

**PUBLIC WORKS COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 8, 2021 – 3:30 P.M.  
WATER PLANT  
MINUTES**

**I. ROLL CALL/CALL TO ORDER**

Following a Committee tour of the Water Plant Facility, Chairman Jim Preschlack called the meeting to order at 4:18 P.M. Aldermen Jennifer Karras and Ted Notz were present.

Staff attending the meeting included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Byron Kutz, Superintendent of Engineering and Jim Lockefer, Assistant to the Director of Public Works.

**II. ASSET, INFRASTRUCTURE, & SERVICE HIGHLIGHTS – WATER PLANT**

The Committee explained that the tour was very informative and helpful in understanding the Water Plant and its importance to the City. The Committee thanked staff for the tour of the Water Plant. The Committee recommended that a tour of the Municipal Services Building in conjunction with the next scheduled Public Works Committee meeting.

**III. FY '22 PROJECT ROADMAP STATUS CHART**

Director Thomas and the Committee reviewed the below summary presentation slides on the topic.

PROJECT ROADMAP – CAPITAL FUND		
Project	% Complete	Notes
Annual Concrete Sidewalks & Curbs Repairs	98%	Substantially complete: minor punch list items expected to be completed by 9/10
Annual Pavement Resurfacing Program	100%	Complete
Annual Pavement Patching Program	25%	Work scheduled for 9/7 to 9/10 (weather dependent)
Annual Storm Sewer Lining Program	90%	In progress: expected to be completed by 9/8
Property Condition Assessments	85%	In progress: Phase II building walk-throughs completed / reviewing facility reports
Capital Equipment - All Funds	90%	90% equipment received, in-service modifications are continuing and will continue into late fall/early winter
Illinois & Woodland Pedestrian Bridge Designs	75%	In progress: designs to be completed and bid in October; Illinois Bridge will be replaced early to mid spring; Woodland Bridge will be replaced during summer 2022 after LFHS is out
Lake-Woodbine Bridge Reconstruction Design PH I	25%	In progress: Use of MFT funds approved by IDOT, internal staff kickoff meeting held, meeting with stakeholder on 9/2, HPC meeting 9/22 to reintroduce/review status of project
Old Elm Parking Lot	99%	Substantially complete: lot is open; remaining striping by 9/10
Forest Park Bluff Slope Stabilization	60%	In progress: Design efforts continuing; working to finalize plans and costs
Seminary Ravine Study	70%	In progress: Design efforts continuing; draft report outline, exhibits and data summary almost finalized
Ringwood Road S Ravine Project	100%	Complete
Dickinson Hall Exterior Tuck Pointing*	25%	In progress: bids received, bid award recommendation to PWC 9/9, City Council approval 9/20
Waukegan & Westleigh Intersection Phase II Design	20%	In progress: IDOT approved Phase I Design, Phase II internal kickoff meeting held, right of way acquisition process starting soon

## PROJECT ROADMAP – WATER FUND

Project	% Complete	Notes
Water Distribution Pressure Sensors	50%	In progress: received two proposals that were 55% & 57% over the engineers estimate of \$387,700. Project to be rebid in September with scope reduction for electrical materials & integration only. City crews to procure and install concrete vaults, conduits & cabinet pads.
Water Valve Replacements	25%	To begin in September: replacements expected to be completed by the end of October
Spruce Lift Station Pump Overhaul	0%	Staff to develop bid specifications for Fall 2021 bid opening; work to be scheduled for Winter 2022 (low pumpage)
Water Plant 42" and 24" Intake Line Cleaning	100%	Completed
Deerpath Watermain Design (Ahwahnee-Golf)	50%	In progress: final design efforts underway
Annual Sanitary Sewer Lining Program	90%	Substantially complete: expected to be completed by 9/8

Chairman Preschlack recommended that the list is further organized by specific project asset categories.

#### IV. NEW BUSINESS / ACTION ITEMS

##### 1. APPROVAL OF THE JULY 1, 2021 PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Notz moved to approve the July 1, 2021 Public Works Committee meeting minutes. Alderman Karras seconded the motion, which carried unanimously.

