

**PUBLIC WORKS COMMITTEE MEETING  
WEDNESDAY, FEBRUARY 19, 2020 – 6:30 P.M.  
MUNICIPAL SERVICES TRAINING ROOM  
MINUTES**

**ROLL CALL/CALL TO ORDER**

Chairman Raymond Buschmann called the meeting to order at 6:30 P.M. Aldermen Michelle Moreno and Melanie Rummel were present.

Staff in attendance included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Bob Ells, Superintendent of Engineering; Jason Wicha, City Manager; Elizabeth Holleb, Director of Finance; Pete Siebert, Fire Chief; Bernard Pondexter, Engineering Assistant and Jim Lockfeer, Management Analyst.

Also in attendance was Ara Goshgarian, Third Ward Alderman.

**INFORMATION ITEMS**

**I. UPDATE ON THE BURR OAK STORM SEWER DESIGN – MICHAEL THOMAS**

Director Thomas reviewed a presentation on the topic. He reviewed the process that City staff and the design engineering team went through to arrive at the latest project design iteration. He explained that it took a total of nine design iterations to arrive at the most current design. He reviewed the past design iterations and their associated challenges. He reviewed the current design, which featured a stormwater detention vault known as StormTrap. He explained that the vault would be installed under North Western Ave from the south commercial alley, south to the curb approximately 600 feet north of Franklin Place. He explained that the latest proposed design is over budget, however, no construction activities will occur east of the railroad track. He explained that the current design with StormTrap eliminates the need to install a new storm sewer under the railroad tracks and in the ravine. If construction were to occur in either of these areas, the City would need to obtain the appropriate permits, prior to construction, which could take upward of 18 months. Director Thomas provided an overview on the proposed StormTrap detention vault and shared both a product video and a local Northbrook Park Stormtrap project video. Director Thomas discussed including the North Western Ave Streetscape Phase II project as a possible addition to the storm sewer project. He explained that the proposed detention vault construction is occurring adjacent to the proposed second phase of the North Western Ave streetscape project. He explained that the second phase of the project included the narrowing North Western Ave at the curb near Franklin Place. He explained that this was proposed to improve and calm traffic and increase parkway green space. He explained that phase II was not originally completed due to limited project funds at the time phase I was constructed. Director Thomas reviewed the project budget and the current design concept's estimated costs. He reviewed specific project components and their associated estimated costs. He reviewed potential project component

scope reductions that could be considered to reduce the project's overall cost. Director Thomas reviewed a potential project schedule.

The Committee and City staff discussed the City's legal right to install a detention vault under North Western Ave, construction detours as the storm sewer and detention vault are being installed, storm event protection, water quality, required maintenance to the StormTrap vault, and StormTrap product specifications and projects.

The Committee and City staff discussed the timing associated with developing the initial project budget. City Manager Wicha explained that the project scope will be further evaluated by City staff. He explained that the scope may remain as is and that another CIP project may need to be deferred in order to fund the project's potential budget overage.

The Committee and City staff discussed StormTrap alternatives and other vendors who may offer similar products.

## **DISCUSSION ITEMS**

### **I. PROJECT CONTINGENCY & CHANGE ORDER APPROVAL AUTHORITY – ELIZABETH HOLLEB & MICHAEL THOMAS**

Director Thomas reviewed a presentation on the topic. He explained that the topic stems from a Public Works Committee contingency discussion that occurred approximately a year ago. He explained that at that time, he was bringing the NBAR bluff failure project bids to the Committee for review. He explained that he at first recommended no contingency. Through Committee discussions, a 10% was recommended and ultimately approved. Director Thomas thanked the Committee for their decision as all the contingency funds were needed.

He explained that in October of 2019 a Purchasing Directive Revisions Committee was established. The Committee was comprised of City staff charged with reviewing and revising all sections of the purchasing policy. He explained that Public Works was directed to review contingency and change order policies and practices. Director Thomas reviewed current Public Work's contingency and change order practices. He explained that staff generally applies a 10% contingency to total project budgets. He explained that if contingency is not utilized, Public Works staff often recommends using savings for other CIP projects. Director Thomas reviewed Public Works current change order practices. He explained that any change order less than \$20,000, above and beyond any approved contingency funds are approved by the City Manager. He explained that any change order more than \$20,000, above and beyond any approved contingency funds are approved by City Council.

The Committee and City staff discussed the more recent Finance Committee purchasing policy revisions and unused project contingency funds.

Director Thomas reviewed a three-year history of Public Works project contingency budgets. Director Holleb reviewed a survey of nearby community contingency and change order practices. She explained that the City's current practices are very similar to other communities.

The Committee and City staff discussed the bidding process and working with project contractors.

Director Holleb explained that the entire purchasing policy will be brought before the Finance Committee at their April 20, 2020 meeting with all of the Purchasing Directive Committee's recommendations.

The Committee recommended and approved moving the "REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL FIRE DEPARTMENT'S LOCKER ROOM PROJECT BID" as their next agenda item for review.

