

**PUBLIC WORKS COMMITTEE MEETING
THURSDAY, MAY 26 – 4:30 P.M.
BURR OAK STORM SEWER PROJECT SITE & CITY HALL COUNCIL CHAMBERS
MINUTES**

I. ROLL CALL/CALL TO ORDER

Chairman Preschlack called the meeting to order at 4:50 P.M. Alderman Ted Notz was in attendance. Alderman Karras was not in attendance.

Staff attending the meeting included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Byron Kutz, Superintendent of Engineering; Jim Shaw, Director of Innovation and Technology; Joe Gabanski, Assistant Director of Innovation and Technology; Cameron Burrell, Business Analyst and Jim Lockefer, Assistant to the Director of Public Works.

II. ASSET, INFRASTRUCTURE, & SERVICE HIGHLIGHTS – BURR OAK AREA STORM SEWER IMPROVEMENT PROJECT UPDATE / TOUR

Chairman Preschlack thanked City staff for the tour of the Burr Oak Area Storm Sewer Improvement Project. He explained that he was pleased project construction was progressing according to schedule.

III. NEW BUSINESS / ACTION ITEMS

1. APPROVAL OF APRIL 27, 2022 PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Notz moved to approve the April 27, 2022 Public Works Committee meeting minutes. Chairman Preschlack seconded the motion, which carried unanimously.

2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF CONTRACT FOR PUBLIC WORKS / PARKS / FORESTRY WORK ORDER SYSTEM

Business Analyst Burrell reviewed the below summary presentation slides on the topic.

WORK ORDERS MANAGEMENT SYSTEM - BACKGROUND

- In January 2020, a Work Orders system RFP was issued to support Public Works, Parks & Forestry, OCM and IT. Four proposals were received.
- In March 2020, staff shifted priorities to implement a Citizen Request Management system to address a more immediate need to provide a platform for residents to quickly and efficiently submit a service request.
- In July 2020, City Council approved SeeClickFix as our Citizen Request Management system.
 - SeeClickFix is provided by Cartegraph - one of the four proposals from the Work Orders RFP.
 - SeeClickFix was implemented in tandem with the City's new Website and Mobile App in early 2021.
 - After 15 months of being live, the system has logged 2800 services requests ranging from special garbage collections to fallen tree limbs.
 - In October 2021, due to the high adoption rate by our internal staff, additional user licensing for SeeClickFix was requested and approved by City Council.
- In early 2022, staff explored the next phase of progressing the City towards a full Work Orders Management system.



WORK ORDERS MANAGEMENT SYSTEM – PROCESS & BIDS

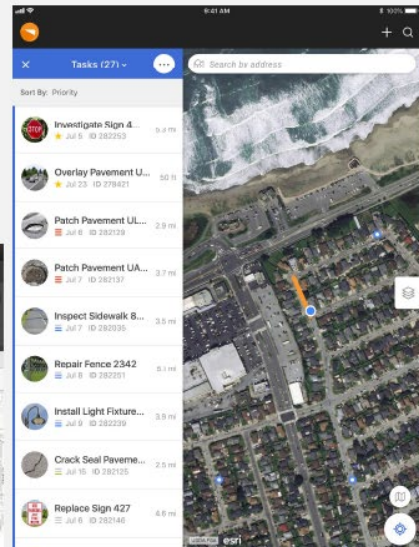
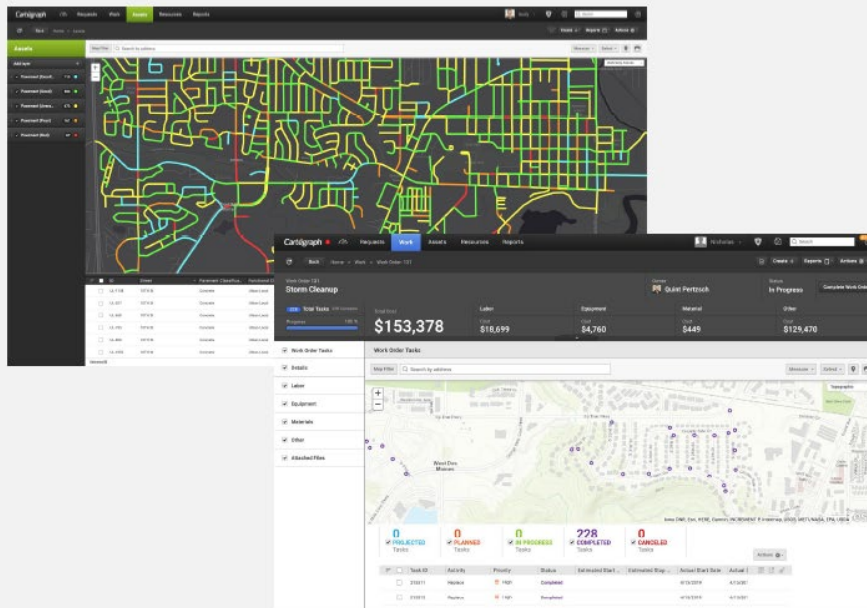
- The project team recommends proceeding with Cartegraph Operations Management Software.
 - Cartegraph scored the highest during proposal evaluation and scoring.
 - Beehive was also in consideration, however scored lower in areas such as User Acceptance Testing, Project Methodology, and Training.
 - There is an existing relationship with Cartegraph (by way of SeeClickFix) providing familiarity with services and implementation.
 - SeeClickFix remains the front-end resident facing interaction and integrates directly into Cartegraph for internal processing.
- While SeeClickFix provides basic tracking and service request management, Cartegraph OMS provides the following:
 - A more intuitive interface for working in the field
 - Interactive dashboards for reporting and viewing data
 - A way for the City to track assets and forecast for the future through data driven decision making including integration with ArcGIS for asset mapping
 - Workflow automation and reduction of manual duplicative processes (scheduling, time entry, data entry, etc.)