##### 2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE DICKINSON HALL EXTERIOR TUCK POINTING PROJECT BID – JIM LOCKEFEER

Assistant to the Director Lockfeer reviewed the below summary presentation slide on the topic.

### DICKINSON HALL EXTERIOR TUCK POINTING PROJECT BID

- FY22 CIP Budget - \$160,000
- Tuck pointing of the masonry areas (historic) around building in areas of grout decay
  - Tuckpointing is important maintain the integrity of building brick masonry
- Leverett Masonry Consulting masonry experts designed project specifications and will assist with project oversight
- Received seven bids
 

Firm	Bid Total \$	Bid Acceptance
Berglund Construction Company	\$55,000.00	No – failed to understand scope / bid instructions
<b>Bruce Brugioni Construction</b>	<b>\$130,533.47</b>	<b>Yes</b>
Action One Construction INC	\$141,000.00	No – failed to follow bid instructions
Carving in Stone Inc	\$154,000.00	Yes
Cruz Brother's Construction Company	\$155,785.00	Yes
A-One Group	\$246,200.00	Yes
Union Contracting	\$249,300.00	Yes
- City has positive experiences working with Bruce Brugioni Construction on historic masonry projects
- Action requested: PW Committee recommends City Council award of bid for the Dickinson Hall Exterior Tuck Pointing Project Bid to the lowest and responsible bidder, Bruce Brugioni Construction, in the amount of \$130,533.47, to include a 10% project contingency of \$13,053.35, for a grand total of \$143,586.82



The Committee and City staff discussed the bid process and project contingency funds.

Alderman Notz moved to recommend approval to City Council the award of bid for the Dickinson Hall Exterior Tuck Pointing Project Bid to the lowest and responsible bidder, Bruce Brugioni Construction, in the amount of \$130,533.47, to include a 10% project contingency of \$13,053.35, for a grand total of \$143,586.82. Alderman Karras seconded the motion, which carried unanimously.

**3. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE FIRE ALARM TESTING & INSPECTION SERVICES CONTRACT BID – JIM LOCKEFEEER**

Assistant to the Director Lockfeer reviewed the below summary presentation slide on the topic.

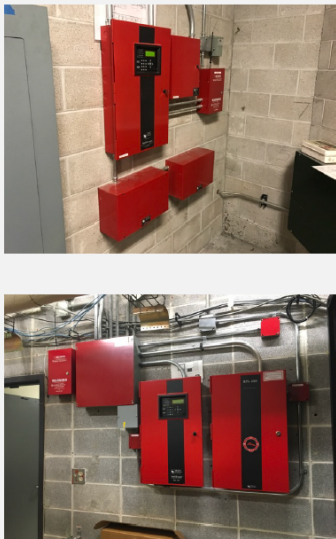
**FIRE ALARM TESTING & INSPECTION SERVICES CONTRACT BID**

- Funded from City building operating budgets
- Annual Testing & Inspection Program services for 31 City facilities and over 1,500 fire alarm system devices
- All testing & inspections completed in accordance with NFPA Standards
- Originally received three bids: two bids were rejected as they failed to follow bidding instructions; other bid withdrew due to an internal clerical pricing error
- Rebid; received one bid

Firm	3-Year Bid Total \$
Esscoe	\$30,016

- Esscoe provides services to numerous public organizations such as schools, colleges (Lake Forest College), and municipalities (Lake County facilities)
- Three-year agreement with option for two additional one-year periods (subject to performance)

Action requested: PW Committee recommends City Council award of bid for the three-year Fire Alarm Testing & Inspection Program Contract to Esscoe in the amount of \$30,016



The Committee and City staff discussed the original bid process that resulted in the rejection of the three original bids received.

Alderman Notz moved to recommend approval to City Council the award of bid for the three-year Fire Alarm Testing & Inspection Program Contract to Esscoe in the amount of \$30,016. Alderman Karras seconded the motion, which carried unanimously.

**4. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENTS FOR FACILITY MECHANICAL ENGINEERING SERVICES – JIM LOCKEFEEER**

Assistant to the Director Lockfeer reviewed the below summary presentation slide on the topic.

