

AGENDA
PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
September 23, 2013

Immediately following Public Health & Safety

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

I. Roll Call

II. Approval of Minutes – August 26, 2013

NEW BUSINESS

1. Request authorization to utilize funding from the General Fund fund balance for additional Contractual Ash Tree Removals, Replacements and temporary staff assistance, in an amount not to exceed \$1,500,000.
2. Request authorization to award contract for State of Illinois joint purchase of 2013-2014 winter road salt to Morton Salt Inc., Chicago, IL, at a unit price of \$52.31 per ton, in an amount not to exceed \$364,078.
3. Request authorization to award contract for the 2013 Drainage Improvements Project to Prime Construction, Inc. of Hampshire, IL (qualified low bidder) in the amount of \$24,460.
4. Request acceptance of the Department of Public Works Monthly Report.
5. Request acceptance of the Department of Development Services Monthly Report for the Transportation and Engineering Division.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

**PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES**

August 26, 2013

I. Roll Call

Members in Attendance:

Anna Newell, Chairperson
Michael Gaeta, Vice Chairperson
Trustee Gary Pilafas
Trustee Karen Mills
Trustee Gary Stanton
Trustee Gayle Vandenberg
Village President William McLeod

**Management Team Members
in Attendance:**

James Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplun, Asst. Vlg. Mgr, Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Director of Transportation
Gary Salavitch, Director of Engineering
Patrick Seger, Director of Human Resources
Michael Hish, Police Chief
Jeff Jorian, Acting Fire Chief
Gordon Eaken, Director of IS
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Bev Romanoff, Village Clerk
Nichole Collins, Emergency Mgmt. Coord.
Patricia Cross, Asst. Corp. Counsel
Ben Gibbs, Sears Centre Arena
Gary Skoog, Economic Dev.
Bruce Anderson, Cable TV Coordinator

The Public Works and Utilities Committee meeting was called to order at 7:02 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Public Works & Utilities Committee meeting minutes of July 22, 2013. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a special historic informational Jahns Road street sign to be displayed on Jones Road near Higgins Road.**

An item summary sheet from Joe Nebel, Paul Petrenko and Pat Barch was presented to Committee.

Pat Barch, Village Historian, introduced Carol Jahns, Dorothy Jahns and Vernon Frost who spoke about the Jahns Farm and naming of Jahns Road for Jones Road.

Motion by Trustee Pilafas, seconded by Trustee Gaeta to approve a special historic informational Jahns Road street sign to be displayed on Jones Road near Higgins Road. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to waive formal bidding and purchase a used 2005 International dump/grapple truck from Apex Equipment Sales, Inc., West Palm Beach, FL, in an amount not to exceed \$63,050.**

An item summary sheet from Joe Nebel and Robert Markko was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to waive formal bidding and purchase a used 2005 International dump/grapple truck from Apex Equipment Sales, Inc., West Palm Beach, FL, in an amount not to exceed \$63,050. Voice vote taken. All ayes. Motion carried.

- 3. Request authorization to waive formal bidding and purchase a replacement bucket truck for Unit #55 using the National Joint Powers Alliance contract discount through Altec Industries, Birmingham, AL, in an amount not to exceed \$164,566.**

An item summary sheet from Joe Nebel and Robert Markko was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to waive formal bidding and purchase a replacement bucket truck for Unit #55 using the National Joint Powers Alliance contract discount through Altec Industries, Birmingham, AL, in an amount not to exceed \$164,566. Voice vote taken. All ayes. Motion carried.

- 4. Ratification of Village Manager authorization for emergency contract for sanitary sewer repair related to Hassell Road reconstruction with Montemayor Construction, Elgin, IL, in an amount not to exceed \$39,701.**

An item summary sheet from Joe Nebel and Haileng Xiao was presented to Committee.

Jim Rambert, 2027 Parkview Circle East, addressed the Committee and expressed concern with the progress of re-construction of Hassell Road. He is concerned that there is no sidewalk yet from Parkview to Huntington. Mr. Salavitch responded to the resident's concerns and will speak with Plote about the progress.

Motion by Trustee Gaeta, seconded by Mayor McLeod, for ratification of Village Manager authorization for emergency contract for sanitary sewer repair related to Hassell Road reconstruction with Montemayor Construction, Elgin, IL, in an amount not to exceed \$39,701. Voice vote taken. All ayes. Motion carried.

- 5. Request acceptance of the Department of Public Works Monthly Report.**

The Department of Public Works Monthly Report was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Mills, to accept the Department of Public Works Monthly Report. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of the Department of Development Services Monthly Report for the Transportation and Engineering Division.

The Department of Development Services Monthly Report for the Transportation and Engineering Division was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to accept the Department of Development Services Monthly Report for the Transportation and Engineering Division. Voice vote taken. All ayes. Motion carried.

III. President's Report
IV. Other

Trustee Newell reported on the success of the recent recycling/document destruction event at the Public Works Center on August 17.

V. Items in Review
VI. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:27 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 utilize funding from the General Fund fund balance for additional Contractual Ash Tree Removals, Replacements and temporary staff assistance, in an amount not to exceed \$1,500,000.

MEETING DATE: September 23, 2013

COMMITTEE: Public Works & Utilities

FROM: Joseph Nebel, Director of Public Works
Kelly Kerr, Village Forester

PURPOSE: To provide an additional resource for the removal and replacement of Emerald Ash Borer (EAB) infested trees throughout the Village.

