

AGENDA
PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
September 24, 2018

7:00 pm – Board Room

Members:	Anna Newell, Chairperson	Gary G. Stanton, Trustee
	Michael Gaeta, Vice Chairperson	Karen J. Arnet, Trustee
	Gary Pilafas, Trustee	William McLeod, Mayor
	Karen V. Mills, Trustee	

- I. Roll Call**
- II. Approval of Minutes – August 20, 2018**

NEW BUSINESS

- 1. Request authorization to award contract for a Village-wide water distribution system leak survey to Water Services, Elgin, IL, in an amount not to exceed \$30,000.

REPORTS (INFORMATION ONLY)

- 1. Department of Public Works Monthly Report.
- 2. Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.

- III. President’s Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk’s office).

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance call the ADA Coordinator at 847/882-9100.

**PUBLIC WORKS & UTILITIES COMMITTEE
MEETING MINUTES**

August 20, 2018

I. Roll call

Members in Attendance:

**Trustee Anna Newell, Chairperson
Trustee Michael Gaeta, Vice Chairperson
Trustee Gary Pilafas
Trustee Karen Mills
Trustee Gary Stanton
Trustee Karen Arnet
Mayor William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr. – Dev. Services
Peter Gugliotta, Director of Planning
Al Wenderski, Director of Engineering
Ted Bos, Police Chief
Patrick Fortunato, Fire Chief
Patrick Seger, Director of HRM
Rachel Musiala, Director of Finance
Monica Saavedra, Director of HHS
Joe Nebel, Director of Public Works
Bev Romanoff, Village Clerk
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to the Village Mgr.
Bruce Anderson, CATV Coordinator
Ben Gibbs, Sears Centre
Matt Galloway, Gen. Govt. Intern**

The Public Works & Utilities Committee meeting was called to order at 7:36 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the minutes of the Public Works & Utilities Committee meeting of July 16, 2018. Voice vote taken. All ayes. (Abstain: Mills). Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the minutes of the Special Public Works & Utilities Committee meeting of August 6, 2018. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request authorization to extend 2017 contract for 2018 contracted branch/brush pickup program to Trees “R” Us, Inc., Wauconda, IL, in an amount not to exceed \$30,700.**

An item summary sheet from Joe Nebel and Nick Lackowski was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to extend 2017 contract for 2018 contracted branch/brush pickup program to Trees “R” Us, Inc., Wauconda, IL, in an amount not to exceed \$30,700. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to award contract for the 2018 drainage improvements project to Prime Construction Inc., Hampshire, IL (low bid) in the amount of \$78,860.**

An item summary sheet from Alan Wenderski was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to award contract for the 2018 drainage improvements project to Prime Construction Inc., Hampshire, IL (low bid) in the amount of \$78,860. Voice vote taken. All ayes. Motion carried.

- 3. Request authorization to award contract for the Oakmont Road storm sewer replacement project to A Lamp Concrete Contractors, Inc., Schaumburg, IL (low bid) in the amount of \$554,387.**

An item summary sheet Al Wenderski was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to award contract for the Oakmont Road storm sewer replacement project to A Lamp Concrete Contractors, Inc., Schaumburg, IL (low bid) in the amount of \$554,387. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

- 1. Department of Public Works Monthly Report.**

The Public Works Monthly Report was received and filed.

Trustee Newell inquired about the recycling and document destruction event that took place on Saturday, August 18, 2018 and thanked all the volunteers and staff that participated in the event. Joe Nebel reported that 839 vehicles went through the event and over 45,000 pounds of electronics were collected.

2. Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.

The Department of Development Services Monthly Engineering Report of the Transportation & Engineering Division was received and filed.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:43 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for a Village-wide water distribution system leak survey to Water Services, Elgin, IL, in an amount not to exceed \$30,000.

MEETING DATE: September 24, 2018

COMMITTEE: Public Works & Utilities

FROM: Joseph Nebel, Director of Public Works
Haileng Xiao, Superintendent of Water & Sewer

PURPOSE: Award contract for water distribution system leak survey.

BACKGROUND: Water main breaks and service line leaks most often occur on aged pipes. Approximately 35% (83 miles) of the Village's 237 miles of water mains are between 40 and 60 years old, which account for the majority of water main leaks. Many water system leaks do not have any obvious water surfacing or visible water flow due to the proximity of underground storm sewers, creeks and wetlands. The primary goal of the leak survey is to discover and locate such hidden leaks. The Village's non-revenue water for 2017 is just over 12%. A portion of this non-revenue water is due to hidden and unknown leaks.

In 2014, the first Village wide leak survey was completed by professional leak experts, a total of 48 previously unknown leaks were discovered. All of these leaks were promptly repaired to prevent further water loss, which was estimated to be as much as 50 million gallons of water annually. In 2015, 2016 and 2017 some limited leak surveys continued concurrently with the valve exercise program.

In 2017, Public Works crews completed 39 leak repairs on water mains and service lines, 14 hydrant replacements, repair and replacement of 72 B-boxes and 19 valves (failed and leaking). A majority of these leaks were known and reported due to presence of visible flow of water. Periodic leak surveys not only help to reduce water loss, but will also lower overtime expenses and improve the planning of water main maintenance.

BACKGROUND, continued

In July 2018, staff revised the 2014 request for proposals (RFP) for services to conduct a leak survey of the entire water distribution system including service lines and B-boxes. The RFP was designed to be incentive based instead of a flat fee project. This incentivizes finding leaks and performing accurate work. For example, a leak of 10 gallons per minute has a direct cost to the village of over \$31,500 annually. The discovery of just a few leaks more than pay for the leak survey.

DISCUSSION:

The request was sent out in August 2018. By August 24, 2018, the Village received six (6) proposals which are listed below with the key categories of costs summarized:

<u>Company</u>	<u>Base Cost</u>	<u>Per Leak Correlated</u>	<u>Refund Per Misidentified Leak</u>
LDT Solutions LLC	\$28,800	\$50	\$100
Water Services	\$29,160	\$250	\$250
Utility Services	\$29,725	0	\$250
ME Simpson Co	\$30,000	\$350	\$250
Ace Pipe Cleaning	\$49,296	\$325	0
American Leak Detection	\$78,359	\$100	\$250

LDT Solutions LLC (LDT) provided the proposal with the lowest base cost. Staff did reference checks of the firm by calling municipalities with similar projects completed by LDT. Three municipalities responded. Two municipalities rated LDT as marginally acceptable. Staff of one municipality reported a leak located by LDT had to be further located by another firm, which caused staff some concerns regarding their possible performance.

The base cost proposed by Water Services is less than 1% higher. Water services completed the first leak survey 2014 for the Village in a highly satisfactory manner with many hidden leaks correctly located. In addition, Water Services has completed many successful emergency leak correlations for the Village to help staff pinpoint leaks that were very difficult to locate. Their leak survey services are both quick and accurate. Due to the minor difference in bid results and the familiarity of the quality of the services Water Services provides, staff is recommending award of contract to Water Services for 2018’s Village-wide water distribution system leak survey.

FINANCIAL IMPACT:

The proposed base cost by Water Services is \$29,160 in addition to the cost to correlate an unknown number of leaks that will be found. The FY 2018 budget has a line item of \$30,000 for 2018 Valve Assessment/Leak Survey.

As the base proposal cost is close to the budgeted amount we will monitor the number of leaks discovered and lower the number of miles of water main surveyed accordingly to assure the project remains under budget. A reduction in surveyed water main would likely occur in western Hoffman Estates due to the age of the system in comparison to other sections of the Village.

RECOMMENDATION:

Request authorization to award contract for a Village-wide water distribution system leak survey to Water Services, Elgin, IL, in an amount not to exceed \$30,000.

Note: All proposal documents are in the white Public Works & Utilities binder in the trustee's ante room.

VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF PUBLIC WORKS
TABULATION OF PROPOSALS WATER DISTRIBUTION SYSTEM LEAK SURVEY

Proposal Due Date: August 24, 2018
Time: 4:00 pm

Firm:	Ace Pipe Cleaning		American Leak Detection		LDT Solutions LLC		M.E. Simpson		Utility Services Associates		Water Services	
Address:	6608 Universal Ave.		888 Research Dr. #100		6328 Sherwood Rd.		3406 Enterprise Ave.		19655 1st Ave. So. Ste 101		848 Olive St.	
City/St	Kansas City, MO		Palm Springs, CA		Baltimore, MD		Valparaiso, IN		Seattle, WA		Elgin, IL	
Contact:	Lisa S. Douglas		Jimmy Carter		Henry Scott		Michael D. Simpson		Jeff Benjamin		Anthony Gattuso	
Substance Abuse Prevention Certificate: References Provided:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Items												
Estimated Work Capacity (feet/day)	39,960		26,400		58,080		50,000		50,688		52,800	
Base Cost for Leak Survey (per mile)	\$208.00		\$320.00		\$120.00		\$125.00		\$123.85		\$120.00	
Cost Added for Off-Hour Leak Survey (per mile)	\$50.00		\$0.00		\$0.00		\$145.00		Included in Base Cost		\$50.00	
Cost per Leak Correlated (Water/Main Service Line) (per leak)	\$325.00		\$100.00		\$50.00		\$350.00		Included in Base Cost		\$250.00	
Cost per Leak Correlated (Hydrant/Valve) (per leak)	\$125.00		\$50.00		\$0.00		\$150.00		Included in Base Cost		\$200.00	
Cost per Leak Correlated (Service B-Box) (per leak)	\$200.00		\$50.00		\$50.00		\$175.00		Included in Base Cost		\$200.00	
Cost Added for Off-Hour Leak Correlation (per leak)	\$200.00		\$0.00		\$100.00		\$185.00		Included in Base Cost		\$350.00	
Total Amount to Reimburse the Village for each Leak Missed of Incorrectly Located (off by 5 feet)	\$0.00		\$250.00		\$100.00		\$250.00		\$250.00		\$250.00	
Lump Sum Base Cost	\$49,296.00		\$78,359.00		\$28,800.00		\$30,000.00		\$29,725.00		\$29,160.00	

VILLAGE OF HOFFMAN ESTATES
REQUEST FOR PROPOSALS

WATER DISTRIBUTION SYSTEM
LEAK SURVEY

Submission deadline: August 24, 2018

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RE: RFP - WATER DISTRIBUTION SYSTEM LEAK SURVEY

To Whom It May Concern:

The Village of Hoffman Estates, Illinois is seeking proposals from qualified firms for a Water Distribution System Leak Survey of the Village's entire water distribution system. The goal of this program is to find and locate water system leaks so that timely repairs can be completed.

The primary source of drinking water for Hoffman Estates residents is Lake Michigan surface water purchased from the city of Chicago. The Village's water system operation is under a Water Allocation Permit issued by the Illinois Department of Natural Resources (IDNR). Staff is required to submit an annual water audit form (LMO-2) which details water purchased by the Village, water sold through to customers, and non-revenue water over the past water year (October – September). IDNR's current standards for the limit of non-revenue water is 12% and will be lowered to 10% for Year 2019 and thereafter. The Village's non-revenue water for Year 2017 is 12.2% and water loss is around 78 million gallons with a significant amount due to hidden and unknown leaks.

This RFP is part of the Village's effort to reduce non-revenue water to ensure compliance with IDNR's current and future standards. Staff believes that a leak survey and detailed report will greatly improve efforts to plan water main maintenance projects and leak repairs. The Village last conducted a leak survey of the entire water distribution system in 2014 and performed leak detection surveys on 60% of the Village's water distribution system in a three year period between 2015 and 2017 in areas concurrent with a valve assessment and exercise program.

This letter is a formal request for proposals for a system-wide water distribution leak survey. The attached documents outline the background, format, and other information required for preparation of such a proposal. One (1) original and three (3) copies of the sealed proposal, along with supporting documentation, marked "Water Distribution System Leak Survey" must be received by the Village of Hoffman Estates Department of Public Works no later than 4:00 p.m. local time on August 24, 2018 to:

Village of Hoffman Estates Department of Public Works
ATTN: Haileng Xiao
2305 Pembroke Avenue
Hoffman Estates, IL. 60169

If you have any questions, please contact Haileng Xiao, Water and Sewer Superintendent, at haileng.xiao@hoffmanestates.org. All questions must be submitted in writing.

Sincerely,

Joseph Nebel
Director of Public Works

VILLAGE OF HOFFMAN ESTATES
REQUEST FOR PROPOSALS NOTICE

INTRODUCTION:

The Village's water distribution system is composed of 7 water towers, 3 reservoirs, 2 high service pumping stations, 2 booster stations, 7 emergency supply wells, 3,127 fire hydrants, 3,351 valves, approximately 15,000 service connections, and 240 miles of water main pipe. The system is divided into three pressure zones: North (the area north of I-90); South (the area south of I-90 and east of Barrington Road); and West (the area west of Bartlett Road). North and South zones are internally connected so that emergency wells and storage facilities benefit both zones through check valves and inter-zone pumping stations. The West zone is a standalone system that is not interconnected with the other two zones.

The Village's average daily water demand is approximately 4.25 million gallons with a peak demand of 11 MGD for all three zones. The maximum water supply delivery capacity to the Village by JAWA (Joint Action Water Agency) is approximately 15 million gallons per day.

Water mains range from 6" to 20" in diameter. Staff calculations indicate 184 miles of water mains are ductile iron and 59 miles are AC. Approximately 83 miles of water mains are between forty and sixty years old, mostly located in the South pressure zone. The first Village wide leak survey was completed by professional leak experts in 2014. Approximately 237 miles of water main was covered by this survey during which sounding and correlation equipment was used at each hydrant and valve box. Leaks were pinpointed using specialized software.

The following is a summary of the work:

A. Total Soundings:	5048
1. Valves Sounded:	2247
2. Hydrants Sounded:	2701
3. B-boxes:	100
C. Suspected Leaks:	48
1. Hydrants :	34
2. Water Mains (valves):	8
3. Service Lines:	6

In 2015, a concurrent leak survey was added into the Village Valve Assessment (exercise) Program to check for system leaks in the same area where valve assessment was taking place. The concurrent leak survey in 2015, 2016, and 2017 covered approximately 165 miles or 70% of the Village's water mains. A majority of the leaks found by the concurrent program were on hydrants not properly shut down after completion of the flushing program.

Statistics of yearly repair reports indicate over 90% of all water service line leaks and main breaks occur in the South Pressure Zone where most of the Village's AC water main is located. In the first two quarters of 2018, staff completed a total of 45 leak repairs on the water system with only 5 repairs on water mains.

SCOPE OF SERVICES

1. The successful firm must review the Village's water distribution system map with a focus on locations with AC and/or ductile iron pipes. (Report of 2014 Leak Survey is available for review upon request). The firm shall develop a leak survey plan that covers all fire hydrants, all main line valves, and select B-boxes (a minimum of 100). Proposals must include: a detailed description of the methods and instruments to be used, including line locating equipment and magnetic valve box locators; steps and a timeframe for completion of the survey.
2. Following staff's approval of the plan, complete the leak survey inclusive of all necessary labor, material, transportation, tools, and equipment to survey the entire water distribution system. This work requires a minimum two-person team.
3. The firm shall submit a formal leak survey report at the conclusion of the project and present the report to Village staff in a meeting format (PPT is preferred).
4. The following essential elements are required for the plan and the leak survey report for staff's approval:
 - a. The two sensor contact points (hydrants, valves, service connections, B-boxes) on ductile iron pipe water mains for leak noise correlation shall generally not exceed 400 feet.
 - b. The two sensor contact points (hydrants, valves, service connections, B-boxes) on AC pipe water mains for leak noise correlation shall generally not exceed 200 feet.
 - c. When leak noise is detected and or suspected, confirmation and repeat correlation is required. The confirmed leak location is to be marked in the field (on the surface) using environmentally formulated precautionary blue paint and the water main and service lines in the immediate area must be located and marked.
 - d. All leak locations must be documented with a diagram indicating the location of the leak and estimated water loss in GPM in such a manner that Village staff can proceed with excavation and repair immediately according to the severity of water loss and safety hazard to the general public.
 - e. The plan must identify select areas for leak surveying during "off hours" such as at night. The selected areas should include, but are not limited to, areas of high traffic volume where traffic noise may affect the ability to detect leak noise, and

whereas traffic volume may affect the ability of the survey crew to safely access main line valves during regular business hours. Work that requires after hours surveying or nighttime surveying must be planned with a minimum of 24-hour advance notice so that Village Police and Public Works staff are fully prepared to assist, as needed.

- f. A daily report to Village staff on work progress and detected leaks is required. A progression map shall be maintained indicating leak locations as well as the coverage of the leak survey.
 - g. Village staff will furnish all maps, atlases and records necessary to properly conduct the survey. Village staff will assist as necessary to clean out B-boxes and valve-boxes for listening. Village staff will also make available, on a reasonable but periodic basis, certain personnel with working knowledge of the water system to locate particularly hard-to-find water valves for listening and for general information about the water system. Village staff will assist, if needed, in locating AC pipes within the service area.
5. Provide a lump sum base cost for the above with itemized list of fees below, or as an attachment.

Lump Sum Base Cost: \$ _____

Correlation of confirmed leak and off-hour leak survey work is to be excluded from the base cost calculation.

