

**PUBLIC WORKS COMMITTEE MEETING
TUESDAY, JULY 23, 2019 – 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 Melanie Rummel and Michelle Moreno were in attendance.

Staff in attendance included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Bob Ells, Superintendent of Engineering; Chuck Myers, Superintendent of Parks & Forestry; Brian Joyce, Supervisor of Engineering; Bernard Pondexter, Engineering Assistant; Jason Wicha, City Manager; Pete Siebert, Fire Chief and Jim Lockefer, Management Analyst.

I. APPROVAL OF THE JUNE 11, 2019 PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Rummel explained that there was a word-ordering mistake in the Waukegan Road Sidewalk Project section of the minutes.

Alderman Rummel moved to approve the June 11, 2019 Public Works Committee meeting minutes subject to incorporating the recommended word-ordering revision. Alderman Moreno seconded the motion, which carried unanimously.

II. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL ARCHITECTURAL SERVICES FOR THE FIRE DEPARTMENT LOCKER ROOM RENOVATION PROJECT – DAN MARTIN

Superintendent Dan Martin explained that Fire Chief Pete Siebert was in attendance at tonight's meeting to assist with answering questions related to the topic. Superintendent Martin reviewed a presentation on the topic. Superintendent Martin reviewed the existing Fire Department locker room plan layout and the existing conditions. He explained the challenges associated with the existing conditions as well as the ADA violations associated with the locker room. He reviewed the updated locker room design concept plan that was developed and created by FGM Architects ("FGM") in 2017. He reviewed the estimated project budget developed by FGM and the FY20 project funding source for FGM to complete the project design. He reviewed the below chart and explained that the current budget would fund project design, however, the current budget would not fully fund construction.

FY20 Funding Source	Amounted Budgeted	FGM Design Proposal / Construction Estimate	Construction Budget Overview
Fire Locker Room Renovation Project	\$375,000	\$43,150 – Design \$500,000 - \$575,000 - Construction	\$331,850 (Budget for Construction) \$168,150 - \$243,150 (Budget Shortage)

Superintendent Martin explained that staff was requesting the Public Works Committee to recommend approval to City Council a design services agreement for the Fire Station Locker Room Renovation Project with FGM Architects, in an amount not to exceed \$43,150. He explained that in 2013 a City

facilities ADA audit was completed and revealed many ADA violations within the locker room. He explained that any type of maintenance or replacement of fixtures within the locker room triggers a full renovation because of the ADA compliance violations. He explained that the renovations are also needed because a City female firefighter employee has to currently use a converted bathroom as a locker room until new locker room is built. Fire Chief Pete Siebert explained that the City might also hire additional female firefighters in the near future based upon the City's recent fire fighter testing that was completed.

The Public Works Committee and staff discussed the existing female locker room arrangements, the construction process, temporary locker room arrangements during construction, public bathroom access at the Public Safety Building (PSB), FGM's design of the conceptual plan, FGM's overall firm experience, and updating the project construction budget.

Superintendent Martin explained that staff is seeking an exception from Administrative Directive 3-5, Section 9.1J – Professional Services Existing Relationship in recommending FGM Architects. He explained that FGM was selected for the PSB lobby project through a request for proposal process. He explained that FGM completed the Fire Locker Room Renovation Project conceptual plan for \$8,000 in July 2017. FGM was approved to create the conceptual plan in 2017 because of their vast experience in designing other PSB improvement projects.

The Public Works Committee and City Manager Jason Wicha discussed City Council agenda item's specific location on an agenda if an exception or a waiving of the formal bid process is requested. Mr. Wicha explained that this is something that is reviewed on a case-by-case basis. He explained that the Mayor typically decides where items appear on the agenda. The Public Works Committee discussed the Fire Station locker room topic appearing on the omnibus section of the City Council agenda. There was consensus amongst the Committee that there would be no issue in the topic appearing on the omnibus.

Alderman Rummel motioned to recommend approval to City Council the award a design services agreement for the Fire Station Locker Room Renovation Project with FGM Architects, in an amount not to exceed \$43,150. Alderman Moreno seconded the motion, which carried unanimously.

III. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL DESIGN SERVICES FOR THE DEERPATH STREETScape PROJECT – JIM LOCKEFEER

Management Analyst Jim Lockefeer reviewed a presentation on the topic. He explained that the at the April 4, 2019 Public Works Committee meeting, the Committee agreed that the project should be submitted through the ITEP grant process and that staff should initiate the required request for qualifications (RFQ) process to identify a landscape and engineering design team. He explained that the RFQ process had to follow IDOT requirements in order to apply for ITEP funding. He reviewed the RFQ process and explained that it required interested landscape architect firms to team up with a professional civil engineering firms to

form a team and submit one proposal. He explained six teams submitted a proposal and four of the six teams were selected for an interview. He explained that interviews were held by a City staff comprised RFQ team and that the interviews focused on; overall team approach, streetscape project experience, local project experience, ITEP/IDOT experience, historic district project experience and the overall public engagement approach. Mr. Lockefeer explained that following the interviews the staff RFQ team ranked the top three teams in the following order based on their qualifications; Lakota & Thomas, Bergmann & Gewalt, and Hitchcock and Baxter & Woodman. He explained that all three teams were extremely qualified and could meet the City's project needs. He explained that per the required IDOT procedures, staff then reached out and requested a project proposal amount from the top ranked team, Lakota & Thomas. Unfortunately, the Lakota & Thomas proposal received came in significantly over budget. Upon receiving the high proposal, the staff RFQ team decided not to initiate any negotiations with the team because of the significant cost difference between their proposal and the City's project budget. Following the IDOT procedures, the staff RFQ team proceeded to request a proposal from the second ranked team, Bergmann & Gewalt. The Bergmann & Gewalt team proposal initially came in slightly over budget. Since there was not significant cost differences between their proposal and the City's project budget, staff initiated negotiations. He explained that very quick negotiations resulted in the revised Bergmann & Gewalt team proposal coming in slightly under budget. Mr. Lockefeer explained that the staff RFQ team was confident in selecting the Bergmann & Gewalt team to complete phase I design of this project because of their overall project experience and all of their local project experience.

The Public Works Committee and staff had discussions on the Lakota & Thomas proposal, the Bergmann conceptual plan, Civic Beautification's involvement with the project, Civic Beautification's review of the Bergmann conceptual plan, team streetscape project experience, project public involvement, and the project limits.

Mr. Lockefeer explained that staff was requesting the Public Works Committee to recommend approval to City Council design services agreements for the Deerpath Streetscape Project Phase I Design with Craig Bergmann Landscape Design, Inc. in an amount not to exceed \$40,850 and Gewalt Hamilton Associates, Inc. in an amount not to exceed \$108,500. He explained that the total FY20 project design budget is \$150,000 and that the total amount requested is \$149,350.

Alderman Moreno motioned to recommend approval to City Council the award of the design services agreements for the Deerpath Streetscape Project Phase I Design with Craig Bergmann Landscape Design, Inc. in an amount not to exceed \$40,850 and Gewalt Hamilton Associates, Inc. in an amount not to exceed \$108,500. Alderman Rummel seconded the motion, which carried unanimously.

IV. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL OF A HYDRANT PAINTING 3-YEAR AGREEMENT – DAN MARTIN

Superintendent Martin explained that there are 1,400 City owned fire hydrants on the water distribution system to provide fire protection to homes and businesses throughout the community. He explained that on an annual basis, the Water & Sewer Section inspects and flushes each hydrant to ensure they are operating properly. He explained that additional preventative maintenance includes the annual fire hydrant painting program. He explained that fire hydrants are recoated approximately every seven years in order to prevent the paint coating from failing between painting cycles.

Superintendent Martin explained that this program is bid through the Municipal Partnership Initiative (MPI). He explained that the City, along with ten other communities developed a joint bid for 2019 fire hydrant sandblasting and painting. Three bidders provided proposals, however, one bidder did not supply a bid deposit. Therefore, their proposal was rejected. Alpha Paintworks, Inc. was the lowest bid of the remaining two bidders at a total three-year cost of \$53,400.