## PROFESSIONAL SERVICES AGREEMENTS FACILITY MECHANICAL ENGINEERING SERVICES

- Building Maintenance Capital Funds and Operating Funds fund designs
- Mechanical engineering services used for plumbing, HVAC, and electrical projects
- Mechanical engineering design services include schematic design, final design & construction documents, and project construction oversight
- RFP process modeled after other professional services agreements (e.g. landscape design and ravine engineering design)
  - Two firms selected: project consistency & firm availability
- Received three proposals

Firm	Fee Schedule
20-10 Engineering Group	\$85 - \$195
HOH Group	\$81 - \$175
ME Engineers	\$110 - \$300



- Proposals reviewed in detail by staff RFP Review Committee
  - Assigned scores based on firm experience, references/project results, and fee schedule
- Three-year agreement with option for two additional one-year periods (subject to performance)

Action requested: PW Committee recommends City Council authorize the City Manager to enter into professional service agreements with 20-10 Engineering Group and HOH Group for Facility Mechanical Engineering Services

The Committee and City staff discussed example projects that would fall under these service agreements and the process staff would follow to obtain proposals from the approved firms.

Alderman Notz moved to recommend approval to City Council to authorize the City Manager to enter into professional service agreements with 20-10 Engineering Group and HOH Group for Facility Mechanical Engineering Services. Alderman Karras seconded the motion, which carried unanimously.

### 5. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL A RESOLUTION OF FINANCIAL COMMITMENT FOR THE SAFE ROUTES TO SCHOOL PROGRAM GRANT APPLICATION – JIM LOCKEFEE & BYRON KUTZ

Superintendent Kutz and Assistant to the Director Lockfeer reviewed the below summary presentation slide on the topic.

#### “SAFE ROUTES TO SCHOOL” – GRANT APPLICATION RESOLUTION

- IDOT grant program to improve student conditions for walking or biking to school
- Eligible projects include sidewalk & crosswalk improvements within two mile radius of schools
- Program encourages coordination with impacted school/school district
- Program requires a municipal resolution of financial commitment if awarded funds; 80/20 match
- City submitting application for non-connected sidewalks in Whispering Oaks Subdivision south of Cherokee School



Funding Source	Match \$
SRTS	\$140,000
Lake Forest	\$35,000
<b>TOTAL</b>	<b>\$175,000</b>

\*Match \$ may be revised; engineering is working to finalize cost estimate



Action requested: PW Committee recommends City Council approve a resolution of financial commitment for the City's Safe Routes to School Program grant application

The Committee and City staff discussed the application submittal process and application review and scoring criteria.

Alderman Notz moved to recommend approval to City Council approval of a resolution of financial commitment for the City's Safe Routes to School Program grant application. Alderman Karras seconded the motion, which carried unanimously.


**6. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE SNOW PROGRAM HAND SHOVELING CONTRACT BID – DAN MARTIN**

Superintendent Martin reviewed the below summary presentation slide on the topic.

### SNOW PROGRAM HAND SHOVELING CONTRACT PROPOSAL

- Program funded via the annual snow contractual service operating budget account
- Hand shoveling snow removal services at:
  - Rec Center, Gorton Community Center, City Hall, Oakwood & Deerpath Corner, Elawa Farms, and Grove Cultural Campus
- Services charged “per push” when it snows greater than one inch
- Advertised in paper, invited eleven contractors; received one proposal:

PRIMARY (Base Locations)	Address	Kaplan	
		Per Push	Cost to spread salt
1) Rec Center	400 Hastings Rd	\$ 315.00	\$ 160.00
2) Gorton Community Center	400 E Illinois	\$ 130.00	\$ 48.00
3) City Hall	220 E Deerpath	\$ 143.00	\$ 56.00
4) Oakwood & Deerpath Corner	221E Deerpath	\$ 75.00	\$ 40.00
5) Elawa Farms	1401 Middlefork Drive	\$ 298.00	\$ 80.00
6) Grove Cultural Campus (SH)	60 E Old Mill Rd	\$ 431.00	\$ 190.00
<b>PRIMARY TOTALS:</b>		<b>\$1,392.00</b>	<b>\$ 574.00</b>



- City has positive experiences working with Kaplan; previously provided program services from 2014-15 to 2016-17
- Four-year agreement; no cost increases

Action requested: PW Committee recommends City Council award of proposal for the four-year Snow Program Hand Shoveling Contract to Kaplan in the annual amount not to exceed \$60,000

The Committee and City staff discussed contractor response frequency, scheduling, and coordination.

