

PUBLIC WORKS COMMITTEE MEETING MONDAY, JANUARY 10, 2022 – 4:00 P.M. REMOTE ACCESS MEETING – ZOOM MINUTES

I. ROLL CALL/CALL TO ORDER

Chairman Jim Preschlack called the virtual meeting to order at 4:00 P.M. Aldermen Jennifer Karras and Ted Notz were present.

Chairman Preschlack stated that in accordance with state statute, he made the determination that it was not practical or prudent to schedule an in-person Public Works Committee meeting because of the COVID-19 pandemic, and therefore the meeting was being held remotely.

Staff virtually 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 – MUNICIPAL SERVICES BUILDING

The Committee reviewed the below summary presentation slide on the topic.

ASSET, INFRASTRUCTURE, & SERVICE HIGHLIGHTS		
Operating Section	Primary Service	Description
Streets	Pavement Maintenance	Asphalt, concrete repairs, sidewalks, signs, striping and litter collection
	Lighting: Electric & Gas Lights	Maintenance of City electric street lights and intersection signalization
	IULIE Locates	Locating underground utilities
	Gas Light Conversion	Conversion of all City gas lights to LED technology (fixture & electrification)
	Sweeping	Sweep City streets to reduce the debris blocking and entering the storm sewer system
Sanitation	Refuse Collection	Bi-weekly; top of drive collection
	Recycling	Once weekly, curbside collection
	Compost Center	City operated for disposal of recyclables, yard waste, metal and electronics
	Yard Waste	Bi-weekly; curbside collection
Water & Sewer	Sewer Maintenance	Repairs, cleaning, catch basins/manholes and maintenance of sanitary and storm sewer system
	Water Meter Reading	Meters are read monthly to collect regular billing data, identify unreasonably high or low water usage, or malfunctions with the meter
	Water Mains	Maintenance of City's water mains, including valves, fire hydrants and taps
	IULIE Locates	Locating underground utilities
Water Plant	Production	Production of potable water (water reservoir and elevated tank), including IDNR and EPA record-keeping
	Equipment Maintenance	Maintenance of pumps, valves, generators and sewer lift stations
Fleet	Equipment/Vehicle Repair	Maintenance of all City-owned vehicles/equipment, including improvements to new and existing equipment
	Capital Purchases	Specifications/bidding of equipment needed for City Fleet
Building Maintenance	Capital Repairs	Electrical, carpentry, plumbing and roof repairs for all City buildings, including planning and designing upgrades and replacements of facilities
	Janitorial Services	Specifications, bidding and monitoring
Engineering	Permitting/Plan Review	Review and issuance of permits and oversight of development plans
	Enforcement/ Inspection	Field supervision of construction projects to include - asphalt, sidewalk, sewer and water mains
	Capital Improvement Project Specifications	Provide design and specifications for all City infrastructure projects
	Environmental and Aesthetics Considerations	When possible, with both capital projects and Department operations, consider environmental and aesthetic features based upon cost/benefit analysis
All Sections	Snow & Ice Control	Plowing and treatment of all City streets, parking lots, sidewalks and public buildings

The Committee highlighted and thanked City staff for providing a continued high level of Snow and Ice Control Program service. The Committee and City staff discussed Snow and Ice Control Program salting practices, Public Works Committee future meeting project site visits, and IDOT's Deerpath/Route 41 Pump Station Project.

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	Asset Category	% Complete	Notes
Annual Pavement Resurfacing Program	Road	100%	Complete
Annual Pavement Patching Program	Road	100%	Complete
Waukegan & Westleigh Intersection Phase II Design	Road	25%	In progress: IDOT approved Phase I Design, Phase II internal kickoff meeting held, right of way acquisition process starting soon
Annual Concrete Sidewalks & Curbs Repairs	Road & Sidewalk	100%	Complete
Illinois & Woodland Pedestrian Bridge Designs	Bridge	100%	FH Paschen approved at the 12/6 Council meeting. Woodland Bridge will be replaced during summer 2022 after LFHS is out, Illinois Bridge will be replaced in fall and not the spring due to long lead-times
Lake-Woodbine Bridge Reconstruction Design PH I	Bridge	25%	In progress: public information meeting at Gorton Community Center held on 12/13. Team is preparing dates for an additional public meeting prior to being presented at the HPC for Certificate of Appropriateness
Seminary Ravine Study	Ravine	100%	Complete
Ringwood Road S Ravine Project	Ravine	100%	Complete
Property Condition Assessments	Facility	100%	Complete
Dickinson Hall Exterior Tuck Pointing	Facility	30%	In progress: City Council approved contractor 9/20; tuck pointing to be completed in Spring
Capital Equipment - All Funds	Capital Equipment	90%	90% equipment received, in-service modifications are continuing and will continue into late fall/early winter
Old Elm Parking Lot	Parking Lot	100%	Complete
Forest Park Bluff Slope Stabilization	Forest Park Bluff	75%	In progress: Design efforts 75% complete; confirming design assumptions post snow melt and springtime rains prior to design finalization
Annual Storm Sewer Lining Program	Storm Sewer	100%	Complete

