	\$ 70,765
Parkside Av: Harding Av to Wilson Av	10	100	78	64	330	24	880	Type IB	83,362	\$ 73,359
Taft Av: Main St to East End		100	94	180	560	28	560	Type IB	83,362	\$ 46,083
Taylor Ct: Fairview Av to North End	29	100	92	82	278	24	741	Type IB	83,362	\$ 61,799
Wilson Av: Main St to Parkside Av	14	100	94	80	498	24	1,328	Type IB	83,362	\$ 110,705
Wilson Av: Parkside Av to Park Bl	14	100	92	73	973	24	2,595	Type IB	83,362	\$ 216,297
Wilson Av: Park Bl to East End Lot			55	195	195	24	520	Type IB	83,362	\$ 43,348
Wilson Av: Nicoll Way to East End	45	100	90	77	525	23	1,342	Type IB	83,362	\$ 111,844
GRAND TOTALS					26,360		499 miles			\$ 7,805,838
							with engineering @ 10%			\$ 8,586,422

VILLAGE OF GLEN ELLYN ROADWAY PROGRAM - UPDATED APRIL 2018

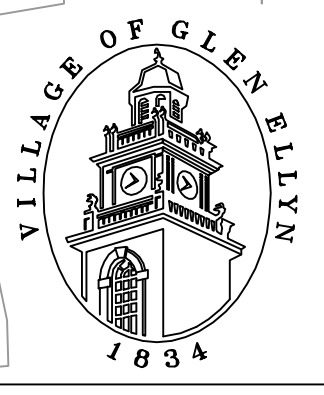
PROPOSED 2019 - 2030 PROGRAM

Year: 2029 (CY - 29)											
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost	Potential Deferral B Resurfacing
Kenilworth Av: Pennsylvania Av to Anthony St (S)	72	100	92	89	638	20	1,418	Type IB	89,614	\$ 127,053	
Kenilworth Av: Anthony St (S) to Anthony St (N)	72	100	92	91	210	20	467	Type IB	89,614	\$ 41,820	
Pennsylvania Av: Wheaton Border to Kenilworth Av	72	100	93	84	736	34	2,780	Type IB	89,614	\$ 249,168	
Pennsylvania Av: Kenilworth Av to St. Moritz Dr	72	100	94	85	411	34	1,553	Type IB	89,614	\$ 139,141	
Pennsylvania Av: St. Moritz Dr to Newton Av	72	100	94	85	481	34	1,817	Type IB	89,614	\$ 162,839	
Pennsylvania Av: Newton Av to Western Av	72	100	94	88	702	34	2,652	Type IB	89,614	\$ 237,658	
Pennsylvania Av: Western Av to Prospect Av	72	84	89	88	615	43	2,938	Type IB	89,614	\$ 263,317	
Dorset Av: Forest Av to Parkside Av	70	100	98	75	363	21	847	Type II	384,062	\$ 325,300	\$ 271,084
Forest Av: Dorset Av to Parkside Av	75	100	96	76	646	23	1,651	Type II	384,062	\$ 634,044	\$ 528,376
Glenwood Av: Hillside Av to Duane St	26	100	97	78	512	20	1,138	Type IB	89,614	\$ 101,961	
Maiden Ln: Parkside Av to Stephanie Ln	17	100	92	78	507	20	1,127	Type II	384,062	\$ 432,710	\$ 360,592
Maiden Ln: Stephanie Ln to Park Bl	17	100	97	82	289	20	642	Type II	384,062	\$ 246,653	\$ 205,544
Melrose Av: Hillside Av to Duane St	21	100	96	84	479	20	1,064	Type IA	64,010	\$ 58,135	
Park Plaza: Parkside Av to Park Plaza	43	100	93	77	700	23	1,789	Type IA	64,010	\$ 114,507	
Parkside Av: Roosevelt Rd to Park Plaza	75	100	96	77	440	23	1,124	Type IC	192,031	\$ 215,928	
Parkside Av: Park Plaza to Dorset Ct	13	100	98	83	234	21	546	Type IA	64,010	\$ 34,950	
Parkside Av: Dorset Ct to Maiden Ln	13	100	98	85	167	21	390	Type IA	64,010	\$ 24,943	
Parkside Av: Maiden Ln to Forest Av			98	85	687	20	1,527	Type IA	64,010	\$ 97,722	
Parkside Av: Forest Av to Main St	13	100	98	81	352	21	821	Type IA	64,010	\$ 52,574	
Phillips Av: Brandon Av to Prospect Av	63	60	96	92	708	20	1,573	Type IA	64,010	\$ 100,710	
Phillips Av: Main St to Forest Av	37	59	98	95	548	20	1,218	Type IA	64,010	\$ 77,950	
Phillips Av: Forest Av to Hillside Av	48	100	95	92	893	20	1,984	Type IA	64,010	\$ 127,025	
Stephanie Ln: Maiden Ln to North End	36	100	95	73	575	22.2	1,418	Type II	384,062	\$ 544,728	\$ 453,944