6. Provide the following information as needed and necessary.

Estimated Work Capacity: _____ feet/day;

Base cost for leak survey: \$ _____ per mile;

Cost added for off-hour leak survey: \$ _____ per mile;

Cost per leak correlated (water main/service line): \$ _____ per leak;

Cost per leak correlated (hydrant/valve): \$ _____ per leak;

Cost per leak correlated (service/B-Box): \$ _____ per leak;

Cost added for off-hour leak correlation: \$ _____ per leak;

The total amount to reimburse the Village for each leak missed or incorrectly located (off by 5 feet): \$ _____ per leak;

INSURANCE REQUIREMENTS:

In submission of this proposal, the company/firm is certifying that he has all insurance coverages required by law or would normally be expected for company/firm’s type of business. In addition, the company/firm is certifying that he has at least the following insurance coverages:

<u>Type of Insurance</u>	<u>Liability Limits</u>	
	<u>Occurrence</u>	<u>Aggregate</u>
GENERAL LIABILITY		
Bodily Injury	\$1,000,000	\$3,000,000
Property Damage	\$1,000,000	\$3,000,000
Contractual Insurance- Broad Form	\$1,000,000	\$3,000,000
AUTOMOBILE LIABILITY		
Bodily Injury	\$1,000,000	\$1,000,000
Property Damage	\$1,000,000	\$1,000,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKMEN’S COMPENSATION & OCCUPATIONAL DISEASES (Statutory for Illinois):

Employers Liability Coverage: \$1,000,000 per accident;

NOTE: The specifications may require higher limits or additional types of insurance coverages than shown above and the contractor will be required to furnish a certificate of proof of insurance coverages.

The company/firm further agrees to indemnify the Village and save it “harmless” against and from all loss, damage, expense, liability or claim of liability arising out of the performance of the contractor, any subcontractors, or his employees in connection with the contract. Contractors and subcontractors are to grant the Village an “additionally insured” status on all applicable insurance policies and provide the Village with original endorsements affecting coverage required by this clause. Said policies will not be canceled unless the Village is provided a thirty (30) day written notice. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses. Nothing contained in the insurance requirement shall be construed as limiting the extent of the contractor’s responsibilities for payment of damages resulting from his operations under this.

PREVAILING WAGE:

“Bidder shall comply with the requirements of *820 ILCS130/5*, Certified payroll”

Certified payroll

1. While participating on public works, the contractor and each subcontractor shall:
 - a) Make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project, the records shall include each worker’s name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each pay period, the number of hours worked each day, and the starting and ending times of work each day; and
 - b) Submit monthly, in person, by mail, or electronically a certified payroll to the public body in charge of the project. The certified payroll shall consist of a complete copy of the records identified in paragraph (1) of this subsection (a). The certified payroll shall be accompanied by a statement signed by the contractor or subcontractor which avers that: (i) such records are true and accurate; (ii) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by this Act; and (iii) the contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is an Class B misdemeanor. A general contractor is not prohibited from relying on the certification of a lower tier subcontractor, provided the general contractor does not knowingly rely upon a subcontractor’s false certification. Any contractor or subcontractor subject to this Act who fails to submit a certified payroll or knowingly files a false certified payroll is in violation of this Act and guilty of a Class B misdemeanor. The public body in charge of the project shall keep the records submitted in accordance with this paragraph (2) of subsection (a) for a period of not less than 3 years. The records submitted in accordance with this paragraph (2) of subsection (a) shall be considered public records, except an employee’s address, telephone number, and social security number, and made available in accordance with the Freedom of Information Act. The public body shall accept any reasonable submissions by the contractor that meet the requirements of this Section.
 - c) Upon 2 business days’ notice, the contractor and each subcontractor shall make available for inspection the records identified in paragraph (1) of subsection (a) of this Section to the public body in charge of the project, its officers and agents, and to the Director of Labor and his deputies and agents. Upon 2 business days’ notice, the contractor and each subcontractor shall make such records available at all reasonable hours at a location within this State.

RECORD AND DOCUMENT RETENTION AND MAINTENANCE:

Consultant agrees to maintain all records and documents for projects of the Village in compliance with the Freedom of Information Act, *5 ILCS 140/1 et seq.* In addition, Consultant shall produce records which are responsive to a request received by the Village under the Freedom of Information Act so that the Village may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Consultant shall so notify the Village and if possible, the Village shall request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act due to Consultant's failure to produce documents or otherwise appropriately respond to a request under the Act, then Consultant shall indemnify and hold the Village harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney's fees, and penalties.

Prevailing rates of wages are revised by the Illinois Department of Labor and are available on the Department's official website.

Return with Proposal

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATE

The undersigned, upon being first duly sworn, hereby certifies to the Village of Hoffman Estates (Client) that _____ (Contractor) has in place a written Substance Abuse Prevention Program that meets or exceeds the requirements of the State of Illinois P.A. 095-0635, or has a collective bargaining agreement in effect dealing with the subject matter of P.A. 095-0635. The Contractor and Subcontractors will file a copy of the Substance Abuse Prevention Program, or collective bargaining agreement, with the Client prior to any work being conducted on the project.

By: _____
(Name of Contractor)

(Title)

Subscribed and sworn to before me
this _____ day of _____, 20__.

My Commission Expires:

Notary Public

SEAL

Return with Proposal

BIDDER FIRM NAME: _____

REFERENCES

BIDDER NOTE: Bidder shall provide as many customer references as possible for work/equipment **IDENTICAL** to that which bidder has proposed within this call for bids.

MANDATORY INFORMATION

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

SPECIAL PROVISIONS AND INSTRUCTIONS:

The RFP should be submitted with all itemized engineering fees to:

Haileng Xiao
Superintendent of Water and Sewer
Village of Hoffman Estates
Department of Public Works
2305 Pembroke Avenue
Hoffman Estates, IL. 60169

All submittals are to be received no later than August 24, 2018 by 4:00 p.m. The Village of Hoffman Estates reserves the right to reject any and all proposals as well as the right to waive any technical or procedural deficiencies or omissions; and to accept that proposal which it deems most favorable to the Village of Hoffman Estates after all proposals have been examined and canvassed. All proposals become the property of the Village of Hoffman Estates.

All inquiries regarding this RFP are to be directed to Haileng Xiao, Superintendent of Water and Sewer, at 847-490-6800.

Proposals will be reviewed according to, but not limited to, the following criteria: conformance with the RFP requirements, previous experience, technical competence, design performance, approach to project and references.



WATER LEAK SURVEY PROPOSAL

Village of Hoffman Estates

WATER LEAK SURVEY

PROPOSAL

August 2018



WATER SERVICES COMPANY

August 23, 2018

Village of Hoffman Estates
2305 Pembroke Ave
Hoffman Estates, IL 60169

Attention: Mr. Haileng Xiao

Subject: Leak Detection Services

To Whom it may concern:

Water Services has been providing its services to Municipalities, Private Water Utilities and Contractors since 1985. As a sister company to Water Resources, a Neptune meter distributor, Water Services provides Leak detection, Backflow testing and repair, Meter installation, Meter testing and repair, and Valve exercising.

Water Services as well as Water Resources, are active in many of the area's water industry organizations. Some of the major organizations include: American Water Works Association, American Public Works Association and the American Backflow Association. It is important to both companies to stay involved in these and other organizations to ensure our technical/water industry knowledge, as well as serving as a good arena for maintaining good quality relationships with customers as well as other water industry companies.

Water Services takes great pride in providing quality, safe, and cost efficient work for all of its customers past and present. Please note our References/Recently completed projects page, and feel free to contact any of these individuals to answer any work related questions concerning our Leak Surveying services as well as any of our other services..

We would like to thank you for the opportunity of submitting the above and we look forward to the receipt of your order and working with you on this project.

Very truly yours,

Anthony Gattuso
WATER SERVICES COMPANY

AG/jt

WATER SERVICES COMPANY
1000 W. 15th Street
Chicago, IL 60604
Tel: (773) 442-1111

WATER SERVICES COMPANY



SCOPE OF PROJECT

These are standard procedures for any survey performed by Water Services

1. Review existing water distribution system maps, street maps, pumpage- storage records, and consultation with water department personnel.
2. Prioritize suspect areas for immediate leak detection and pinpointing.
3. Division of distribution system into districts.
4. A preliminary general listening survey on all fire hydrants and water main valves to identify potential zones where leakage is occurring. Listening points to be at intervals of no greater than 400 feet and not to exceed 200' on AC pipe
5. Pinpointing of leak with a FCS AccuCore series leak location system, which is a computerized system utilizing correlation and sound wave technologies to locate and accurately pinpoint a water leak. A second set up using different points is done to verify the leak location.
6. The leak is marked for excavation. A complete leak report, per sample enclosed, is submitted daily including type of leak, sketch of location, projected water loss, any mechanical difficulties or defects, and surface surrounding each leak.
7. Upon completion of the repairs by the Village, that particular section on the system will be resurveyed.
8. A final report will be submitted when all necessary data has been compiled. This will accurately illustrate all results of the investigation. The report will include computer generated drawings of each leak location (refer to following page), and data sheets of all points surveyed . Specific sections will be separated depending on types of leaks found (service, main, hydrant, or valve), to make for easy reference. Finally any map discrepancies and other general information will be included.