Work Orders Needs Analysis with Baker Tilly	09/2019	Selection Committee Work Orders Needs Analysis Discussions with a Third-Party Vendor
Work Orders RFP Issuance	01/02/2020	RFP Distributed
Vendor Proposals Submitted	02/06/2020	Four Vendors Submitted Proposals Which Were Reviewed & Scored by Selection Committee
Shift to Focus on Citizen Request Management System	03/2020	Decision Made to Focus on CRM Portion of a Work Orders System to Gauge Usage and Adoption
City Council Approval of Citizen Request Management System	07/27/2020	Approval of Cartegraph Implementation of SeeClickFix CRM System
City Council Approval of Additional CRM Licensing	10/04/2021	Approval of Additional Funding for Licensing for Internal Users Due to High Internal User Adoption
Work Orders System Selection and Next Phase Decision	03/2022	Review & Recommendation by City Selection Committee (Public Works / Parks & Forestry) for Cartegraph OMS

	Implementation Cost	Year 1 Subscription	Total 4 Year
Beehive Industries	68,000.00	18,000.00	140,000.00
Cartegraph Systems LLC	54,800.00	45,000.00	243,064.00
SmartEnergyWater	64,891.00	234,596.00	416,784.00
ZLink	75,293.00	56,620.00	306,798.00

WORK ORDERS MANAGEMENT SYSTEM - SOFTWARE

Cartegraph Operations Management Software (OMS)