BACKGROUND: In 2012, a total of 338 Ash trees were removed and replaced due to Emerald Ash Borer (EAB) infestations. To date in 2013 458 trees have been removed due to EAB. There is currently a list of approximately 800 trees that have been slated for removal with trees continuing to be added daily. An increase in the infestations was expected entering 2013 but it appears that the severe drought experienced in the summer of 2012 has accelerated the infestations and degradation of infested trees. This has caused us to request an expansion of our current strategy and propose a larger removal program on a more accelerated schedule. The large quantity of requests has exceeded the capabilities of current staffing levels assigned to Forestry. Forestry also must continue to address and oversee non-EAB related issues and programs such as maintenance of Village properties, mowing of state ROW's, watering previous plantings, contractual tree trimming, in-house tree trimming to address hazardous conditions, garden plot maintenance, resident inquiries related to private property trees/insects and coordination of replacement tree plantings.

DISCUSSION:

The public works department is requesting funding to conduct a larger scale operation to address the EAB infestation throughout the Village. The expanded operation would award multiple separate contracts for both removals and replacements. This will allow multiple contractors to begin to address the infested Ash trees and provide a much faster removal and replacement of the trees. Our intention is to have 2,000 Ash trees removed in 2014 and replaced within a year.

Along with the proposed program expansion, the department must further streamline the removal and replacement process with regards to resident contact. Unfortunately, due to the excessive number of trees we are dealing with the current process requires change. Removals are being slowed down when staff has to make multiple attempts to contact residents to explain the process and answer questions. To avoid the continued slowing down of the process we will be reducing the department's attempts to one phone attempt or in person visit and one letter per resident. We will continue to make staff available for any questions or concerns the residents may have should they contact us.

Additional staff requested involved with the program will consist of temporary positions to assist in customer service/administration/contract management (1) and contractor oversight/field work (2). These positions will either be hired as temporary positions or with the intention of the positions being reduced through attrition as the EAB program winds down.

FINANCIAL IMPACT:

It has been the intention to utilize the General Fund fund balance to address the EAB infestation over the next 5-6 years. We are requesting to utilize that funding on a more accelerated schedule beginning as quickly as possible. We will request Public Works Committee and Village Board approval for future contracts related to EAB.

RECOMMENDATION: Request authorization to utilize funding from the General Fund fund balance for additional Contractual Ash Tree Removals, Replacements and temporary staff assistance, in an amount not to exceed \$1,500,000.

Dear resident,

A parkway Ash tree located near your property has been identified as being infested with the Emerald Ash Borer (EAB) for more information about what EAB is please see the attached brochure or visit the Village's website. Unfortunately as a result of the infestation and the tree's condition, it is the Village's intent to have the tree removed.

Due to the excessive number of Ash trees the Village is addressing we are not able to provide a timeframe for the tree's removal. Please be assured that the tree is on the list and will be removed at some point. Removal could potentially take months based on the number of trees identified for removal. We appreciate your patience while this widespread infestation is addressed.

Removal of the tree will occur in multiple steps with time in between each step.

1. Removal of the tree
2. Tree stumps will be ground (3-4 weeks after removal)
3. Black dirt restoration will occur (2-3 weeks after the stump has been ground)

Please note that black dirt restorations and stump grinding are unable to occur during the winter months and will be completed the following spring.

It is the Village's intention to replace most of the Ash trees removed however the Village will take into account proper spacing and the surrounding conditions to make the determination. **To assure proper tree species diversity for the future health of the urban forest the Village Forestry Division will be choosing the species of replacement trees.** The Village will be attempting to plant replacement trees within a year of a parkway tree's removal. This may also be dependent on budgetary considerations as well as nursery stock availability. Some replacements may take longer depending on the species preferred planting season.

Please feel free to contact the Public Works Department at (847) 490-6800 with any questions or concerns you may have.

Sincerely,

Kelly Kerr

Village Forester

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for State of Illinois joint purchase of 2013-2014 winter road salt to Morton Salt Inc., Chicago, IL, at a unit price of \$52.31 per ton, in an amount not to exceed \$364,078.

MEETING DATE: September 23, 2013

COMMITTEE: Public Works & Utilities

FROM: Joseph Nebel, Director of Public Works
Ken Gomoll, Assistant Director of Public Works

PURPOSE: To provide a supply of road de-icing salt for the 2013-2014 winter season.

BACKGROUND: On March 18, 2013, the Village Board authorized participation in joint purchase with IDOT for 2013-2014 procurement of 5,800 tons of road salt. Fiscal Year 2013 provides \$302,000 for road salt needs of which a balance of \$173,888 remains. In previous years the Village has participated in joint purchases with IDOT in an effort to guarantee a supply and reduce cost.

DISCUSSION: On September 11, 2013, the Village received notification from the State on road salt bid results. The Village has pre-committed to 5,800 tons and is responsible for ensuring that the 80% guaranteed purchase requirement is met by contract end (June 30, 2014) although up to 120% may be obtained at the same contract price. The contract was awarded to Morton Salt Inc., Chicago, at a cost F.O.B., Hoffman Estates of \$52.31 per ton. The Village is currently in possession of approximately 3,250 tons of salt stored in the dome. Average seasonal salt usage for the past 5 snow & ice seasons is approximately 6,100 tons per season.