Alderman Notz moved to recommend approval to City Council award of proposal for the four-year Snow Program Hand Shoveling Contract to Kaplan in the annual amount not to exceed \$60,000. Alderman Karras seconded the motion, which carried unanimously.

**7. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL THE IDOT ROUTE 43 & 60 PLOWING AND SALTING AGREEMENT – MICHAEL THOMAS**

Director Thomas reviewed the below summary presentation slide on the topic.

# IDOT ROUTE 43 & 60 PLOWING AND SALTING AGREEMENT

## 2019 – 2020 Snow Season

Month	Event Total	Inches of Snow	Reg Hour	Reg Cost	OT Hours	OT Rate	TOTAL Hours	TOTAL Rate	Salt Tons	Salt Cost	Equip. Cost	TOTAL COST
December	2	3"	4.5	\$171.68	8	\$463.35	12.5	\$635.03	21.86	\$1,418.28	\$187.50	\$2,240.81
January	7	10"	7.5	\$286.14	54.5	\$3,118.77	62	\$3,404.91	117.33	\$7,612.37	\$930.00	\$11,947.28
February	5	8.25"	17	\$648.56	28.50	\$1,630.91	45.50	\$2,279.47	90.02	\$5,840.50	\$682.50	\$8,802.47
<b>TOTAL</b>	<b>14</b>	<b>21.25"</b>	<b>29</b>	<b>\$1,113.58</b>	<b>91</b>	<b>\$5,213.03</b>	<b>120</b>	<b>\$6,326.61</b>	<b>229.21</b>	<b>\$14,871.14</b>	<b>\$1,800.00</b>	<b>\$22,997.75</b>

State contract amount: \$93,131.36  
Net: \$70,133.61

## 2020 – 2021 Snow Season

Month	Event Total	Inches of Snow	Reg Hour	Reg Cost	OT Hours	OT Rate	TOTAL Hours	TOTAL Rate	Salt Tons	Salt Cost	Equip. Cost	TOTAL COST
December	1	4"	-	-	11.75	\$689.14	11.75	\$689.14	23	\$1,564.00	\$176.25	\$2,429.39
January	8	28"	8	\$312.80	65.50	\$3,960.96	73.50	\$4,273.76	134.17	\$9,123.56	\$1,102.50	\$14,499.82
February	8	30.5"	36.5	\$1,426.85	70	\$4,104.99	106.50	\$5,531.84	239.29	\$16,271.72	\$1,597.50	\$23,401.06
<b>TOTAL</b>	<b>17</b>	<b>62.5"</b>	<b>44.5</b>	<b>\$1,739.65</b>	<b>147.25</b>	<b>\$8,755.09</b>	<b>191.75</b>	<b>\$10,494.74</b>	<b>396.46</b>	<b>\$26,959.28</b>	<b>\$2,876.25</b>	<b>\$40,330.27</b>

State contract amount: \$93,131.36  
Net: \$52,801.09

- New state agreement \$70,743 / year through 4/30/25
- Action requested: PW Committee recommends City Council approval of the Route 43 & 60 Plowing and Salting Intergovernmental Agreement with IDOT

The Committee and City staff discussed the IDOT reimbursement process and the IDOT formula used to calculate the annual contract payment amount.

Alderman Notz moved to recommend approval to City Council approval of the Route 43 & 60 Plowing and Salting Intergovernmental Agreement with IDOT. Alderman Karras seconded the motion, which carried unanimously.

**V. BUDGET / HIRING / INNOVATION UPDATES**

The Committee and City staff discussed challenges associated with filling open seasonal employee positions.

**VI. PUBLIC COMMENT**

There was no public comment.

**VII. NEXT MEETING – NOVEMBER 3, 2021**

**VIII. ADJOURNMENT**

Alderman Notz moved to adjourn the meeting of the Public Works Committee at 5:23 P.M. Alderman Karras seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockfeer Jr.  
Assistant to the Director of Public Works