WORK ORDERS MANAGEMENT SYSTEM - MODULES

Parks & Recreation

Parks
Athletic Spaces
Benches
Trees

Park Amenities
Park Structures
Playgrounds

Transportation & Traffic

Bridges
Light Fixtures
Pavement

Signs
Supports
Guardrails

Signals

Signalized Intersections
Cabinets, Controllers
Traffic Detectors
Traffic Cameras

Sanitary Sewer

Cleanouts
Mains
Laterals

Manholes
Pumps

Water Distribution

Backflows
Hydrants
Mains

Meters
Pumps
Storage Tanks

Stormwater

Basins
Culverts
Inlets

Outlets
Pipes
Channels

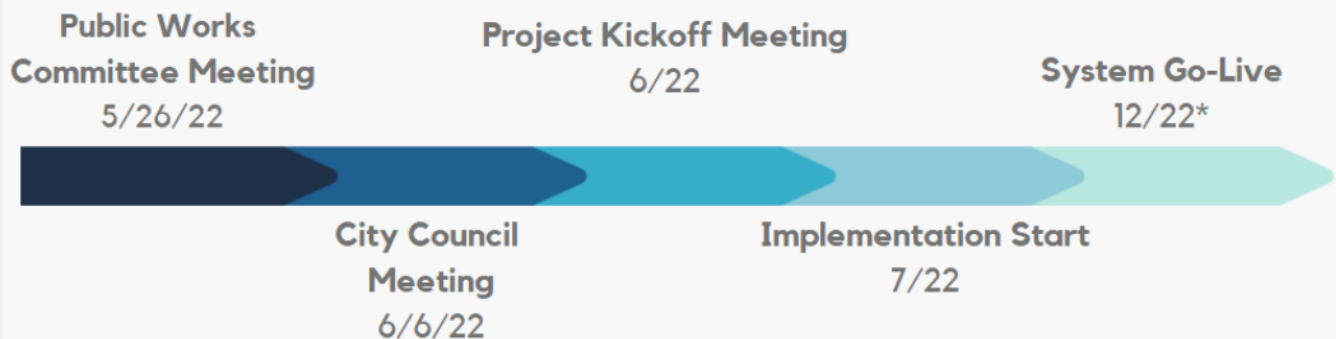
Snow (Custom)

Vehicles
Material Loads
Scheduling

Sanitation* (Custom)

Containers
Pickups
Parcels

WORK ORDERS MANAGEMENT SYSTEM - TIMELINE



WORK ORDERS MANAGEMENT SYSTEM - BUDGET

Cartegraph Pricing		
Year 0	7/1/22 - 8/31/22	2 Months (prorated)
Implementation	50300	
Annual Subscription	4500	
Total	\$54,800	[Work Orders capital]
Year 1	9/1/22 - 8/31/23	12 Months
Annual Subscription	\$45,000	
Year 2	9/1/23 - 8/31/24	12 Months
Annual Subscription	\$46,350	
Year 3	9/1/24 - 8/31/25	12 Months
Annual Subscription	\$47,741	
Year 4	9/1/25 - 8/31/26	12 Months
Annual Subscription	\$49,173	

- **Action requested: PW Committee recommends City Council award contract with Cartegraph Systems LLC to Purchase Software and Services for a Work Orders Management system as Budgeted in FY23 Capital Plan in the Amount of \$99,800 to include a 5% Contingency in the Amount of \$4,990 for a Total Cost of \$104,790. Additionally, Approve Three Year Agreement for Annual Subscription Services included in the FY2024 – FY2027 Operating Budget for the Sum of \$143,264.**

The Committee and City staff discussed the City's current online citizen request system and software, the various types and sizes of municipalities utilizing a Cartegraph work order system, the costs associated with system implementation and the annual subscription service, time saving efficiencies that will be realized with the implementation of a work order system, and contract negotiations.

Alderman Notz moved to recommend approval to City Council award of contract with Cartegraph Systems LLC to purchase software and services for a work orders management system as budgeted in FY23 Capital Plan in the amount of \$99,800 to include a 5% contingency in the amount of \$4,990 for a total cost of \$104,790. Additionally, approve three-year agreement for annual subscription services included in the FY2024 – FY2027 operating budget for the sum of \$143,264. Chairman Preschlack seconded the motion, which carried unanimously.

3. **REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF BID FOR THE 2022 SEWER LINING PROGRAM**

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

2022 STORM SEWER LINING PROGRAM

- Annual project to repair cracked, leaking damaged storm sewer lines
- Construction technique performed without disruptive excavation
- Process provides for the insertion of a special liner creating a new smooth-surfaced, long-lasting pipe within the old sewer.
- Capital Budget: \$180,000
- Utilizing the low-bid contractor from the Municipal Partnering Initiative (MPI – Highland Park and Mundelein)
- 690 feet proposed to be sealed ranging from 6" to 42"
- Full budget to be utilized based on quantity-based bid pricing
- **Action requested: PW Committee recommends City Council award the low bid for the 2022 Storm Sewer Lining Program to Hoerr Construction, Inc. and Authorize the City Manager to Execute an Agreement in an Amount Not to Exceed \$180,000**



Contractor Firm	Lake Forest Bid Amount
Hoerr Construction, Inc.	\$162,745
Insituform Technologies USA, LLC.	\$198,669

The Committee and City staff discussed the locations of the storm sewers that will be lined and how storm sewers are selected and prioritized for lining.

Chairman Preschlack moved to recommend approval to City Council award of the low bid for the 2022 Storm Sewer Lining Program to Hoerr Construction, Inc. and authorize the City Manager to execute an agreement in an amount not to exceed \$180,000. Alderman Notz seconded the motion, which carried unanimously.

4. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR JANITORIAL SERVICES

Assistant to the Public Works Director Lockefer reviewed the below summary presentation slide on the topic.

JANITORIAL SERVICES AGREEMENT

- Agreement includes all general (nightly) facility janitorial duties at 13 City facilities and twice/year floor care treatments
- Current three-year agreement with Multisystem Management Company (MMC) ends July 2022; agreement allows for two, one-year extensions based on performance / price increase
- All janitorial services are funded via building operating budget accounts
- Original annual contract pricing:
 - Nightly facility janitorial services - \$175,884
 - Twice/year floor care treatments - \$29,830
 - Total: - \$205,714
- Proposed price increase of 3%; added Elawa to the agreement bringing facility total to 14
 - Nightly facility janitorial services - \$181,155
 - Twice/year floor care treatments - \$30,770
 - City responsible Elawa areas - \$13,110
 - Total: - \$225,035
- City staff Building Coordinator Group has met quarterly over the course of original three-year agreement to discuss MMC performance; all coordinators support extending MMC for another year
- **Action requested: PW Committee Recommends City Council Award Multisystem Management Company a One-Year Janitorial Services Agreement and Authorize the City Manager to Execute an Agreement in the Amount of \$225,035**



The Committee and City staff discussed the 3% price increase.

Alderman Notz moved to recommend approval to City Council award Multisystem Management Company a one-year janitorial services agreement and authorize the City Manager to execute an agreement in the amount of \$225,035. Chairman Preschlack seconded the motion, which carried unanimously.

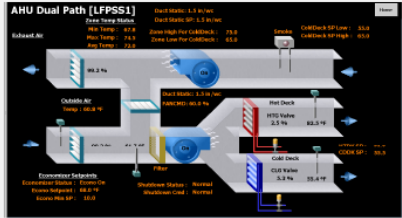

5. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR HVAC CONTROLS SERVICES

Assistant to the Public Works Director Lockefer reviewed the below summary presentation slide on the topic.

HVAC CONTROLS SERVICES AGREEMENT

- Agreement includes all updates, support, annual inspections, training, backups, and once a year replacements (if necessary) for seven City facility controls systems
- Controls systems are important components of managing and maintaining large facility HVAC systems
 - Remote in from any location to trouble shoot issues
 - Facility HVAC system efficiencies and comfort improvements realized as system learns facility patterns
- New services agreement for City due to changes with Johnson Controls:
 - New certified firm requirements
 - New regular system update requirements
 - Public Safety & Rec Center systems are no longer supported
- Issued RFP for a five-year services agreement; two proposals received

Firm	Annual Proposal \$	Total Proposal \$
Lakeland HVAC Automation	\$10,195.60	\$50,978
Interactive Building Solutions	\$10,269.00	\$51,345
- HVAC services are funded via building operating budget accounts
- Action requested: PW Committee Recommends City Council Award Lakeland HVAC Automation a Five-Year HVAC Controls Services Agreement and Authorize the City Manager to Execute an Agreement in the Amount of \$50,978**



The Committee and City staff discussed the once-a-year system replacement service included in the obtained pricing and Lakeland HVAC Automation's experience with HVAC controls systems.

Alderman Notz moved to recommend approval to City Council award Lakeland HVAC Automation a five-year HVAC Controls Services Agreement and authorize the City Manager to execute an agreement in the amount of \$50,978. Chairman Preschlack seconded the motion, which carried unanimously.

IV. FY '23 PROJECT ROADMAP STATUS CHART

The Committee and City staff discussed the ComEd Bridge Replacement Project, IDOT Pump Station Project, and general supply chain challenges that have been impacting some City operations and projects.

V. BUDGET / HIRING / INNOVATION UPDATES – RETIREMENT OF BILL BORZICK, BUILDING MAINTENANCE SUPERVISOR

The Committee congratulated Mr. Borzick on his well-deserved retirement.

VI. PUBLIC COMMENT

There was no public comment.

VII. NEXT MEETING – June 16, 2022

The Committee agreed to meet on June 16, 2022, if needed.

VIII. ADJOURNMENT

Chairman Preschlack moved to adjourn the meeting of the Public Works Committee at 5:32 P.M. Alderman Notz seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefeer Jr.
Assistant to the Director of Public Works