The Public Works Committee and City staff had discussions on listing the project as having obtained competitive pricing for the proposed services within the City Council write-up.

Alderman Rummel motioned to recommend approval to City Council the award of a three-year contract with Alpha Paintworks, Inc. for fire hydrant painting services included in the FY2020-2022 operating capital budget for the sum of \$53,400. Alderman Moreno seconded the motion, which carried unanimously.

V. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF BID FOR THE 2019 STIRLING HALL DOOR REPLACEMENT PROJECT – DAN MARTIN

Superintendent Martin explained that the Stirling Hall exterior doors on the north main entrance and west side entrance at the Stirling Hall building were last replaced during the 1999 renovation project. He explained that the work was completed 20 years ago did not include replacing the existing wood door frames that are now failing at the hinge points from many years of stress and wear from supporting heavy doors. He explained that the frames no longer have suitable strength to anchor the hinge screws from the multiple door replacements over the years. He explained that the metal doors and door hardware were also worn and fatigued, causing the doors to sag and rub at the door edges and thresholds. He explained that the replacement of these doors and frames will restore the integrity of these highly used entrances and provide for a more secured building.

Superintendent Martin explained that in June, 2019 staff initiated a public bid process for the replacement of the exterior doors and frames on the north and

west entrances at Stirling Hall. He explained that four contractors attended the mandatory pre-bid meeting and that staff received four bids for the installation of the new doors and frames. He explained that the apparent low bid was from TDS Door for \$33,800. He explained that TDS Door has done favorable work for the City before.

The Public Works Committee and staff had discussions on project funding, the two different recommended FY20 funding sources, and the project contingency.

Alderman Moreno motioned to recommend approval to City Council the award of bid for the 2019 Stirling Hall door replacement to TDS Door Company in the amount of \$33,800.00 with a contingency of 5% or \$1,690.00. Alderman Rummel seconded the motion, which carried unanimously.

VI. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL OF A ROAD STRIPING CONTRACT – DAN MARTIN

Superintendent Martin explained that the City conducts an annual thermoplastic lane marking program. He explained that the City's program divides the City into four zones. A zone of road striping is completed on an annual basis.

Superintendent Martin explained that the City, as a member of the Northwest Municipal Conference (NWMC), also belongs to the Suburban Purchasing Cooperative (SPC). The SPC is made up of 134 communities in the Northwest Municipal Conference, the South Suburban Mayors and Managers Association, the DuPage Mayors Conference, and the Will County Government League. One of SPC's annual joint purchasing initiatives is the thermoplastic lane marking bid for member agencies. The City has been participating in the thermoplastic lane marking for the last 18 years. SPC's lane marking specifications meet IDOT standards. Bids and selection of the lowest responsible and responsive bidder are approved by IDOT. He explained that the 2017 SPC/IDOT thermoplastic lane marking contract was awarded to Superior Road Striping, Inc. He explained that bidders were required to submit three-year contract unit costs. He explained that the Contract is on the last year of the three-year contract. Under this contract, Superior Road Striping agrees to all terms and conditions as set forth in the specifications contained within the contract and Superior Road Striping must comply with all IDOT rules and regulations. He explained that the cost for the City's 2019 contract for striping and marking is \$94,000.

Alderman Rummel motioned to recommend approval to City Council the approval of a contract with Superior Road Striping to provide thermoplastic lane marking for \$94,000. Alderman Moreno seconded the motion, which carried unanimously.

DISCUSSION ITEMS

VII. REVIEW RESULTS OF 2018 INFLOW & INFILTRATION STUDY; SEEK FINAL POLICY DIRECTION FROM COMMITTEE – MICHAEL THOMAS & BRIAN JOYCE

Director Thomas introduced Brian Joyce, Supervisor of Engineering and Bernard Pondexter, Engineering Assistant. He explained that Mr. Joyce has reviewed the 2018 Inflow & Infiltration (I&I) Study that detailed all of the public and private issue areas. He explained that the study not only identifies the issue areas but also identifies estimates of total flows associated with issues and an estimated rehabilitation cost.