WATER SERVICES QUALIFICATIONS

All personnel listed apply directly to the Village of Hoffman Estates and the 2018 Leak Detection Survey Project

Personnel:

Bret Pedone, has been with Water Services since its start in 1985. He is a licensed plumber and is also licensed in cross connection control(backflow specialist). Bret has a complete understanding of the FCS AccCore touch equipment used in all of Water Services Leak Detection pinpointing, and is the field expert in this aspect of the Leak Survey and Analysis Project. He regularly attends technical classes on all aspects of our services and supervises all field technicians and their work within Water Services.

Derek Shelton, has been with Water Services since May 2004. He has extensive knowledge of water surveying as well as is a licensed plumber. His ability to identify problem areas during leak surveys makes him extremely valuable during a project. Derek also brings a detailed understanding of all our advanced survey equipment as well as other equipment to each and every project he is involved with for Water Services.

Anthony Gattuso, Project manager has been with the company since November 2001. Has a background in Project Management, he serves as one of the main contacts for all Water Services related projects. His knowledge of the Services provided extends beyond the management of this particular project. He has served as Project Manager on many of our Meter Change Out Programs, as well as being involved in all aspects of our service work. Anthony also had been employed with the Village of Glendale Heights Water & Sewer department which had given him extensive knowledge on water distribution systems.



GENERAL INFORMATION

The leak survey will be conducted sounding for leak noise on 100% of all valves, hydrants, and hydrant auxiliary valves. 100 Curb Stops (B-Boxes) will be sounded per contract and also used when necessary to pinpoint leaks. Area to be surveyed - approximately 243 Miles of Water Main.

Equipment

FCS AccuCorr
FCS S-20

MP 90's
FCS SS-90

Vehicles

2016 Nissan NV. This Truck serves as our Water Survey vehicle and is fully equipped for all surveying aspects of this particular project.

*Truck is equipped with all the proper safety lighting and directional signals

Assistance

The Water Division will provide access to all appurtenances (i.e. buried valves, paved over valves, etc.)

No other Village personnel or resources is required

Safety

*Safety is very important to our company for the obvious reasons as well as maintaining quality and cost effective work. With this in mind all persons involved will follow all of the necessary safety procedures to protect themselves, Village staff and/or the general public.

VILLAGE OF HOFFMAN ESTATES

REQUEST FOR PROPOSALS

**WATER DISTRIBUTION SYSTEM
LEAK SURVEY**

Submission deadline: August 24, 2018

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HOFFMAN ESTATES

DEPARTMENT OF PUBLIC WORKS

RE: RFP - WATER DISTRIBUTION SYSTEM LEAK SURVEY

To Whom It May Concern:

The Village of Hoffman Estates, Illinois is seeking proposals from qualified firms for a Water Distribution System Leak Survey of the Village's entire water distribution system. The goal of this program is to find and locate water system leaks so that timely repairs can be completed.

The primary source of drinking water for Hoffman Estates residents is Lake Michigan surface water purchased from the city of Chicago. The Village's water system operation is under a Water Allocation Permit issued by the Illinois Department of Natural Resources (IDNR). Staff is required to submit an annual water audit form (LMO-2) which details water purchased by the Village, water sold through to customers, and non-revenue water over the past water year (October – September). IDNR's current standards for the limit of non-revenue water is 12% and will be lowered to 10% for Year 2019 and thereafter. The Village's non-revenue water for Year 2017 is 12.2% and water loss is around 78 million gallons with a significant amount due to hidden and unknown leaks.

This RFP is part of the Village's effort to reduce non-revenue water to ensure compliance with IDNR's current and future standards. Staff believes that a leak survey and detailed report will greatly improve efforts to plan water main maintenance projects and leak repairs. The Village last conducted a leak survey of the entire water distribution system in 2014 and performed leak detection surveys on 60% of the Village's water distribution system in a three year period between 2015 and 2017 in areas concurrent with a valve assessment and exercise program.

This letter is a formal request for proposals for a system-wide water distribution leak survey. The attached documents outline the background, format, and other information required for preparation of such a proposal. One (1) original and three (3) copies of the sealed proposal, along with supporting documentation, marked "Water Distribution System Leak Survey" must be received by the Village of Hoffman Estates Department of Public Works no later than 4:00 p.m. local time on August 24, 2018 to:

Village of Hoffman Estates Department of Public Works
ATTN: Haileng Xiao
2305 Pembroke Avenue
Hoffman Estates, IL. 60169

If you have any questions, please contact Haileng Xiao, Water and Sewer Superintendent, at haileng.xiao@hoffmanestates.org. All questions must be submitted in writing.

Sincerely,

Joseph Nebel
Director of Public Works

2305 Pembroke Ave.
Hoffman Estates, Illinois 60169
www.hoffmanestates.org

Phone: 847-490-6800
Fax: 847-490-6868

William D. McLeod
MAYOR

Gary J. Pilafas
TRUSTEE

Karen J. Arnet
TRUSTEE

Karen V. Mills
TRUSTEE

Gary Stanton
TRUSTEE

Bev Romanoff
VILLAGE CLERK

Anna Newell
TRUSTEE

Michael Gaeta
TRUSTEE

James H. Norris
VILLAGE MANAGER

**VILLAGE OF HOFFMAN ESTATES
REQUEST FOR PROPOSALS NOTICE**

INTRODUCTION:

The Village's water distribution system is composed of 7 water towers, 3 reservoirs, 2 high service pumping stations, 2 booster stations, 7 emergency supply wells, 3,127 fire hydrants, 3,351 valves, approximately 15,000 service connections, and 240 miles of water main pipe. The system is divided into three pressure zones: North (the area north of I-90); South (the area south of I-90 and east of Barrington Road); and West (the area west of Bartlett Road). North and South zones are internally connected so that emergency wells and storage facilities benefit both zones through check valves and inter-zone pumping stations. The West zone is a standalone system that is not interconnected with the other two zones.

The Village's average daily water demand is approximately 4.25 million gallons with a peak demand of 11 MGD for all three zones. The maximum water supply delivery capacity to the Village by JAWA (Joint Action Water Agency) is approximately 15 million gallons per day.

Water mains range from 6" to 20" in diameter. Staff calculations indicate 184 miles of water mains are ductile iron and 59 miles are AC. Approximately 83 miles of water mains are between forty and sixty years old, mostly located in the South pressure zone. The first Village wide leak survey was completed by professional leak experts in 2014. Approximately 237 miles of water main was covered by this survey during which sounding and correlation equipment was used at each hydrant and valve box. Leaks were pinpointed using specialized software.

The following is a summary of the work:

A. Total Soundings:	5048
1. Valves Sounded:	2247
2. Hydrants Sounded:	2701
3. B-boxes:	100
C. Suspected Leaks:	48
1. Hydrants :	34
2. Water Mains (valves):	8
3. Service Lines:	6

In 2015, a concurrent leak survey was added into the Village Valve Assessment (exercise) Program to check for system leaks in the same area where valve assessment was taking place. The concurrent leak survey in 2015, 2016, and 2017 covered approximately 165 miles or 70% of the Village's water mains. A majority of the leaks found by the concurrent program were on hydrants not properly shut down after completion of the flushing program.

Statistics of yearly repair reports indicate over 90% of all water service line leaks and main breaks occur in the South Pressure Zone where most of the Village's AC water main is located. In the first two quarters of 2018, staff completed a total of 45 leak repairs on the water system with only 5 repairs on water mains.