Summerville Av: Parkside Av to Park Bl	6	100	95	78	1,299	20	2,887	Type IA	64,010	\$ 184,776	
Avon Ct: Geneva Rd to North End	100	96	87	55	400	20	889	Type IA	64,010	\$ 56,898	
Hawkinson Ct: Kenilworth Av to North End		100	95		198	35	770	Type IA	64,010	\$ 49,288	
GRAND TOTALS					13,790		2.61 miles			\$ 4,711,800	\$ 1,819,525
								with engineering @ 10%		\$ 5,182,900	\$ 181,951
										Total	\$ 2,001,487
Year: 2030 (CY - 30)											
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost	
Park Bl: Crescent Bl to Pennsylvania Av	62	57	95	69	363	36	1,452	Type IB	96,336	\$ 139,879	
Park Bl: Pennsylvania Av to Anthony St	58	46	100	92	689	22	1,684	Type IA	68,811	\$ 115,893	
Park Bl: Anthony St to Glen Ellyn Pl	58	46	100	95	577	23	1,475	Type IA	68,811	\$ 101,466	
Park Bl: Glen Ellyn Pl to Hawthorne Bl	58	46	100	95	320	24	853	Type IA	68,811	\$ 58,719	
Surrey Dr: Roosevelt Rd to Brighton Pl	27	59	96	78	586	29	1,888	Type IA	68,811	\$ 129,931	
Surrey Dr: Brighton Pl to Londonberry Ln	25	23	98	81	301	24	803	Type IA	68,811	\$ 55,232	
Surrey Dr: Londonberry Ln to Heather Ln	25	23	98	79	268	24	715	Type IA	68,811	\$ 49,177	
Surrey Dr: Brighton Pl to Briar St	25	23	98	81	1274	24	3,397	Type IA	68,811	\$ 233,774	
Coolidge Av: Parkside Av to Park Bl	51	52	100	86	1117	21.7	2,693	Type IB	96,336	\$ 259,452	
Dawes Av: Parkside Av to Park Bl	52	56	100	87	1130	21.8	2,737	Type IB	96,336	\$ 263,681	
Glen Ellyn Pl: Park Bl to East End	24	37	97	81	411	20	913	Type IC	206,433	\$ 188,542	
Grove Av: Lombard to Il 53	90	84	90	78	640	23	1,636	Type IB	96,336	\$ 157,562	
Kingsbrook Glen: Taft Av to Nicolai Way		100	100		536	20	1,191	Type IA	68,811	\$ 81,962	
Lowden Av: West End to Parkside Av	75	64	100	90	574	21	1,339	Type IB	96,336	\$ 129,025	
Lowden Av: Parkside Av to Park Bl	75	64	99	85	785	21	1,832	Type IB	96,336	\$ 176,455	
Menton Av: Highview Av to Turner Av	23	22	96	84	718	23	1,835	Type IB	96,336	\$ 176,765	
Montclair Av: Highview Av to Turner Av	76	60	100	95	519	20	1,153	Type IA	68,811	\$ 79,362	
Parkside Av: South End to Lowden Av		7	100	90	188	20	418	Type IB	96,336	\$ 40,247	
Parkside Av: Lowden Av to Dawes Av	60	68	100	88	365	20	811	Type IB	96,336	\$ 78,139	
Parkside Av: Dawes to Coolidge Av	60	68	100	85	389	20	864	Type IB	96,336	\$ 83,277	
Parkside Av: Coolidge Av to Harding Av	46	36	100	86	395	23	1,009	Type IB	96,336	\$ 97,245	
Prairie Av: Cottage Av to Hawthorne Bl	14	14	100	92	513	20	1,140	Type IA	68,811	\$ 78,445	
Taylor Av: Highview Av to Turner Av	57	52	100	97	771	20	1,713	Type IA	68,811	\$ 117,896	
Taylor Av: Turner Av to Hill Av	57	52	100	95	505	20	1,122	Type IA	68,811	\$ 77,221	
Taylor Av: Hill Av to Hillside Av	76	54	100	88	603	24	1,608	Type IA	68,811	\$ 110,648	
Taylor Av: Hillside Av to Hillside Av	76	54	100	90	209	24	557	Type IA	68,811	\$ 38,351	
Taylor Av: Hillside Av to Duane St	76	54	97	90	543	24	1,448	Type IA	68,811	\$ 99,638	
Turner Av: West End to Montclair Av	33	38	100	93	545	20	1,211	Type II	412,867	\$ 500,027	
Turner Av: Taylor Av to East End	64	63	100	99	139	20	309	Type IA	68,811	\$ 21,255	