FINANCIAL IMPACT:

Due to the unpredictability of weather events it is uncertain how much salt will be required for the 2013-14 winter season. We can state with reasonable certainty that our usage this season should fall within the 80% to 120% contract range. The range of estimated costs can be based on the minimum purchase of 80%, or 4,640 tons at \$242,715, and the maximum purchase of 120% or 6,960 tons at \$364,078.

Current and past State pricing for salt F.O.B. Hoffman Estates is as follows:

Year	Amount (tons)	Cost per ton
2012-2013	2,000	\$53.38
2011-2012	6,000	\$60.33
2010-2011	7,500	\$68.82
2009-2010	7,500	\$68.82
*2008-2009	2,500	\$127.03
*2008-2009	2,585	\$104.25
*2008-2009	1,815	\$137.09
2007-2008	6,050	\$38.97
2006-2007	6,050	\$37.72
2005-2006	6,050	\$34.97
2004-2005	5,500	\$31.94
2003-2004	5,500	\$31.94
2002-2003	5,500	\$31.14
2001-2002	5,500	\$31.57
2000-2001	5,500	\$27.60

*multiple vendors

RECOMMENDATION:

Request authorization to award contract for State of Illinois joint purchase of 2013-2014 winter road salt to Morton Salt Inc., Chicago, IL, at a unit price of \$52.31 per ton, in an amount not to exceed \$364,078.



ILLINOIS

JOINT PURCHASING REQUISITION

PLEASE RETURN TO:

Illinois Department of
Central Management Services
801 Wm. G. Stratton Building
401 S. Spring Street
Springfield, IL 62706
Fax: (217) 782-5187

No Thank You,
But keep on mailing list.

Opt-Out-> Our unit does not want to participate in the 2013-2014 Contract Re-procurement.
Notice-> Please complete and return the Contact information below to remain on the mailing list.

Joint Purchasing #: _____

Date: 3 / 19 / 2013

Government Unit: Village of Hoffman Estates

Mailing Address: 2305 Pembroke Ave.

City / State / Zip: Hoffman Estates, IL 60169

County: Cook

Contact Person: Ken Gomoll

Telephone Number: 847-490-6800

Fax Number: 847-490-6868

Contact Email: Ken.Gomoll@hoffmanestates.org

Delivery Point
2405 Pembroke Ave. Hoffman Estates, IL 60169
<- Please provide Email Address

***** Participant, Complete Only One - Either "Table-A" or "Table-B" Below *****

Table A: Complete this table to have the State SOLICIT BIDS for your governmental entity			
ITEM DESCRIPTION	QUANTITY	UNIT MEASURE	AMOUNT BUDGETED
AASHTO M143 Road Salt or Equivalent	(Total Tonnage)	(22 - 25 Ton / Truck)	(Local Governmental Use Only)
Rock Salt, Bulk	<u>5,800</u>	Tons	_____

Please note your Purchase Commitment Percentage for total tonnage quantity stated above (choose one):
 OPTION 1 xxx 80% minimum purchase requirement/120% maximum purchase requirement
 OPTION 2 _____ 100% minimum purchase requirement/120% maximum purchase requirement

Mar Don ***** Participant, Complete Only One - Either "Table-A" Above or "Table-B" Below ***** *59* *52.31*

Table B: Complete this table to have the State RENEW for your governmental entity (ONLY)			
ITEM DESCRIPTION	QUANTITY	UNIT MEASURE	AMOUNT BUDGETED
AASHTO M143 Road Salt or Equivalent	(Total Tonnage)	(22 - 25 Ton / Truck)	(Local Governmental Use Only)
Rock Salt, Bulk	_____	Tons	_____

Note: Renewal is available ONLY under Contracts PSD 4017275, 4017276, 4017277, 4017278, 4017279, or 4017280 for the CY' 2012-2013 season. Your quantity may not exceed more than a 20% increase of last season's quantity, and price cannot increase more than 5% of last season's price. Other Terms & Conditions of Contract will remain the same as last year. Check Contract: PSD 4017275 () 4017276 () 4017277 () 4017278 () Contract 4017279 () 4017280 ()

I certify that funds are available for the purchase of the items on this Requisition and that such items are for the sole use of this governmental unit, and not for personal use of any official or individual or re-sale.

In addition, I agree to abide by the Joint Purchasing Procedure established by the Department of Central Management Services.

William D. McLean
SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

Village President
TITLE



September 1, 2013

Dear Joint Purchasing Participant:

Subject: 2013-2014 Rock Salt, Bulk Contract Information

In completing the 2013 – 2014 Rock Salt season contract re-procurement, the State of Illinois did not encounter the types of supply-related issues experienced in previous seasons. We made every effort to secure Road Salt at the best available price for participants in our contract re-procurement, and gladly report that all locations across the State were able to have their supply needs met through the State's procurement efforts.

We again recommend that participating agencies and governmental entities examine their application rates and roadway priorities in order to minimize next season's maintenance program cost while also ensuring the safety of the public.