Director Thomas and Mr. Joyce reviewed the below chart of public issue areas recommended for rehabilitation.

Public Sector Recommended Rehabilitation – Cost Estimate						
DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	GAL PER DAY	TOTAL GAL PER DAY
Replace Frame & Cover (External Chimney Seal Included) (Paved)	Each	72	\$ 2,100.00	\$ 151,200.00	1,440	103,680
Replace Frame & Cover (External Chimney Seal Included) (Non Paved)	Each	51	\$ 1,775.00	\$ 90,525.00	1,440	73,440
Seal & Adjust Frame (External Chimney Seal Included) (Paved)	Each	23	\$ 2,100.00	\$ 48,300.00	720	16,560
Seal & Adjust Frame (External Chimney Seal Included) (Non Paved)	Each	6	\$ 1,775.00	\$ 10,650.00	720	4,320
Internal Chimney Seal	Each	39	\$ 400.00	\$ 15,600.00	720	28,080
Cementitious Manhole Sealing	Vert Ft	353	\$ 200.00	\$ 70,600.00	1,440	508,320
Grout Corbel/Cone	Each	2	\$ 200.00	\$ 400.00	1,440	2,880
Grout Wall Joints	Each Joint	57	\$ 250.00	\$ 14,250.00	1,440	82,080
Curtain Grout Bottom 18"	Each	36	\$ 500.00	\$ 18,000.00	1,400	50,400
Full Curtain Grout	Each	15	\$ 1,500.00	\$ 22,500.00	1,400	21,000
Repair Bench & Trough	Each	3	\$ 800.00	\$ 2,400.00	1,440	4,320
Replace Bench & Trough	Each	1	\$ 2,000.00	\$ 2,000.00		0
Partial Manhole Reconstruction	Each	1	\$ 2,500.00	\$ 2,500.00	1440	1,440
Replace Manhole	Each	2	\$ 5,000.00	\$ 10,000.00	720	1,440
MANHOLE CONSTRUCTION COST SUB-TOTAL				\$ 458,925.00		897,960

Director Thomas explained that in order to request homeowners to make their private repairs, there needs to be a public repair program in place. He explained that prior to the study, staff did not envision substantial public rehabilitations. Unfortunately, the study revealed far more repairs that are needed at a higher cost than staff originally anticipated. He explained that currently there is \$100,000 budgeted in FY20 to complete public repairs. The estimated total to complete all the public repairs defined in the study is \$458,925. He explained that smoke testing within other study areas is already close to completion and another study report will be produced. He explained that staff believes that this study area will show similar recommended repairs at a similar cost.

Staff and the Public Works Committee discussed potential public area repair funding sources that included using watermain replacement funds to complete

repairs. Staff and the Public Works Committee reviewed the benefit of completing the public repairs.

The Public Works Committee recommended that staff develop further public repair funding scenarios and plans for the upcoming budget meetings. It was also recommended that the repairs be further researched to ensure that the most cost effective repair methods are being completed.

Staff and the Public Works Committee discussed the upcoming September City Council workshop meeting.

Director Thomas and Mr. Joyce reviewed the below chart of private issue areas recommended for rehabilitation.

Private Sector Recommended Rehabilitation – Cost Estimate						
Recommended Rehabilitation	Unit	Quantity	Unit Rehab	Total Rehab	Est. Total Flow (gpm)	Est. Total Flow (gpd)
Quick Fix Program:						
Disconnect and Reroute Downspout, Underground (8 properties)	Each	13	\$150	\$1,950	10.0	187,200
Plug Downspout, Disconnected (10 properties)	Each	13	\$100	\$1,300	0.1	1,872
Replace Missing/Broken Cleanout Cap	Each	18	\$50	\$900	0.1	2,592
Install Window Well Cover (1 property)	Each	2	\$200	\$400	1.0	2,880
				SUB-TOTAL:		194,544
Long-Term Program:						
Lateral T-Lining	Each	49	\$8,000	\$392,000	13.0	917,280
Lateral Lining	Each	2	\$7,000	\$14,000	13.0	37,440
Lateral Connection Grouting	Each	5	\$650	\$3,250	1.5	10,800
Disconnect Foundation Drain	Each	13	\$10,000	\$130,000	10.0	187,200
Internal Chimney Seal - Private Manhole	Each	76	\$800	\$60,800	0.5	54,720
Disconnect Driveway Drain	Each	1	\$10,000	\$10,000	10.0	14,400
Disconnect Area Drain	Each	7	\$2,500	\$17,500	1.0	10,080
Replace Cover - Private Manhole	Each	5	\$400	\$2,000	1.0	7,200
Repair Cleanout Riser	Each	17	\$2,500	\$42,500	0.1	2,448
				SUB-TOTAL:		1,241,568
				PRIVATE SECTOR CONSTRUCTION COST ESTIMATE:	\$676,600	1,436,112