GRAND TOTALS					15,973		3.83 miles			\$ 3,739,368	\$ 1,413,194
								with engineering @ 10%		\$ 4,113,194	
Year: >2030											
Segment	PCI - 2004	PCI - 2008	PCI - 2012	PCI - 2016	Length (ft)	Width (ft)	Area (SY)	Type of Rehabilitation	Unit Cost	Street Rehabilitation Cost	
Taft Av: Wheaton Border to Lambert Rd	69	60	48	99	700	25	1,944	Type IB	103,561	\$ 201,368	
Duane St: Bryant Av to Lowell Av	40	38	92	409	409	23	1,045	Type IB	103,561	\$ 106,244	
Duane St: Lowell Av to Longfellow Av	40	38	92	405	405	23	1,035	Type IB	103,561	\$ 107,185	
Duane St: Longfellow Av to Whittier Av	40	38	96	87	404	23	1,032	Type IB	103,561	\$ 106,921	
Hillside Av: Taylor Av to Carleton Av	58	60	95	93	363	21	847	Type IC	221,916	\$ 187,963	
Hillside Av: Carleton Av to Bryant Av	58	60	95	90	406	21	947	Type IC	221,916	\$ 210,228	
Hillside Av: Bryant Av to Lowell Av	55	53	95	88	411	21	959	Type IC	221,916	\$ 212,817	
Hillside Av: Lowell Av to Longfellow Av	55	53	96	87	405	21	945	Type IC	221,916	\$ 209,710	
Hillside Av: Longfellow Av to Whittier Av	55	53	98	88	409	21	954	Type IC	221,916	\$ 211,782	
Longfellow Av: Hillside Av to Duane St	20	49	95	86	759	23	1,940	Type IB	103,561	\$ 200,873	
Longfellow Av: Duane St to Walnut St	32	34	95	78	777	23	1,986	Type IB	103,561	\$ 205,637	
Lowell Av: Hillside Av to Duane St	63	61	95	87	761	23	1,945	Type IB	103,561	\$ 201,403	
Lowell Av: Duane St to Walnut St	88	69	95	761	761	23	1,945	Type IB	103,561	\$ 201,403	
Walnut St: Bryant Av to Lowell Av	66	57	95	81	420	23	1,073	Type IB	103,561	\$ 111,155	
Walnut St: Lowell Av to Longfellow Av	66	57	95	88	408	23	1,043	Type IB	103,561	\$ 107,979	
Walnut St: Longfellow Av to Whittier Av	66	57	95	80	409	23	1,045	Type IB	103,561	\$ 108,244	
Whittier Av: Hill Av to Duane St	46	57	95	87	768	23	1,963	Type IA	73,972	\$ 145,182	
Whittier Av: Duane St to Walnut St	46	57	95	86	762	23	1,947	Type IB	103,561	\$ 201,667	
Whittier Av: Walnut St to North End	36	34	95	98	158	23	404	Type IB	103,561	\$ 41,816	
Essex Ct: Essex Rd to North End	30	63	98	100	395	20	878	Type IB	103,561	\$ 90,903	
Glenwood Av: Turner Av to Hill Av	90	76	100	91	427	20	949	Type IB	103,561	\$ 98,268	
Grand Av: Oak St to Chidester St	1	93	100	87	455	20	1,011	Type IA	73,972	\$ 74,794	
Sunset Av: Fairview Av to Greenfield Av	21	90	100	96	851	21	1,986	Type IA	73,972	\$ 146,884	
Sunset Av: Greenfield Av to Arlington Av	64	51	100	95	644	24	1,717	Type IA	73,972	\$ 127,034	
Sunset Av: Arlington Av to Turner Av	21	64	100	97	544	21	1,269	Type IA	73,972	\$ 93,895	
Turner Av: Newton Av to Regent St	29	63	100	88	1,050	24	2,800	Type IA	73,972	\$ 207,121	
Turner Av: Sunset Av to Glenwood Av	29	63	100	97	207	24	552	Type IA	73,972	\$ 40,833	
Turner Av: Glenwood Av to Main St	21	53	100	95	469	20	1,042	Type IA	73,972	\$ 77,095	
Turner Av: Main St to Forest Av	19	31	100	95	532	20	1,182	Type IA	73,972	\$ 87,451	
Pleasant Av: Cottage Av to Hawthorne Bl	68	63	100	100	513	20	1,140	Type IA	73,972	\$ 84,328	
GRAND TOTALS					15,982		3.83 miles			\$ 4,210,183	\$ 1,463,202
								with engineering @ 10%		\$ 4,631,202	