SCOPE OF SERVICES

1. The successful firm must review the Village's water distribution system map with a focus on locations with AC and/or ductile iron pipes. (Report of 2014 Leak Survey is available for review upon request). The firm shall develop a leak survey plan that covers all fire hydrants, all main line valves, and select B-boxes (a minimum of 100). Proposals must include: a detailed description of the methods and instruments to be used, including line locating equipment and magnetic valve box locators; steps and a timeframe for completion of the survey.
2. Following staff's approval of the plan, complete the leak survey inclusive of all necessary labor, material, transportation, tools, and equipment to survey the entire water distribution system. This work requires a minimum two-person team.
3. The firm shall submit a formal leak survey report at the conclusion of the project and present the report to Village staff in a meeting format (PPT is preferred).
4. The following essential elements are required for the plan and the leak survey report for staff's approval:
 - a. The two sensor contact points (hydrants, valves, service connections, B-boxes) on ductile iron pipe water mains for leak noise correlation shall generally not exceed 400 feet.
 - b. The two sensor contact points (hydrants, valves, service connections, B-boxes) on AC pipe water mains for leak noise correlation shall generally not exceed 200 feet.
 - c. When leak noise is detected and or suspected, confirmation and repeat correlation is required. The confirmed leak location is to be marked in the field (on the surface) using environmentally formulated precautionary blue paint and the water main and service lines in the immediate area must be located and marked.
 - d. All leak locations must be documented with a diagram indicating the location of the leak and estimated water loss in GPM in such a manner that Village staff can proceed with excavation and repair immediately according to the severity of water loss and safety hazard to the general public.
 - e. The plan must identify select areas for leak surveying during "off hours" such as at night. The selected areas should include, but are not limited to, areas of high traffic volume where traffic noise may affect the ability to detect leak noise, and

whereas traffic volume may affect the ability of the survey crew to safely access main line valves during regular business hours. Work that requires after hours surveying or nighttime surveying must be planned with a minimum of 24-hour advance notice so that Village Police and Public Works staff are fully prepared to assist, as needed.

- f. A daily report to Village staff on work progress and detected leaks is required. A progression map shall be maintained indicating leak locations as well as the coverage of the leak survey.
 - g. Village staff will furnish all maps, atlases and records necessary to properly conduct the survey. Village staff will assist as necessary to clean out B-boxes and valve-boxes for listening. Village staff will also make available, on a reasonable but periodic basis, certain personnel with working knowledge of the water system to locate particularly hard-to-find water valves for listening and for general information about the water system. Village staff will assist, if needed, in locating AC pipes within the service area.
5. Provide a lump sum base cost for the above with itemized list of fees below, or as an attachment.

Lump Sum Base Cost: \$ 29,160.00

Correlation of confirmed leak and off-hour leak survey work is to be excluded from the base cost calculation.

6. Provide the following information as needed and necessary.

Estimated Work Capacity: 52,800 feet/day;

Base cost for leak survey: \$ 120.00 per mile;

Cost added for off-hour leak survey: \$ 50.00 per mile;

Cost per leak correlated (water main/service line): \$ 250.00 per leak;

Cost per leak correlated (hydrant/valve): \$ 200.00 per leak;

Cost per leak correlated (service/B-Box): \$ 200.00 per leak;

Cost added for off-hour leak correlation: \$ 350.00 per leak;

The total amount to reimburse the Village for each leak missed or Incorrectly located (off by 5 feet): \$ 250.00 per leak;

INSURANCE REQUIREMENTS:

In submission of this proposal, the company/firm is certifying that he has all insurance coverages required by law or would normally be expected for company/firm's type of business. In addition, the company/firm is certifying that he has at least the following insurance coverages:

<u>Type of Insurance</u>	<u>Liability Limits</u>	
	<u>Occurrence</u>	<u>Aggregate</u>
GENERAL LIABILITY		
Bodily Injury	\$1,000,000	\$3,000,000
Property Damage	\$1,000,000	\$3,000,000
Contractual Insurance- Broad Form	\$1,000,000	\$3,000,000
AUTOMOBILE LIABILITY		
Bodily Injury	\$1,000,000	\$1,000,000
Property Damage	\$1,000,000	\$1,000,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKMEN'S COMPENSATION & OCCUPATIONAL DISEASES (Statutory for Illinois):

Employers Liability Coverage: \$1,000,000 per accident;

NOTE: The specifications may require higher limits or additional types of insurance coverages than shown above and the contractor will be required to furnish a certificate of proof of insurance coverages.

The company/firm further agrees to indemnify the Village and save it "harmless" against and from all loss, damage, expense, liability or claim of liability arising out of the performance of the contractor, any subcontractors, or his employees in connection with the contract. Contractors and subcontractors are to grant the Village an "additionally insured" status on all applicable insurance policies and provide the Village with original endorsements affecting coverage required by this clause. Said policies will not be canceled unless the Village is provided a thirty (30) day written notice. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses. Nothing contained in the insurance requirement shall be construed as limiting the extent of the contractor's responsibilities for payment of damages resulting from his operations under this.

PREVAILING WAGE:

“Bidder shall comply with the requirements of 820 ILCS130/5, Certified payroll”

Certified payroll

1. While participating on public works, the contractor and each subcontractor shall:
 - a) Make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project, the records shall include each worker’s name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each pay period, the number of hours worked each day, and the starting and ending times of work each day; and
 - b) Submit monthly, in person, by mail, or electronically a certified payroll to the public body in charge of the project. The certified payroll shall consist of a complete copy of the records identified in paragraph (1) of this subsection (a). The certified payroll shall be accompanied by a statement signed by the contractor or subcontractor which avers that: (i) such records are true and accurate; (ii) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by this Act; and (iii) the contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is an Class B misdemeanor. A general contractor is not prohibited from relying on the certification of a lower tier subcontractor, provided the general contractor does not knowingly rely upon a subcontractor’s false certification. Any contractor or subcontractor subject to this Act who fails to submit a certified payroll or knowingly files a false certified payroll is in violation of this Act and guilty of a Class B misdemeanor. The public body in charge of the project shall keep the records submitted in accordance with this paragraph (2) of subsection (a) for a period of not less than 3 years. The records submitted in accordance with this paragraph (2) of subsection (a) shall be considered public records, except an employee’s address, telephone number, and social security number, and made available in accordance with the Freedom of Information Act. The public body shall accept any reasonable submissions by the contractor that meet the requirements of this Section.
 - c) Upon 2 business days’ notice, the contractor and each subcontractor shall make available for inspection the records identified in paragraph (1) of subsection (a) of this Section to the public body in charge of the project, its officers and agents, and to the Director of Labor and his deputies and agents. Upon 2 business days’ notice, the contractor and each subcontractor shall make such records available at all reasonable hours at a location within this State.

RECORD AND DOCUMENT RETENTION AND MAINTENANCE:

Consultant agrees to maintain all records and documents for projects of the Village in compliance with the Freedom of Information Act, *5 ILCS 140/1 et seq.* In addition, Consultant shall produce records which are responsive to a request received by the Village under the Freedom of Information Act so that the Village may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Consultant shall so notify the Village and if possible, the Village shall request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act due to Consultant's failure to produce documents or otherwise appropriately respond to a request under the Act, then Consultant shall indemnify and hold the Village harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney's fees, and penalties.

Prevailing rates of wages are revised by the Illinois Department of Labor and are available on the Department's official website.

Return with Proposal

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATE

The undersigned, upon being first duly sworn, hereby certifies to the Village of Hoffman Estates (Client) that Water Services Company (Contractor) has in place a written Substance Abuse Prevention Program that meets or exceeds the requirements of the State of Illinois P.A. 095-0635, or has a collective bargaining agreement in effect dealing with the subject matter of P.A. 095-0635. The Contractor and Subcontractors will file a copy of the Substance Abuse Prevention Program, or collective bargaining agreement, with the Client prior to any work being conducted on the project.

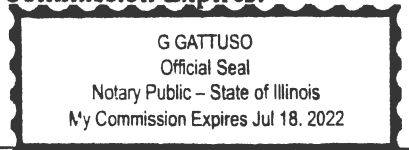
By: [Signature]
(Name of Contractor)

Operations Manager
(Title)

Subscribed and sworn to before me
this 23rd day of August, 2018.

[Signature]
Notary Public

My Commission Expires:



SEAL

Return with Proposal

BIDDER FIRM NAME: Water Services Company

REFERENCES

BIDDER NOTE: Bidder shall provide as many customer references as possible for work/equipment **IDENTICAL** to that which bidder has proposed within this call for bids.