### **ACTION ITEMS**

#### **I. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL FIRE DEPARTMENT'S LOCKER ROOM PROJECT BID – DAN MARTIN**

Superintendent Martin reviewed a presentation on the topic. He explained that a draft City Council write-up was also included in the Committee's meeting packet. He provided the Committee with project background information. He explained that the topic was previously brought to the Committee and City Council this past summer to seek approval for the design team to finalize the project's drawings and specifications. Superintendent Martin reviewed the existing floor plan and the project design floor plan.

The Committee and City staff reviewed the designed floor plan and the process staff went through to arrive at the design.

Superintendent Martin reviewed the bid process and the below bids received.

Company Name	Dollar Amount Bid
<b>Reef Contractors</b>	<b>\$342,100.00</b>
Slaton Construction Inc.	\$352,072.80
Master Project Inc.	\$356,400.00
Camosy	\$359,820.00
Efriam Carlson & Sons	\$374,800.00
Rasch Construction	\$383,400.00
Walter Daniels Construction	\$384,464.00
Pacific Construction Services LLC.	\$407,590.00
MAG Construction	\$422,516.00
Northwest Contractors Inc.	\$440,000.00
Manusos General Contracting	\$444,000.00

The Committee and City staff discussed the range of the bids received.

Superintendent Martin explained that City staff recommends awarding the contract in the amount of \$342,100 with a 10% or \$34,210 contingency to Reef Contractors and \$25,000 to FGM Architects for project management for the Fire Department Locker Room Renovation. He reviewed the below budget tables.

Category		
FY2020 Budget	\$375,000	
Architect Design Fees	\$43,150	\$331,850
Construction	\$342,100	(\$10,250)
10% Contingency	\$34,210	(\$34,210)
FGM Project Man.	\$25,000	(\$25,000)
Totals	\$444,460	(\$69,460)

FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund 311-1503-467.67-10	\$375,000	\$401,310	Y

The Committee and City staff discussed the project contingency, project construction timing, and in-house construction opportunities.

Alderman Rummel moved to recommend approval to City Council of the Fire Department's Locker Room Project bid in the amount of \$342,100 with a 10% or \$34,210 contingency to Reef Contractors and \$25,000 to FGM Architects for project management for the Fire Department Locker Room Renovation. Alderman Moreno seconded the motion, which carried unanimously.

The Committee recommended and approved moving the "REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL THE WATER PLANT GENERATOR RADIATOR REPAIR BID" as their next agenda item for review.

**II. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL THE WATER PLANT GENERATOR RADIATOR REPAIR BID – DAN MARTIN**

Superintendent Martin reviewed a presentation on the topic. He explained that a draft City Council write-up was also included in the Committee's meeting packet. He provided the Committee with background information and reviewed current pictures of the radiator. Superintendent Martin reviewed the bid process and the below bids received.

Company Name	Dollar Amount Bid	Notes
<b>Midwest Power Industry, Inc.</b>	<b>\$38,985.00</b>	<b>Qualified Low Bidder</b>
Steiner	\$39,757.64	Disqualified
Lion Heart	No Bid	Concerned about bond requirements
Piper Electric	No Bid	Electrical Repairs Only
Altorfer Cat	No Bid	No Response

The Committee and City staff discussed and reviewed the firms who had attended the pre-bid meeting.

Alderman Moreno moved to recommend approval to City Council of the Water Plant generator radiator repair bid in the amount of \$38,985.00 with a 10% or \$3,898 contingency to Midwest Power Industry. Alderman Rummel seconded the motion, which carried unanimously.

**III. APPROVAL OF THE DECEMBER 10, 2019 PUBLIC WORKS COMMITTEE MEETING MINUTES**

Alderman Rummel moved to approve the December 10, 2019 Public Works Committee meeting minutes subject to the corrections to the minutes she shared with Jim Lockefer. Alderman Moreno seconded the motion, which carried unanimously.

**PUBLIC COMMENT**

There was no additional public comment.

Chairman Buschmann requested an update in regards to the IDOT Pump Station Project at Deerpath and Ahwahnee. Director Thomas explained that City staff and the City's Attorney's Office held a recent conference call with IDOT in regards to the property rights of the construction of the pump station at their recommended property location. City Manager Wicha explained that an update from the City Attorney and Director Thomas would be provided at the next City Council meeting.

Alderman Rummel requested an update in regards to the East Skokie Drainage Ditch Project. Superintendent Ells explained that there have been no new updates since the last public meeting. He explained that the East Skokie Drainage District is still working with individual property owners in obtaining easements.

**NEXT MEETING – MARCH 19, 2020**

There was Committee consensus that they next Public Works Committee would occur on March 19, 2020.

**ADJOURNMENT**

Alderman Moreno moved to adjourn the meeting of the Public Works Committee at 8:28 P.M. Alderman Rummel seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefer Jr.  
Management Analyst