PROJECT ROADMAP – WATER FUND

Project	Asset Category	% Complete	Notes
Water Distribution Pressure Sensors	Water	40%	CC approved bid 12/6, approved contractor submittals sent to project engineer for review, project materials order have been placed
Water Valve Replacements	Water	25%	Supply chain issues in receiving the valves; work pushed to spring of 2022
Water Plant 42" and 24" Intake Line Cleaning	Water	100%	Completed
Deerpath Watermain Design (Ahwahnee-Golf)	Water	75%	In progress: plans have been issued with a bid-opening scheduled for 1/20
Spruce Lift Station Pump Overhaul	Sanitary	0%	Staff to place project out to bid by the end of January
Annual Sanitary Sewer Lining Program	Sanitary	100%	Complete

The Committee and City staff discussed the Waukegan & Westleigh Intersection Phase II Design, Illinois & Woodland Pedestrian Bridge Replacement Project, Lake-Woodbine Bridge Reconstruction Design, Forest Park Bluff Slope Stabilization Project, Deerpath Watermain Design, and the Water Distribution Pressure Sensors Project. The Committee and City staff discussed the recent neighborhood meeting for the Lake-Woodbine Bridge Reconstruction Project.

IV. NEW BUSINESS / ACTION ITEMS

1. APPROVAL OF THE NOVEMBER 22, 2021 PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Notz moved to approve the November 22, 2021 Public Works Committee meeting minutes. Alderman Karras seconded the motion, which carried unanimously.

2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF CONSTRUCTION ASSISTANCE SERVICES FOR THE ILLINOIS AND WOODLAND PEDESTRIAN BRIDGE REPLACEMENT PROJECT

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


CONSTRUCTION ASSISTANCE FOR PEDESTRIAN BRIDGE REPLACEMENTS- ILLINOIS AND WOODLAND

- To provide structural engineering assistance during construction
- Construction Contract awarded to F.H. Paschen on 12/6/21
- Staff initiated RFP process for engineering construction assistance services:

Consultant Firm	Proposal Amount
Alfred Benesch & Company	\$20,000*
Wiss, Janney, Elstner Associates, Inc. (WJE)	\$39,880
Ciorba Group	\$51,830

*Note: Insufficient hours for site-inspection

- WJE performed the design for both bridges
- Budget: \$34,826 budgeted in FY2023. The additional required funds of \$5,054, if needed, will be utilized from the 10% construction contingency
- Schedule Update:
 - The Illinois bridge now planned to begin fall 2022 due to long steel lead-times
 - Woodland bridge during summer 2022 to reduce traffic impacts with schools
- Action requested: PW Committee recommends City Council award Construction Assistance Services for both the Illinois and Woodland Pedestrian Bridge Replacements to Wiss, Janney, Elstner Associates, Inc., and Authorize the City Manager to Execute an Agreement in an Amount Not to Exceed \$39,880**



The Committee and City staff discussed the RFP process, the proposals received, the project construction timeline, the design of the replacement bridges, and the communication plans.

Alderman Notz moved to recommend approval to City Council award of construction assistance services for both the Illinois and Woodland Pedestrian Bridge replacements to Wiss, Janney, Elstner Associates, Inc., and authorize the City Manager to execute an agreement in an amount not to exceed \$39,880. Alderman Notz seconded the motion, which carried unanimously.

3. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE ELEVATOR MAINTENANCE SERVICES CONTRACT

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

ELEVATOR MAINTENANCE SERVICES CONTRACT

- Funded from City building operating budgets
- Monthly service and inspections to six elevators at five City facilities
 - Services numerous elevator components including examination, adjustment, lubrication, and if warranted, repair and replacement; all safety testing
- Spring of 2021 Village of Buffalo Grove initiated a joint public bidding process via the Municipal Partnership Initiative (MPI)
 - Lake Forest did not participate as the City was already under contract for elevator services (2018 – 2021)
 - MPI bid processes allow other municipalities to join into existing bid opportunities to take advantage of already secured pricing

Firm	Buffalo Grove Annual Bid Total	Libertyville Annual Bid Total	Winnetka Annual Bid Total
American Hoist & Manlift	\$7,728	\$20,358	\$1,932
Total Elevator Service	\$8,016	\$18,636	\$2,004
Mid-American Elevators Co, Inc.	\$13,200	\$29,700	\$3,300

- Review of the MPI bid tab revealed that the City had comparable elevator units to both Buffalo Grove and Winnetka; Libertyville has specialty units
- Received three-year pricing from American Hoist & Manlift

Firm	Year-One Bid	Year-Two Bid	Year-Three Bid	Three-Year Bid Total
American Hoist & Manlift	\$12,600	\$12,960	\$13,320	\$38,880

- American Hoist & Manlift provided elevator services for the City's 2018 – 2021 contract; bid price is a 0% increase per elevator unit compared to their 2021 contract pricing
- Action requested: PW Committee recommends City Council award of bid for a Three-Year Elevator Maintenance Agreement to American Hoist & Manlift in the Amount of \$38,880**

The Committee and City staff reviewed City buildings that have elevators and the per elevator unit pricing.