Enclosed is a copy of the requisition you submitted to us for the purchase of rock salt. The information from the requisition, including purchase commitment, can be used to submit your requirements to this year's contract vendor:

Contract: PSD 4017548
Morton Salt Inc.
123 N. Wacker Drive
Chicago, IL 60606
Order Phone (888) 800-8905

Term: September 2013 – August 2014
FEIN Number: 27-3146174

Contact: Government Services

Your unit is **Contract Line No: 59 / Price per ton F.O.B. destination, is \$ 52.31**
Emergency pickup of salt from vendor's warehouse is not made available in this contract.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors is \$ **6.00** per ton. Contact vendor for availability in your area and scheduling deliveries.

You are responsible for issuing your own purchase order document to the vendor. Orders may be placed with the vendor via telephone, with a written or fax confirmation to follow immediately. *You are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages this winter.* Also, you need to make every effort to place orders in full truckload lots (22-25 tons).



Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment (as noted on your Requisition) is met before the end of the winter season, June 30, 2014. The vendor is required to furnish not less than 120 percent (if needed) of the contract quantity by March 1, 2014. Your governmental unit is responsible for processing vendor invoices in a timely manner.

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2013 through April 1, 2014 shall not exceed seven working days, unless as modified in the Order Guidelines herein..

For orders placed between December 1, 2013 and April 1, 2014, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain \$.20 per ton per working-day as liquidated damages on the undelivered portion of the order. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven day delivery period.

CMS reserves the right to mitigate application of liquidated damages imposed against a vendor, in the event of orders exceeding the maximum percentages outlined below:

An agency may order up to 20.% of their awarded contract tonnage in any given week and vendor shall deliver within 7 working-days after receipt of order. Quantity ordered above the 20.% threshold shall have an extended deliver time of one-working-day for each one-percentage-point above the 20.% guideline. For example, if an agency orders 25.% of their awarded total 100 ton, delivery of the first 20 ton (20.%) shall be within 7 working-days after receipt of order, the remaining 5 ton should be delivered within 12 working-days after receipt of order.

If after seven working-days of liquidated damages assessment, the vendor has still failed to deliver, local governmental unit shall have the right to terminate an order and purchase road salt or abrasives from another source, or take action consistent with public safety as needed to continue daily business. Any and all additional costs incurred may be collected from the original vendor, in addition to liquidated damages, by participant's legal action.

All deliveries shall be covered with approved weatherproof materials. The vendor shall ensure that delivery person inspects the inside of the trailer and that all salt is removed from the trailer before leaving a delivery point. The vendor will ensure all weights and measures shown on delivery tickets are correct. Local governmental units reserve the right to require that delivery trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.



Deliveries of rock salt containing any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc., may be rejected at the delivery site. In the event that any foreign material is discovered in dumped deliveries, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the local governmental unit and returned for credit, or the vendor shall immediately ship a specification compliant load of replacement salt, or issue a refund to the governmental unit consistent with the contract price.

In December 2013, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2014 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

Enhanced Rock Salt 2013 - 2014 season availability:

The Department of Central Management Services surveyed vendors for availability of an enhanced rock salt option in the invitation for bid, and availability was not provided for by this vendor in this season's procurement process.

It is hoped that this information will be beneficial to you in the utilization of this contract. If you have any further questions concerning the rock salt contract, please feel free to contact me at (217) 782-8091.

Sincerely,

Wayne Ilsley, CPPB, Buyer
Bureau of Strategic Sourcing

GovSalt.doc

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for the 2013 Drainage Improvements Project to Prime Construction, Inc. of Hampshire, IL (qualified low bidder) in the amount of \$24,460

MEETING DATE: September 23, 2013

COMMITTEE: Public Works & Utilities

FROM: Gary Salavitch / Michael Hankey

PURPOSE: Request authorization to award contract to Prime Construction, Inc. of Hampshire, IL (qualified low bidder) for the 2013 Drainage Improvements Project in the amount of \$24,460.

BACKGROUND: In 1992, the Village adopted a drainage policy and an annual drainage improvement project to correct drainage problems in the right of way and other areas.

The Village Board previously approved (June 3, 2013 Public Works and Utilities Meeting) the four locations chosen for this year’s project. This year’s program is budgeted for \$25,000.

2013 DRAINAGE LOCATIONS

	LOCATION	DESCRIPTION	SOLUTION
1.	5410 Mallard Lane	Inefficient overland flow path does not limit water to less than 2 feet in the back yard.	Extend larger storm sewer to reduce overland flow path elevation.
2.	700 Jody Lane	Parkway does not drain, causing icing conditions.	Install perforated pipe from inlet at the corner to the problem area.
3.	3905 Winston Drive	Parkway does not drain and old drain tile system drains to street.	Install perforated pipe from inlet at the corner to the problem area.
4.	80 W. Higgins Road	Right of way does not drain properly into existing roadside ditch, causing standing water on the new sidewalk.	Regrade right of way to drain to the roadside ditch.

DISCUSSION: The bid documents included three of the remaining eleven outstanding locations within the funding parameter for the 2013 project. Upon further investigation and design for the Larchmont Road location, staff

DISCUSSION: (CONTINUED)

determined that the cost to provide a proper solution at this location would exceed the budget amount. This warranted consideration of another location. Staff selected Winston Drive. The Larchmont Road project will remain on the outstanding location list for future improvement.

The fourth location was added after a final inspection of the Higgins Road Bike Path Project discovered that the poorly graded right of way was causing standing water on the existing driveway and new sidewalk.