MANDATORY INFORMATION

BUSINESS: Village of Glendale Heights
ADDRESS: 1615 Glen Ellyn Rd Glendale Heights, IL 60139
CONTACT PERSON: Jeff McCumber
PHONE NUMBER: 630.260.6040
APPROXIMATE DATE: March 2018

BUSINESS: Village of North Aurora
ADDRESS: 25 East State Street
CONTACT PERSON: Paul Young
PHONE NUMBER: 630.897.2662
APPROXIMATE DATE: April 2018

BUSINESS: Village of Schaumburg
ADDRESS: 714 South Plum Grove Rd
CONTACT PERSON: Brian Wagner
PHONE NUMBER: 847.923.6641
APPROXIMATE DATE: Fall of 2017

BUSINESS: City of Park Ridge
ADDRESS: 505 Butler Place
CONTACT PERSON: Wayne Zingsheim
PHONE NUMBER: 847.318.5251
APPROXIMATE DATE: Spring 2017

BUSINESS: Village of Montgomery
ADDRESS: 200 N River Street
CONTACT PERSON: Todd Hoppenstedt
PHONE NUMBER: 630.896.9241
APPROXIMATE DATE: 2/2017

SPECIAL PROVISIONS AND INSTRUCTIONS:

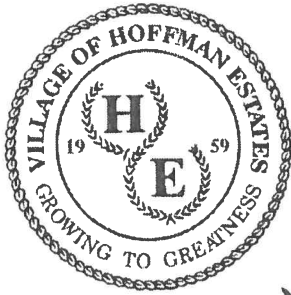
The RFP should be submitted with all itemized engineering fees to:

Haileng Xiao
Superintendent of Water and Sewer
Village of Hoffman Estates
Department of Public Works
2305 Pembroke Avenue
Hoffman Estates, IL. 60169

All submittals are to be received no later than August 24, 2018 by 4:00 p.m. The Village of Hoffman Estates reserves the right to reject any and all proposals as well as the right to waive any technical or procedural deficiencies or omissions; and to accept that proposal which it deems most favorable to the Village of Hoffman Estates after all proposals have been examined and canvassed. All proposals become the property of the Village of Hoffman Estates.

All inquiries regarding this RFP are to be directed to Haileng Xiao, Superintendent of Water and Sewer, at 847-490-6800.

Proposals will be reviewed according to, but not limited to, the following criteria: conformance with the RFP requirements, previous experience, technical competence, design performance, approach to project and references.



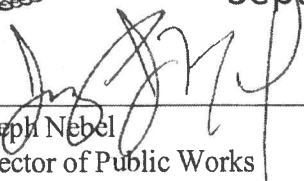
VILLAGE OF HOFFMAN ESTATES

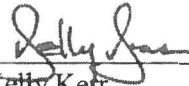
DEPARTMENT OF PUBLIC WORKS

August 2018 MONTHLY REPORT

SUBMITTED TO: Public Works Committee

September 2018


Joseph Nebel
Director of Public Works


Kelly Kerr
Assistant Director of Public Works

MAJOR PROJECT STATUS

MWRD IICP Engineering

On July 2, 2018 the Village Board approved a contract with Baxter & Woodman Consulting Engineers for engineering and field services required for compliance with MWRD' Infiltration/Inflow Control Program (IICP). The services will cover the following areas:

1. Conduct a prioritized condition assessment of high risk public sanitary sewer system infrastructure through various inspection and testing methods.
2. Begin rehabilitation of major defects within three years of identification.
3. Utilize inspections to catalog illegal connections in high risk areas for disconnection in Private Sector Program (PSP).
4. Develop and implement a Private Sector Program (PSP).
5. Develop and submit annual reports under the Short Term Requirements and Long Term Operation and Maintenance Program (LTOMP)

Project Kick off meeting was held on August 8, 2018 with planning of the immediate task of smoke testing of all sanitary sewer in high risk areas. Smoke testing is to start in September.

Phase II Sanitary Sewer Repair at Manchester & Higgins

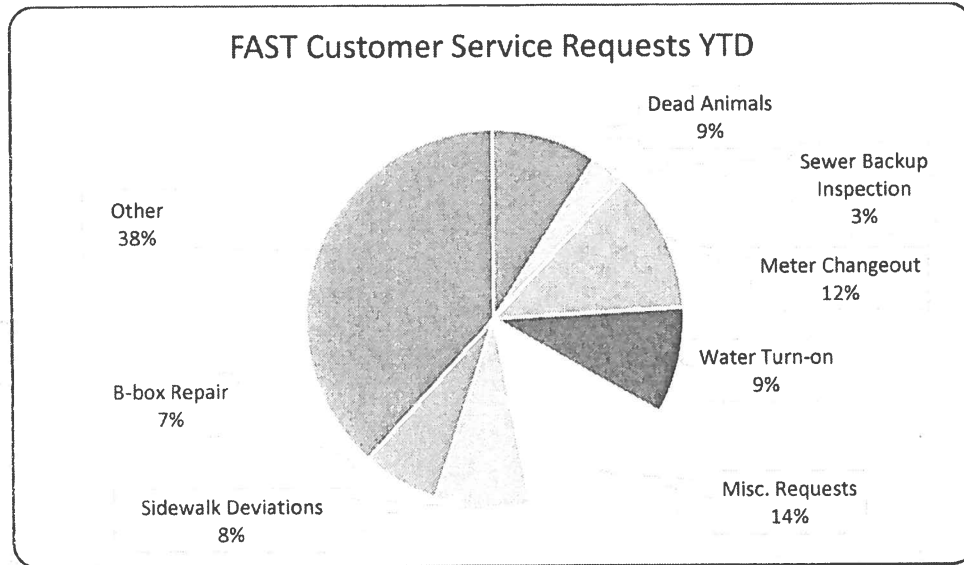
On June 4, 2018 the Village Board approved a contract with Insituform Technologies for Phase II Sanitary Sewer Repair at Higgins, which is the rehabilitation of the rest of damaged sanitary sewer mains along Higgins Road (starting at west of Manchester and proceeding to Oakmont Intersection) and Oakmont Road, approximately 4,600 feet of 20" and 14" pipe. Pre-Construction meeting was held on July 12, 2018. **Pre-lining pipe cleaning and inspection of all 4,600 feet were completed in August.** Lining through CIPP (Cured-in-Place Pipe) is to start in September (not in August as planned earlier due to delay in delivery of the liner by the manufacturer). It is expected that all work be completed before the end of October 2018.

Customer Services

Fast Action Service Team (FAST):

1. Continued second round of sidewalk replacement and mudjacking per the 2018 sidewalk program;
2. Completed carpentry projects for the Police Department.

Fast Action Service Team (FAST)												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
117	128	144	166	218	162	158	177					1270



Customer Service Team:

1. Performed 23 commercial water meter audits;
2. Replaced 21 MIUs;
3. Installed 2" UMEs at 603 Bode Road, 942 Evanston Street, 900 Evanston Street, 710 Hill Drive, and 2210 Hassell Road;
4. Installed 3" UMEs at 1840 Huntington Boulevard and 2075 Barrington Road.

Customer Service Team												
Water Billing - Customer Service Appointments												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
64	45	72	49	47	44	65	56					442
Finance-generated Water Meter Readings												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
496	227	198	260	268	268	263	314					2294
Delinquent Water Accounts												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
110	124	93	113	97	74	109	111					831

New Construction Inspections												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
6	5	8	9	12	5	10	10					65
Customer Service Requests - Gov Q&A/Meter Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
51	20	21	22	21	15	42	35					227
Siding Permit Inspections												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4	6	0	0	0	4	2	0					16
B-box Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	0	4	2	1	1					8
Meter Change-outs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	0	0	0	0	0					0

Utility Locates Team:

1. Provided locates for in-house service line replacements;
2. Continued locates for Nicor copper service line replacements.

Utility Locates Team												
JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
257	116	681	828	738	809	674	842					4945
Emergency JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
23	7	9	26	32	9	31	23					160
Utility Joint Meets												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
6	3	2	8	6	6	9	8					48

Facilities

1. Painted first floor hallways at Police Department;
2. Performed annual drop test on all Village fire-roll doors;
3. Assisted with various projects at the Children's Advocacy Center.

Facilities												
Preventative Maintenance Program - staff hours												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
97	94	110	109	108	88	87	93					787

Fleet Services

1. Consulted with Water Operations Team and vendor to discuss options on generator unit #309 replacement;
2. Attended MFMA Ford Motor Company presentation on new models for the upcoming year.

Fleet Services												
Preventative Maintenance Program - Number of Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
27	31	18	23	18	26	26	27					196
Vehicles Sent for Warranty Repair												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4	3	24	3	4	4	3	4					49

Forestry

1. Made preparations for fall in-house tree planting and contract tree trimming;
2. Performed stump grinding and clean-up at various locations.

Forestry												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
19	10	27	44	72	71	55	80					378

Maintenance & Construction

Storm Sewer Team:

1. Performed mandatory IEPA monthly outflow checks.

Storm Sewer Team												
Feet of Storm Sewer Flushed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4,519	0	1,371	0	405	0	0	1,061					7,356
Catch Basin Rebuilds												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	7	5	4	6	5					27

Construction/Maintenance Team:

- 1) Repaired sanitary manholes at 1160 Heritage Lane and 1590 Glen Lake Road;
- 2) Performed water service disconnection at 1695 Pondview Lane;
- 3) Repaired various fire hydrants with minor issues found during the annual hydrant flushing program.