Near Term (2019-2029) Partial/Full Street Reconstruction Improvements

- 2019
- 2020
- 2021
- 2025
- 2029





Capital Improvements Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/10/18 07:00 PM
Department: Capital Improvements Commission
Department Head: Rich Daubert
Category: Discussion Item
Prepared By: Rich Daubert

SCHEDULED

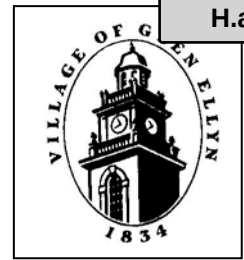
AGENDA ITEM (ID # 3239)

DOC ID: 3239

Monthly Construction Report April 6, 2018

ATTACHMENTS:

- Monthly Construction Report 4-6-18 (PDF)



April 6, 2018

ENGINEERING DIVISION PROJECT ACTIVITY REPORT

CONSTRUCTION PROJECTS

2018 Major Construction Projects

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

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

IDOT has awarded the project to R.W. Dunteman Company of Addison, Illinois. Staff received and reviewed five proposals for construction engineering services (Phase III Engineering) for the project. Based on its review of the proposals and follow up interviews with three selected firm, staff will be presenting a recommendation to the Village Board on April 9th to retain Primera Engineers of Lisle, Illinois for Phase III Engineering. In the meantime, staff is awaiting IDOT's scheduling of the pre-construction meeting. Staff met with Nicor and NPL to review their plans to replace sections of gas main and gas services in the reconstruction section of Park Boulevard (Roosevelt to Fairview).

ROOSEVELT ROAD WATER MAIN REPLACEMENT (Nicoll to IL-53) – Contractor: Swallow Construction Corp.

(Project No. 13008; Value of Contract = \$520,000)

The pre-construction meeting was conducted with the Contractor and project engineering team. The Contractor substantially commenced work on Wednesday, April 4 with the connection in the Nicoll Way right-of-way now complete. The Contractor is now focusing on installing water main eastward into the Roosevelt Glen Development.

Construction Projects in Punch List/Closeout Phase:

KENILWORTH AVE / ALLEY IMPROVEMENTS – Contractor: A Lamp Concrete Contractors

(Project No. 16009; Value of Contract = \$1,315,000)

The contractor has completed punch list items including the installation of fire hydrant extensions, b-box repairs, and concrete maintenance work. The only remaining punch list item, a deficient sidewalk ramp, will be replaced in the spring. Staff will review the entire project area in the spring of 2018 prior to accepting the improvements.

2017 STREET RESURFACING – Contractor: Geneva Construction Company

(Project No. 17002; Value of Contract = \$2,060,000)

The resident engineer and staff inspected all areas, identified any deficiencies, and created a punch list. The contractor has completed the majority of punch list items with any remaining items to be addressed in the spring of 2018. Staff will review all project areas in the spring of 2018 prior to accepting the improvements.

Attachment: Monthly Construction Report 4-6-18 (3239 : Monthly Construction Report April 6, 2018)

2017 ROADWAY IMPROVEMENTS – Contractor: John Neri Construction Company

(Project No. 17004; Value of Contract = \$2,979,000)

The Contractor has substantially completed the project with the exception of paving deficiencies on East Road and Spring Road (at Smith) which will be addressed in the spring via milling and resurfacing of the roadways (at the Contractor's expense). Quantities are near final with project closeout to occur in the spring following resolution of the pavement deficiencies and any other items identified in a final inspection of the work.