On September 17, eight bids were received for the 2013 Drainage Improvements Project. The engineer's estimated cost was \$31,259 for the four locations. The 2013 budget allocated \$25,000 for the 2013 project.

Bid Summary	
Contractor	Total Submitted Costs
Sarges Landscape Services	\$ 20,240
Prime Construction, Inc.	\$ 24,460
A Call Construction, Inc.	\$ 29,215
Copenhaver Construction	\$ 33,110
Vian Construction Co., Inc.	\$ 35,945
J. Congdon Sewer Service	\$ 45,250
Continental Const. Co., Inc.	\$ 45,680
Kovilic Construction Co., Inc.	\$ 64,600

The apparent low bidder, Sarges Landscape Services, was disqualified since they failed to submit all of the required paperwork. Therefore, Prime Construction, Inc. became the next lowest, qualified bidder at \$24,460, just below the budgeted amount.

Staff checked references for Prime Construction, Inc. per standard Village procedure and were found to be favorable. Prime Construction, Inc. also has worked satisfactorily for the Village in the past. The Development Services Department recommends the 2013 Drainage Improvements Project contract be awarded to Prime Construction, Inc. of Hampshire, Illinois in the amount of \$24,460.

FINANCIAL IMPACT:

The 2013 budget allocated \$25,000 to address outstanding drainage improvements.

RECOMMENDATION:

Request authorization to award contract for the 2013 Drainage Improvements Project to Prime Construction, Inc. of Hampshire, IL (qualified low bidder) in the amount of \$24,460.