Mr. Joyce explained that the repairs were split into two different programs; quick fix and long-term. He explained that the quick fix program represents repairs that are not viewed as being too costly to a homeowner. The long-term program represents higher costs repairs that may be more cumbersome to a homeowner.

City staff and the Public Works Committee discussed the types of private repairs needed and their associated estimated costs.

City staff and the Public Works Committee discussed the potential for multiple repairs needed at one property, cost share programs, the opportunity for private repairs to be bid with public repairs, and a public education program.

City staff and the Public Works Committee discussed enforcement in requiring private repairs to be made. Director Thomas explained that in the past, repairs were required to be made and if a home was non-compliant, the City would potentially turn off the homes water as a means of enforcement. Management Analyst Jim Lockfeer explained that the City Attorney's office reviewed this as an enforcement option. He explained that the City Attorney's office recommended not using water shut off as an enforcement option. It was recommended that instead a fine be imposed.

City staff and the Public Works Committee discussed extended repair deadlines for property owners who have more costly repairs and the ability for homeowners to prove hardships.

City staff and the Public Works Committee discussed the imposed fine on a non-complaint property acting as a lien on the property.

City staff and the Public Works Committee discussed the timing associated with requiring private repairs, the need to outline identified issues as code violations, and sending the final approved policy to every Lake Forest property owner.

The Public Works Committee requested that staff reviews the comments shared tonight and develop an I&I policy draft.

INFORMATIONAL ITEMS

The Public Works Committee and City staff had discussions on the Waukegan Road Sidewalk Project. Discussions occurred on the project scope, the project contractor, project funding, and project timing.

VIII. WESTERN AVENUE & DEERPATH ROAD RAILROAD CROSSING CLOSURE – AUGUST 8TH TO AUGUST 18TH – MICHAEL THOMAS

Director Thomas explained that the railroad crossing at Western Ave and Deerpath will be closed by the railroad for maintenance from August 8, 2019 to August 18, 2019. He explained that during this closure there will be numerous temporary railroad closure signage put up by and required by the railroad.

IX. UPDATE ON OLD ELM / TIMBER STORM SEWER & FOREST HILL WATER MAIN PROJECT - MICHAEL THOMAS

Director Thomas introduced Engineering Assistant, Bernard Pondexter. Director Thomas explained that Mr. Pondexter has been managing the Old Elm / Timber Storm Sewer & Forest Hill Water Main Project. Mr. Pondexter provided the Committee with an overview of completed project milestones. He explained that the project has been going extremely well and that the contractor completing the work has been extremely professional. He explained that the project will be completed by the end of August.

X. PUBLIC COMMENT

There was no public comment.

XI. NEXT MEETING – TBD

Alderman Rummel explained that she would like to investigate that idea of incorporating green infrastructure with the North Beach Access Road Project. She explained that incorporating permeable pavers, bioswales, and native plantings during the north beach parking lot construction could be a great opportunity for the City. The Committee and City staff reviewed and discussed the idea.

The next meeting date of August 22, 2019 was agreed upon.

XII. ADJOURNMENT

Alderman Rummel moved to adjourn the meeting of the Public Works Committee at 9:28 P.M. Chairman Buschmann seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefeer Jr.
Management Analyst