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 for the project.

CRESCENT BOULEVARD RECONSTRUCTION – Contractor: Martam Construction

(Project No. 13002; Value of IDOT Contract = \$3,153,000; Local Share = \$1,480,000)

The engineer (ESI) has submitted the final balancing authorization (establishing the final contract pay item quantity and cost changes) to IDOT for review. Other various items pending completion include material approvals by IDOT and resolution of the Village's Liquidated Damage Claim against the Contractor.

X-WALK IMPROVEMENTS AT IDOT INTERSECTIONS – Contractor: Hecker and Company

(Project No. 14007; Value of IDOT Contract = \$197,971; Local Share = \$65,000)

The engineer (James J. Benes & Associates) continues to work on project documentation and closeout. Final quantities have been approved by IDOT. Closeout of the project is imminent with project reimbursement requests to be made immediately thereafter.

ENGINEERING PROJECTS

TAYLOR AVENUE PEDESTRIAN TUNNEL – Engineer: Alfred Benesch

(Project No. 15009)

The project is officially on the April 27th IDOT Letting. As of April 5, no bidders are authorized on the IDOT contract detail page for the project. However, staff and the engineer have, and continue, to reach out to potential contractors/bidders to advise them of the project letting. ComEd and AT&T are currently completing undergrounding of their overhead lines located in the vicinity of the project (along Taylor and the Railroad). Additional utility undergrounding work is anticipated to follow suit by WOW, Comcast, and Sprint.

Activity	Schedule	Current Status
Finalize and Submit TS&L, PBDHR and SGR to IDOT & UPRR	April 15, 2016	Completed
Submit Final Project Design Report to IDOT	May 15, 2016	Completed
IDOT PDR Review	Complete June 2016	Completed
Address Comments, resubmit TS&L and Final PDR	February 2017	Completed
ICC Process	Feb – September 2017	Completed
Preliminary PS&E to IDOT	September 29, 2017	Completed
Staff Review	October 26, 2017	Completed
Final PS&E to IDOT	January 3, 2018	Completed
Easement Negotiation	March 5, 2018	Completed
UPRR C&M Agreement	March 5, 2018	Completed
ROW Certified	March 14, 2018	Completed
IDOT Letting	April 27, 2018	On Track

ROOSEVELT ROAD – ROUTE 53 WATER MAIN LINING – Engineer: Baxter & Woodman

(Project No. 16015)

Engineering and utilities staff has reviewed the acoustical water main testing results and identified the preferred project limits and improvement alternatives. Staff will meet with the Engineer to review its findings and provide direction for completing design and letting of the project.

BAKER HILL ACCESS IMPROVEMENTS – Engineer: James. J. Benes

(Project No. 16021)

IDOT continues to review the preliminary plans for the improvements involving the construction a ¾ access (permitted movements of right turn in, left turn in, and right turn out) intersection at Roosevelt and Pershing. IDOT has indicated that it is compiling its engineering units' review comments with some clarification needed prior to submittal of review comments back to the engineer and Village.

2018 STREET RESURFACING – Engineer: In-House

(Project No. 18002)

SEECO Consultants, Inc. obtained pavement cores and soil samples along all sections of the project with the data being used by staff to design the pavement rehabilitation improvements. Staff is finalizing the design drawings and contract/bidding documents for the project. It is anticipated that the project will be released for bidding on April 13th. The project includes the following locations: Orchard Lane from Lorraine Rd to Lambert Rd, Ramblewood Drive from Lambert Rd to Fawell Blvd, Marston Avenue from Lambert Rd to Fir Ct, McCreedy Avenue from Lorraine Rd to Lambert

Rd, Buena Vista Drive from Lorraine Rd to Lambert Rd, Ott Avenue from Old 22nd St to McCreedy Ave, Old 22nd Street from Ott Ave to Kenilworth Ave, Kenilworth Ave from Old 22nd St to McCreedy Ave.

SCOTT-CLIFTON-CUMNOR IMPROVEMENTS – Engineer: In-House

Topographic survey and preliminary geotechnical engineering investigations have been completed with design and plan preparation underway for rehabilitation of the streets within the Scott-Clifton Cumnor area.