DEPARTMENT OF PUBLIC WORKS

AUGUST MONTHLY REPORT

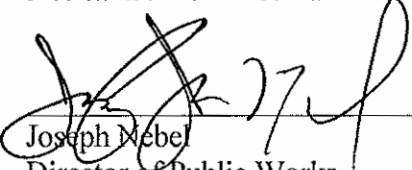
SUBMITTED TO PUBLIC WORKS COMMITTEE

SEPTEMBER 2013

- ADMINISTRATIVE AND TECHNICAL SERVICES
- FACILITIES
- FLEET SERVICES
- STREETS
- WATER AND SEWER

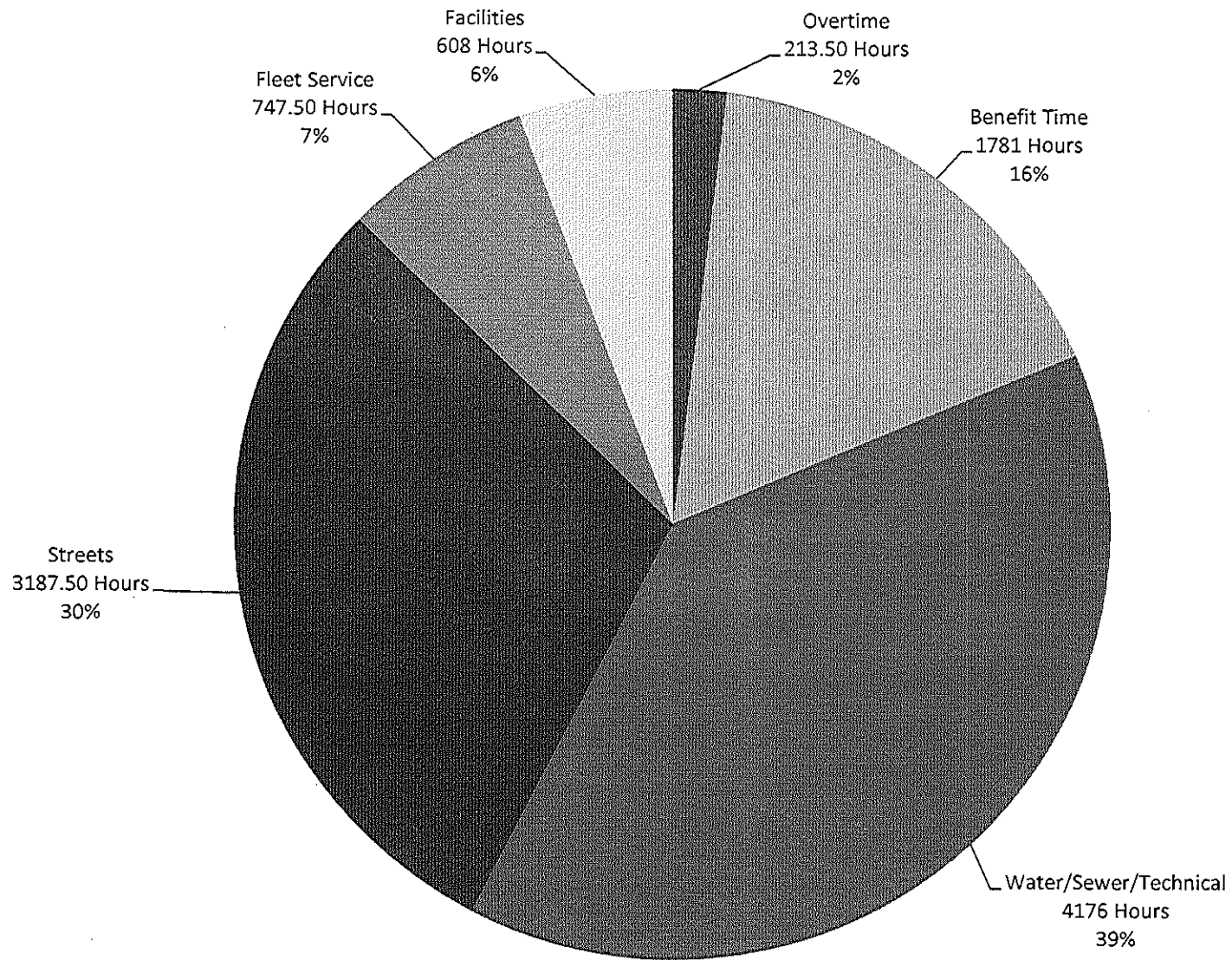


Ken Gomoll
Assistant Director of Public Works

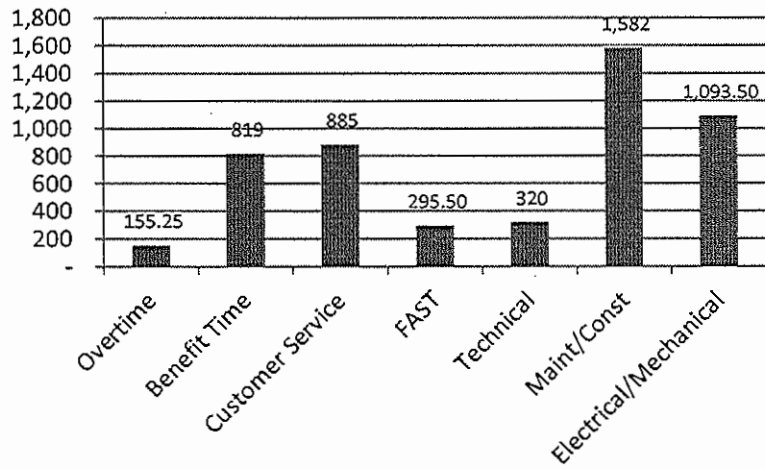


Joseph Mebel
Director of Public Works

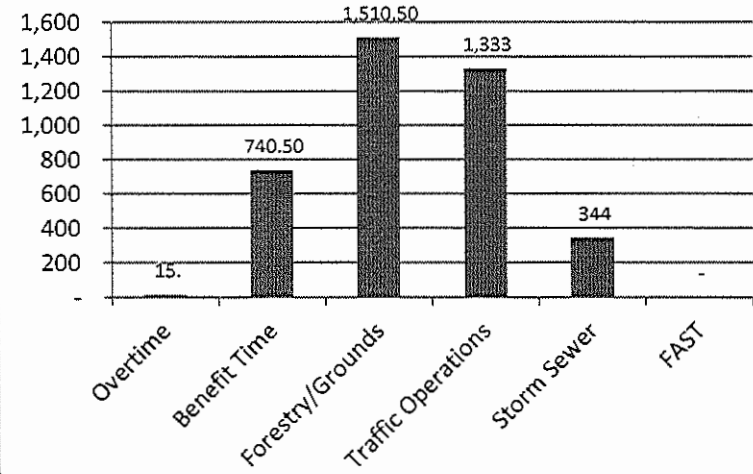
Public Works Department Total Hours August 2013