Alderman Notz moved to recommend approval to City Council award of bid for a Three-Year Elevator Maintenance Agreement to American Hoist & Manlift in the Amount of \$38,880. Alderman Karras seconded the motion, which carried unanimously.

4. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE DEERPATH STREETSCAPE PHASE II DESIGN

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

DEERPATH STREETSCAPE PHASE II DESIGN

- Project limits are Deerpath from Oakwood Avenue to Western Avenue
- Background

Date	Milestone
2016 – 2018	Civic Beautification Committee preliminary project conceptual planning efforts
November 2018	Civic Beautification Committee approves Project Conceptual Plan
April 2019	PW Committee discussion of project funding; supported City funding Phase I Design and the submission of an IDOT ITEP grant application for Phase II Design and construction funding (80% IDOT / 20% City funding)
July/August 2019	PW Committee reviewed and recommended City Council approval of Phase I Design agreement with Gewalt Hamilton Engineering & Craig Bergmann Landscape Design; City Council approved recommendation
August 2019	City Manager formed Deerpath Streetscape Ad-Hoc Advisory Committee to guide Phase I Design process
August 2019 – September 2020	Deerpath Streetscape Committee led citywide public engagement effort; Committee met numerous times to review all public comment received to form a Committee Project Recommendation Report
November 2020	Phase I consultant team submits required Phase I Design documentation to IDOT and City staff submits project ITEP application seeking Phase II Design and construction funding
June 2021	City received notification from IDOT that the project was unsuccessful in receiving an ITEP award
July 2021	Staff met with ITEP Program Manager to review application, received encouraging feedback that led to staff recommending proceeding with locally funding Phase II Design and submitting an ITEP grant application for construction for Fall of 2022
November 2021	Finance Committee reviewed Phase II Design budget as part of CIP budget meeting

DEERPATH STREETSCAPE PHASE II DESIGN

- FY 2023 Capital Improvement Fund Budget - \$415,000
- Staff initiated RFP process for complete Phase II engineering and landscape design services
 - Project coordination, utility verification, any land and/or easement acquisitions, grant application assistance, and the development of final design, landscape plans, renderings, and cost estimates

- Two proposals received:

Engineering Company Name with Supporting Landscaping Firm	Proposal Amount
Thomas Engineering Group with The Lakota Group	\$372,758
Gewalt Hamilton Associates with Craig Bergmann Landscape Design	\$392,534

- Proposals reviewed in detail by staff RFP Review Committee
 - Assigned scores based on firm experience, references/project results, and cost
- RFP required the submission of detailed project schedule and encouraged firms to identify scope of work efforts that would help expediate the overall project timeline / support the submission of the ITEP grant
 - Project FY2023 funds are not available until May 1, 2022
- Action requested: PW Committee recommends award the Deerpath Streetscape Phase II Project Design proposal to Thomas Engineering Group in the amount of \$372,758 plus 10% Contingency in the amount \$37,275 for a total of \$410,033 and the advancement of Fiscal Year 2023 Capital Improvement Project Funding in the amount of \$55,000**



The Committee and City staff discussed the current construction estimate, construction timing, the Deerpath Streetscape Committee Recommendation Report, and highlighting the Deerpath Streetscape to-date progress in City communications.

Alderman Notz moved to recommend approval to City Council award the Deerpath Streetscape Phase II Project Design proposal to Thomas Engineering Group in the amount of \$372,758 plus 10% Contingency in the amount \$37,275 for a total of \$410,033 and the advancement of Fiscal Year 2023 Capital Improvement Project Funding in the amount of \$55,000. Alderman Karas seconded the motion, which carried unanimously.

5. REVIEW AND APPROVE 2022 PUBLIC WORKS COMMITTEE MEETING DATES

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

2022 PUBLIC WORKS COMMITTEE MEETING DATES

Date	Time
Tuesday, February 8	4PM
Thursday, February 17	4PM
Thursday, March 3	4PM
Thursday, March 17	4PM
Wednesday, April 6	4PM
Thursday, April 28	4PM
Thursday, May 26	4PM
Thursday, June 16	4PM
Thursday, July 14	4PM
August – No Meeting	
Thursday, September 15	4PM
Thursday, October 20	4PM
Thursday, November 10	4PM
Thursday, December 8	4PM

The Committee and City staff discussed the timing of bringing various proposals and bids to the Committee and City Council. Director Thomas explained that it is important for the Public Works Department to have these approvals in place so that when Fiscal Year 2023 begins May 1, projects can begin immediately.

The Committee discussed making an effort to keep the meetings to approximately one hour and agreed to focus on new business items.

V. BUDGET / HIRING / INNOVATION UPDATES

There was no discussion.

VI. PUBLIC COMMENT

There was no public comment.

VII. NEXT MEETING – FEBRUARY 8, 2022

The Committee and City staff discussed scheduling the next meeting on February 8, 2022 at 4 P.M. Director Thomas explained that he would email the Committee the confirmed date and time.

VIII. ADJOURNMENT

Alderman Notz moved to adjourn the meeting of the Public Works Committee at 5:36 P.M. Alderman Karas seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefeer Jr.
Assistant to the Director of Public Works