CENTRAL BUSINESS DISTRICT PROJECTS

TRAIN STATION / PEDESTRIAN TUNNEL – Engineer: CDM Smith/KMI Architects

(Project No. 16016)

The project team including staff and CDM Smith met with IDOT and DuPage Mayors and Managers Conference (DMMC) staff for the project Phase I/Preliminary Engineering kick-off meeting. Project details were summarized for IDOT and DMMC staff with the group ultimately preparing for the Federal Highway Administration coordination meeting to be held at IDOT on May 15. Staff is working with the Engineer and Architect to complete Phase I Engineering by early 2019. In unison with the completion of Phase I Engineering, the Village will commence pursuit of grants to fund the project. The current rough order of magnitude cost estimate for the project is \$19M.

VEHICULAR OVER/UNDERPASS FEASIBILITY – Engineer: HDR

(Project No. 14006)

Village staff submitted an application to the Illinois Commerce Commission Grade Crossing Protection Fund in early March. Based on feedback from the ICC, the project would be very competitive with other applications and significant funding, up to \$12M, could be obtained for the project. However, the Village would need to commit to funding engineering and construction of the project with the aforementioned \$12M only funding a portion of the project. Based on a discussion with the Village Board, the project is currently on hold pending further evaluation of unfunded capital projects.

CBD UTILITY STUDY – Engineer: RJN Group/Michels Corp.

(Project No. 15006)

Sewer flow monitoring devices were recently installed in seven locations to measure the amount of flow handled by the sanitary sewers in the CBD. RJN Group continues to review the various televising, building, drainage structure, and water main assessments completed to date. The information is being compiled into an improvement recommendation report. Staff is awaiting an updated schedule from RJN on the completion of the study.

CBD ROADWAY AND STREETScape IMPROVEMENTS – Engineer: Pending

(Project No. 15006)

Staff presented its review of the CBD surface infrastructure to the CIC at February 13 CIC Meeting and to the Village Board at the February 20 Board Workshop Meeting. The CIC provided recommendations on important project parameters including the scope of improvements, schedule, funding, and procurement of a firm for the design work. The Village Board generally concurred with these recommendations and provided specific direction to staff

to procure engineering services for detailed design of the streetscape improvements. Preparation of the RFP for design engineering services is underway with staff also reviewing the possibility of utilizing a design-build approach for the project.

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
2017 Sidewalk and Concrete Roadway Repairs	\$215,000 (2017)	Mondi Construction performed the replacement of concrete curb, sidewalk, and street panels at 146 locations throughout the Village between August and November of last year. The contractor has been notified that punch list restorations will need to be addressed in early spring.
2018 Sidewalk and Concrete Roadway Repairs	\$536,000 (2018)	Candidate locations are under review. Extensive sidewalk and concrete roadway panel replacement is intended for this year's program. Staff is currently developing contract documents for an April bid advertisement.
2018 Lake Ellyn Park Sidewalk Improvements	\$250,000 (2018)	Project scope includes sidewalk along the south and east sides of Lake Ellyn, along Lenox Road in Lake Ellyn Park, and adjacent to the Glenbard West Parking Lot on the west side of Ellyn Avenue. A contract has been executed with Engineering Resource Associates to finalize the design of the Glenbard West parking lot, while the remainder of design work will be completed in-house. Staff is developing contract documents for an April 20 th bid advertisement.
2018 Parking Lot Resurfacing and Asphalt Roadway Patching	\$275,000 (2018)	Project scope currently includes resurfacing the Main/Pennsylvania and Shock's Square Parking Lots. Roadway and Parking Lot patching throughout the Village will also be included. Staff is developing contract documents for a June bid advertisement.
2018 Pavement Markings	\$50,000 (2018)	Candidate locations are under review. The contract was awarded to the Suburban Purchasing Cooperative low bidder, Superior Road Striping, at the March 12 th Board Meeting.
2018 Crack Sealing	\$25,000 (2018)	Candidate locations are under review. Staff is developing contract documents for a July bid advertisement.
2018 Asphalt Rejuvenation	\$85,000 (2018)	Candidate locations include streets that have been resurfaced one to three years prior. Staff will request a proposal from Corrective Asphalt Materials prior to recommending a single source purchase award at the July 23 rd Board Meeting.
Annual Sewer Lining	\$500,000 (2018)	Staff has developed contract documents. Televising of additional sewer sections is required and has been requested to be complete by PW Utilities Division. Project will be bid as soon as all sewer video is received, reviewed and remaining sewer sections are included in the scope of the work.
Spoil Hauling and Delivery of Aggregates	\$54,000 (2018)	KLF Enterprises

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