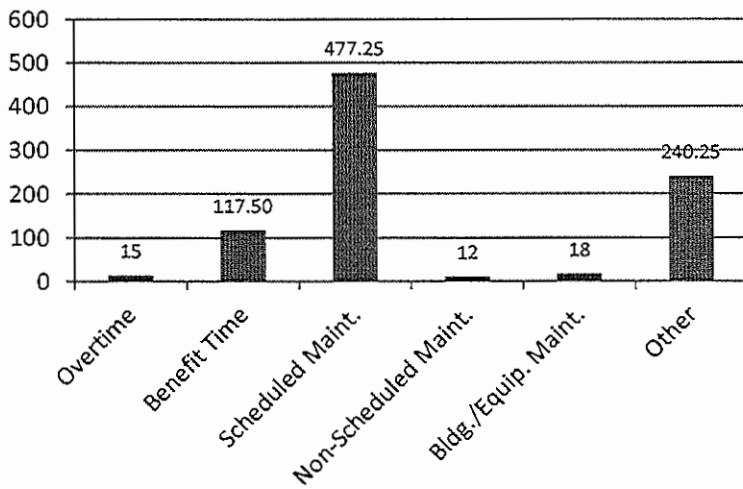
Water Total Hours August 2013



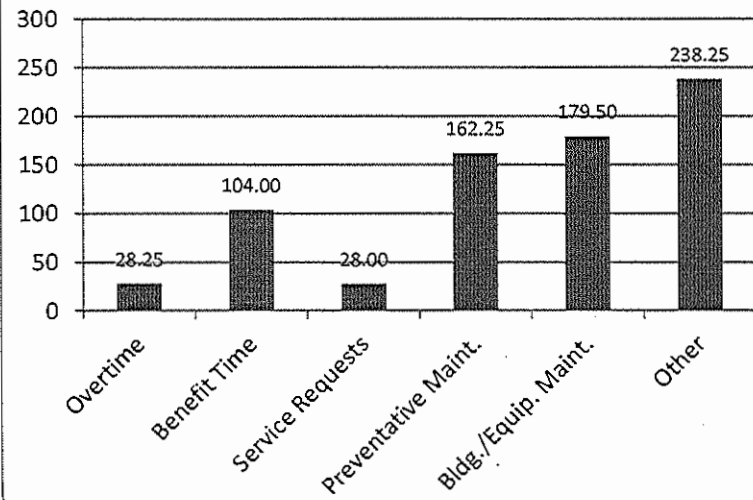
Street Total Hours August 2013



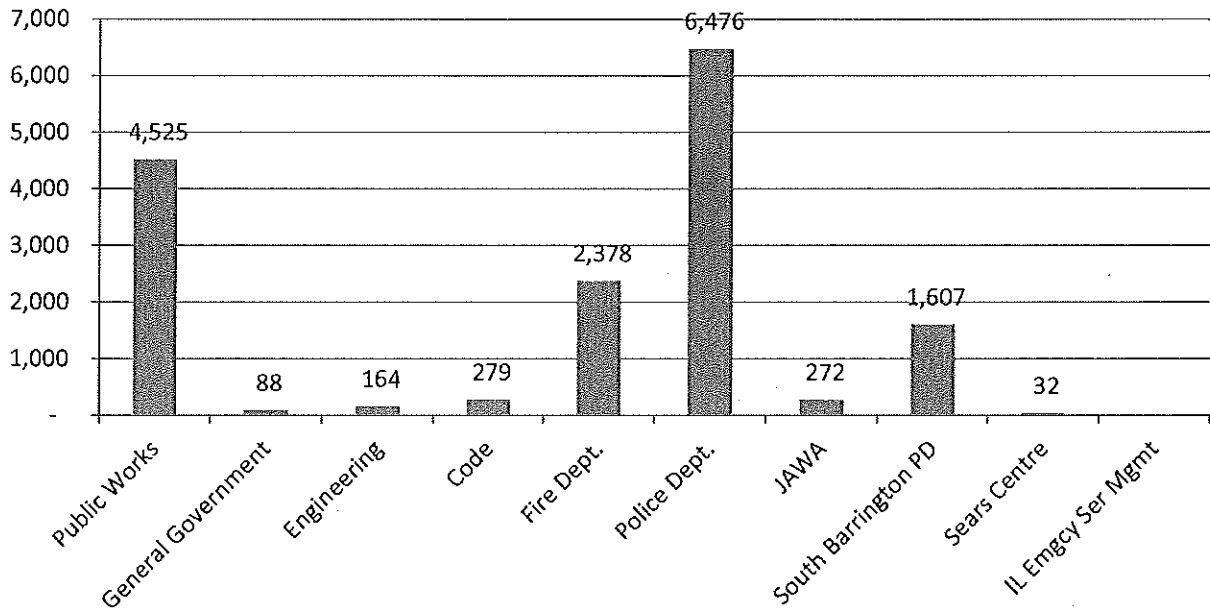
Fleet Total Hours August 2013



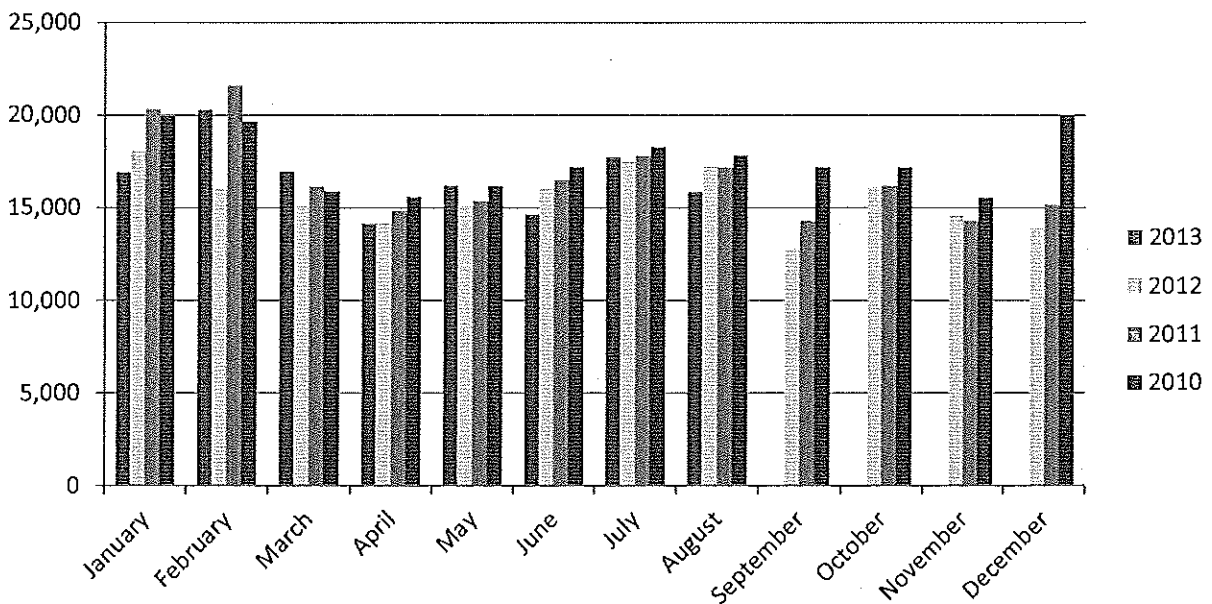
Facilities Total Hours August 2013



August 2013 Fuel Usage by Department / Gallons



Total Fuel Used / Gallons



*** CIP PROJECT STATUS**

Sanitary Sewer Rehabilitation

The construction defined in the scope for 2011 Critical Sanitary Sewer Repair was completed in 2012 after contract award in December 2011. The construction for 2012 Critical Sanitary Sewer Repair was also completed after revising the original scope of construction. The completed work included three new manholes installed to replace lamp holes and a back pitched manhole, 210 feet of pipe installed to correct the back pitched sewer in Mayfield Lane, 6 spot repairs by excavation with a total of 75 feet sewer replacement and 12 full sections of manhole CIPP lining of 3,358 feet.