Construction/Maintenance Team												
B-box Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	1	7	4	7	9	8					36
Hydrant Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	0	0	1	0	2	2	4					10

Valve Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	1	0	0	0	1	0	2					4

Water Main/Service Line Leak Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2	2	1	2	2	1	1	1					12

Traffic Operations

Pavement Maintenance Team:

1. Coordinated monthly tailgate and JSA training and sound level testing;
2. Assisted Road Reconstruction Program with driveway rehabilitation;
3. Continued in-house pavement marking program.

Pavement Maintenance Team												
Tons of Hot Asphalt Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0.0	0.0	0.0	3.0	61.0	47.5	24.0	62.5					198.0

Tons of Cold Asphalt Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
8.5	7.0	7.5	6.0	1.5	2.0	2.0	2.5					37.0

Sign Team:

1. Performed type-I sign reposting on Caldwell Lane, Claremont Road, Heather Lane, McDonough Road, and Nicholson Drive;
2. Performed type-II (routine maintenance) sign reposting on Oakmont Road and West Blair Lane;
3. Fabricated and installed 8 signs for Platzkonzert.

Sign Team												
Repaired/Replaced Signs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
11	13	9	10	11	6	4	6					70

Signs Fabricated and Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
24	36	20	35	147	41	129	215					647

Street Light Team:

1. Repaired flood light at Village Hall;
2. Installed disconnect for Police Department sign.

Street Light Team												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
7	9	5	3	11	9	6	5					55

Street Lights Repaired												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
51	23	10	45	18	67	23	44					281

Water Operations

Operations Team:

1. Cleared debris from Moon Lake lift station wet well;
2. Completed Sears Centre sanitary system sampling;
3. Installed new impeller and wear ring at Casey Farms lift station pump #1;
4. Collected quarterly well samples at seven locations.

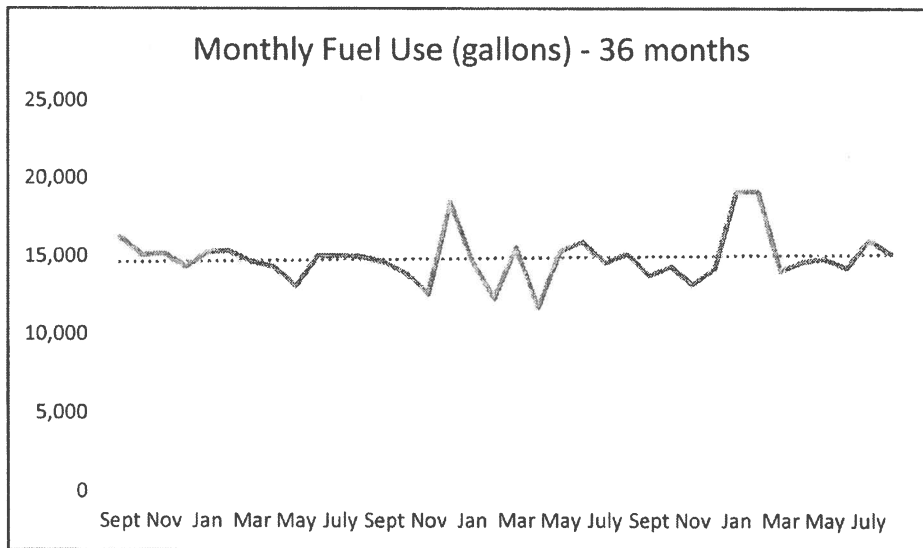
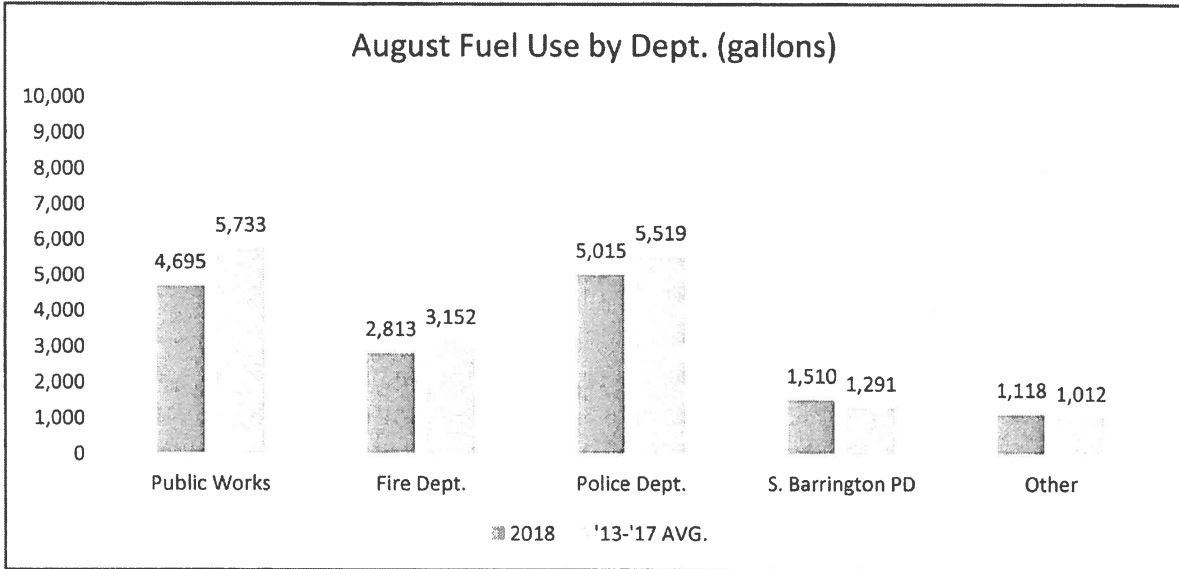
Operations Team												
Resident Water Quality Tests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	1	0	1	3	4	2	0					12

Sanitary Sewer Flow Management Team:

1. Exposed buried manholes on Ashley Court, Westhaven Court, Kensington Lane, and Hartford Court;
2. Performed well house maintenance;
3. Completed quarterly trouble-spot list.

Sanitary Sewer Flow Management Team												
Sewer Lines Flushed (feet)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	478	5,375	6,688	7,801	27,576	24,930	33,334					106,182
Sanitary Main Inspections (feet)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3,019	974	3,382	7,792	0	1,797	330	367					17,661

Fuel Use Report



**ENGINEERING REPORT OF THE
TRANSPORTATION AND ENGINEERING DIVISION
DEPARTMENT OF DEVELOPMENT SERVICES
SEPTEMBER MONTHLY REPORT**

Attached is the Monthly Engineering Report of the Transportation and Engineering Division in the Department of Development Services for the period ending September 21, 2018.



Alan Wenderski, P.E.
Village Engineer

MISCELLANEOUS

Summary of miscellaneous items:

- 98 permit inspections
- 10 residential drainage investigations
 - 7 survey
- 3 Floodplain inquiries
- Engineering plan review for:
 - 80 W. Higgins
 - Schaumburg Township Parking Lot
 - Bystronic
 - Hoffman Plaza Outlots
 - 1000 W. Golf Road
- Reviewed permits for:
 - 8 – Drainage
 - 4 – Patio
 - 3 – Detached Garage/Addition
 - 1 – Retaining Wall
 - 1 – Single Family Residential
- Plan/permit review related to residential development:
 - 6 – Permit Plats
 - 6 – Top of Foundations
 - 11 – Final Grading
 - 10 – Certificate of Occupancies

PROJECT STATUS

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
2018 Drainage Improvements Project	Preconstruction meeting held on September 12 th . Work began the week of September 17 th with estimated completion at the end of October. Village Project Manager: Oscar Gomez
2018 Street Revitalization Project	See attached for current project status. Project approximately 80% complete. Village Project Manager: Marty Salerno
2018 Surface Patching Project	Bid opening held on September 10 th . Project awarded to Brothers Asphalt (low bidder) on September 17 th . Awaiting contract execution and scheduling of preconstruction meeting. Village Project Manager: Shelley Walenga

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
Oakmont Road Storm Sewer Replacement	Preconstruction meeting held on September 6 th . Project scheduled to begin the week of September 24 th with estimated completion at the end of November. Village Project Manager: Andy LoBosco / Oscar Gomez
Prairie Stone Stormwater Management Plan	Contract with V-3 to revise/update the 2004 Prairie Stone Stormwater Management Plan. Kick-off meeting to be held week of August 20 th . Survey work scheduled to begin in December. Village Project Manager: Alan Wenderski
Sears Centre Parking Lot Patch, Seal, and Striping Project	Bid opening held on August 27 th . Project awarded to Chadwick Contracting (low bidder) on September 4 th . Preconstruction meeting held on September 14 th . Work began week of September 17 th and scheduled to be completed by mid-October. Village Project Manager: Oscar Gomez
Stonegate Pond Basin	Design work ongoing. Target construction in late fall/early winter 2018. W-T Group contracted for completion of design engineering and construction observation services. Village Project Manager: Alan Wenderski

COMMERCIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Adesa Auto Auction 5407 Trillium Boulevard	Revised as-built drawings reviewed and comments sent for revision. Village Project Manager: Terry White
Aldi 375 West Higgins Road	Village board approval for building expansion received on August 6 th . Awaiting receipt of engineering plan review and inspection fee and project guarantee. Village Project Manager: Alan Wenderski
Burger King Restaurant 2599 West Higgins Road	Temporary CO issued. Awaiting as-built drawings, sign-off of ROW permit from IDOT. Village Project Manager: Terry White
Bystronic/Eagle Way Extension	Mass grading underway. Village Project Manager: Alan Wenderski
Culvers Prairie Stone 4665 Hoffman Boulevard	Awaiting as-built drawing revisions. Village Project Manager: Terry White
Enclave Apartments Clubhouse 750 Salem Drive	Water service pressure test and chlorination completed. Building work ongoing. Village Project Manager: Terry White

COMMERCIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Hoffman Plaza Higgins and Roselle 1001-1067 Roselle Road	As-built plans reviewed. Village Project Manager: Terry White
Holiday Inn Express 5235 Prairie Stone Parkway	Water main installation complete, pressure tested, and chlorinated. Village Project Manager: Terry White
Petro Auto 1300 West Higgins Road	Site work ongoing. Village Project Manager: Terry White
Shell – Ricky Rocket’s 2590 Golf Road	Water service installation complete, pressure tested, and chlorinated. Building work ongoing. Village Project Manager: Terry White
Silesia Prairie Stone 5250 Prairie Stone Parkway	Storm sewer and sanitary sewer work complete. Parking lot expansion work completed. MWRD final inspection to be scheduled within next few weeks. Work on building addition ongoing. Village Project Manager: Terry White

RESIDENTIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Airdrie Estates NE Corner of McDonough Road and Rohrsen Road	Staff has reviewed and approved permit plat submittal for Lot 2. Village Project Manager: Terry White / Oscar Gomez
Amber Meadows NE Corner of Essex Drive and Beacon Pointe Drive	Multiple lots under construction. Water/sewer service, sidewalk/driveway, and final grading inspections ongoing. All streets completed to binder level. Village Project Manager: Terry White / Oscar Gomez
Bergman Pointe NW Corner of Ela Road and Algonquin Road	Home building ongoing. Water/sewer service, sidewalk/driveway, and final grading inspections ongoing. Signal modifications at Ela/Algonquin and continuation of Ela Road path are ongoing. Village Project Manager: Terry White
Devonshire Woods SW Corner of Shoe Factory Road and Essex Drive	Home building ongoing. Sidewalk/driveway, and final grading inspections ongoing. Village Project Manager: Terry White / Oscar Gomez

2018 Street Revitalization Project Schedule Update: (Week of September 17, 2018)

RECONSTRUCTION STREETS	Start Date ¹	Pre-Construction			Construction													Landscaping		Percent Complete
		Layout	Tree Root Pruning	Sawcutting	Concrete Removal	Asphalt Removal	Earth Excavation	Sub base Backfill	Storm Sewer	Curb & Gutter	Driveway Aprons	Sidewalks	Fine Grading	Asphalt Binder	Asphalt Surface	Striping	Backfill Topsoil	Sod & Seed		
1. ABBEYWOOD DRIVE - PHASE I Governors Ln to Queensbury Cir (N)	7/18/2018																			92%
2. ABBEYWOOD DRIVE - PHASE II Queensbury Cir (N) to Jamestown Cir (S)	6/25/2018																			93%
3. ABBEYWOOD DRIVE - PHASE III Jamestown Cir (S) to Kensington Ln	6/4/2018		n/a						n/a		n/a									92%
4. ASHLEY COURT Ashley Rd to End of Street	7/25/2018																	n/a		92%
5. BARDWICK COURT Essington Ln to End of Street	8/15/2018																	n/a		92%
6. CALDWELL LANE Oakmont Rd to Kingsdale Rd	5/22/2018																			93%
7. CASTAWAY COURT Castaway Ln to End of Street	8/6/2018																			86%
8. CHATSWORTH LANE Dexter Ln (N) to Dovington Dr	5/30/2018																			93%
9. CLAREMONT ROAD Heather Ln to Hillcrest Blvd	5/31/2018		n/a																	86%
10. COLONY COURT Colony Ln to End of Street	6/27/2018																	n/a		92%
11. ESSINGTON COURT Essington Ln to End of Street	8/15/2018																	n/a		92%
12. HARTFORD COURT Highland Blvd to End of Street	7/26/2018																			86%
13. HILLSIDE COURT Norman Dr to End of Street	6/28/2018																	n/a		92%
14. NORRIDGE LANE Payson St to Illinois Blvd	5/14/2018																			93%
15. WESTHAVEN COURT Dukesberry Ln to End of Street	8/7/2018																	n/a		92%
16. WINSTON LANE Winston Dr to End of Street	6/27/2018																			93%
													Completed		In Progress					

¹Tentative / Actual

2018 Street Revitalization Project Schedule Update: (Week of September 17, 2018)

RESURFACING STREETS	Start Date ¹	Pre-Construction		Construction										Landscaping		Percent Complete	
		Layout	Sawcutting	Concrete Removal	Asphalt Removal	Storm Sewer	Curb & Gutter	Driveway Aprons	Sidewalks	Asphalt Binder	Asphalt Patching	Asphalt Surface	Striping	Backfill Topsoil	Sod & Seed		
1. ALDER COURT Alder Dr (N) to End of Street	9/18/2018					n/a											
2. BAYSIDE COURT (E) Bayside Cir to End of Street	5/17/2018					n/a						n/a	n/a				100%
3. BICEK DRIVE Sapphire Dr to Burnham Dr	5/16/2018							n/a				n/a					100%
4. COLGATE COURT Highland Blvd to End of Street	9/24/2018																
5. DRESDEN DRIVE Freeman Rd to Haman Ave	9/17/2018																
6. DRIFTWOOD COURT Shorewood Dr to End of Street	9/17/2018																8%
7. GARNET CIRCLE Sapphire Dr to Sapphire Dr	9/4/2018											n/a					55%
8. LAFAYETTE LANE Hampton Rd to End of Street	9/24/2018																
9. LARCHMONT ROAD Newport Rd to Lafayette Ln	9/24/2018																
10. McDONOUGH ROAD Rohrssen Rd to Nicholson Dr	6/14/2018																100%
11. NICHOLSON DRIVE McDonough Rd to End of Street	6/15/2018											n/a					100%
12. OPAL DRIVE Olmstead Dr to Topaz Dr	8/27/2018											n/a					55%
13. TURNBERRY DRIVE Chambers Dr to Chambers Dr	5/16/2018											n/a					100%
14. WESTBRIDGE COURT Westbury Dr to End of Street	9/5/2018																42%
											Completed		In Progress				

¹Tentative / Actual

All resurfacing streets to be completed within 30 days of start date

Definition of Construction Steps:

Layout:	Village engineers evaluate existing conditions, determine removals, and complete construction staking.
Tree Root Pruning:	A circular saw machine cuts tree roots to reduce damage to the tree during construction.
Saw Cutting:	A circular saw machine cuts the concrete and asphalt at construction joints.
Concrete Removal:	The contractor removes existing sidewalk, curb and gutter, and driveway aprons that will be replaced.
Asphalt Removal:	The contractor either uses a backhoe or milling machine to remove existing asphalt layers.
Earth Excavation:	Removal of the all materials located below the existing road to a stabilized subgrade.
Sub base Backfill:	The installation of stone to a depth of 8"-12" with a layer of geotextile fabric.
Storm Sewer:	Repair and replacement of existing storm sewer structures and pipes.
Curb & Gutter:	The installation of concrete curb & gutter utilizing mechanical equipment or hand tools.
Driveway Aprons:	The replacement of asphalt and concrete driveway aprons.
Sidewalks:	The replacement of concrete public sidewalks.
Fine Grading:	The shaping of the stone sub base to ensure drainage, compaction, and elevation.
Asphalt Binder	The first layer of asphalt
Asphalt Patching:	Repair of localized pavement failures on resurfacing streets.
Asphalt Surface:	The final layer of asphalt.
Striping	Completion of permanent pavement striping.
Backfill Topsoil:	Placement of topsoil to areas that have been disturbed during construction.
Sod & Seed:	Placement of sod and seed to areas that have been disturbed during construction.