Additional camera inspections of the sanitary sewer mains along Route 59 indicate that approximately 700 feet of 18" pipe needs CIPP (Cured-in-Place pipe) lining and 3 manholes with approximately 61 vertical feet need rehabilitation. Due to the same issues existing on the downstream sanitary sewer in the Village of Streamwood (VOS) and rehabilitation project will be affected by the downstream sewer. A meeting was held with VOS staff to determine the possibility of a joint construction project. Village consultant engineer completed engineering work and prepared bid documents for review. The engineer completed revision of bid documents. VOHE and VOS staffs have completed the review of the draft agreement for the joint construction and will recommend approval by Village Boards of both communities. **Project bidding start in mid-August with bid closing on September 9, 2013.**

Upgrade of SCADA Servers

On July 1st, Village Board approved the award of contract for the hardware and software upgrade of the water & sewer control center. The existing system is composed of two computers installed in 2004 as the primary and backup system for the monitoring and control of the Village's entire water and sewer system. The scope of services under contract covers a thorough review of the existing hardware and software and search for the best applicable and cost-effective upgrade including replacement, configuration and programming of SCADA servers. It also includes a three year service contract covering the Cisco ASA5500 firewall and related services to improve security control for the system. On July 26th, a project kick-off meeting was held. The project is expected to be complete before Dec 15, 2013. Staff's focus is on the smooth transition from the old system to the new system to prevent any control conflicts. **Evaluation of the existing hardware and software is complete. A Change Order is being prepared for locating one of the two servers at an offsite location for increased system reliability instead of locating both servers in the Control Center. Two new servers were ordered and received with all associated software. The configuration and programming of the servers started. It is expected that installation will begin in September.**

***Added information**

ADMINISTRATIVE AND TECHNICAL SERVICES

During the last month the following was completed:

1. Participated in weekly site plan review meeting
2. Performed download of M-Cal gas calibration readings per OSHA/IDOL requirements
3. Prepared articles for Citizen and Village Voice
4. Coordinated monthly job code data entry
5. Prepared monthly report charts
6. Coordinated R.O.W. pre-construction meetings
7. Performed sidewalk inspections in various locations in the Village
8. Performed parts purchasing and inventory for Fleet Services
9. Updated monthly performance measures report
10. Assisted sanitary crew with flow management database
11. Performed bi-weekly sanitary database back-up and antivirus scan
12. Updated GIS database with water main/water valve field corrections in South section
13. Configured new laptops with mapping
14. Performed sidewalk inspections
15. Geocoded address from water meter list from Sun Guard to GIS
16. Attended seminar regarding public infrastructure
17. Met with Customer Service staff finalizing all meter data for inventory
18. GPS work: located storm and sanitary manholes at ComEd access road west of Haverford Place, located water main and edited the accuracy at 1675 Monticello Rd. for a water main break
19. Continue to research ways to develop a permanent link between Access databases and GIS
20. Created an Ash tree map that shows all Ash tree locations
21. Created a meter database for history and maintenance record keeping

UTILITY LOCATES TEAM

1. Performed 584 regular priority J.U.L.I.E. utility locates for the month; 3,790 year-to-date
2. Performed 18 emergency priority J.U.L.I.E. utility locates for the month; 157 year-to-date
3. Participated in 17 Utility Joint Meets; 124 year-to-date
4. Performed R.O.W. inspections
5. Performed sanitary sewer inspections

STREETS

- **F.A.S.T. (Fast Action Service Team)**

1. Responded to 82 requests for the month, 542 year-to-date
2. Assisted meter shop with shut-offs of delinquents meter accounts
3. Performed water bill drop box pick ups
4. Cut down and removed brush from Barrington Rd.
5. Performed R.O.W. clean-up in various locations throughout the Village
6. Performed mail run duties
7. Performed building maintenance at Fleet Services
8. Performed street light inspections
9. Received deliveries at Susan Kenley-Rupnow Public Works Center
10. Performed floor grate inspections at Susan Kenley-Rupnow Public Works Center garage
11. Performed tower light inspections
12. Performed monthly maintenance on 5 message boards
13. Assisted with meter appointments
14. Assisted with meter route reading
15. Transported scissor lift to Sears Centre Arena and Fire #22 and #24
16. Picked up loads of black dirt
17. Continued pit meter change-out program in Parcel B
18. Assisted with Public Works recycling and battery recycling
19. Performed cleaning of wash bay at Fleet Services
20. Performed site lock ups at Susan Kenley-Rupnow Public Works Center and Fleet Services
21. Performed lamp inspections at Susan Kenley-Rupnow Public Works Center
22. Exercised conveyor belt system at West site
23. Performed sewer inspections
24. Performed barricade checks and pick ups
25. Assisted with Electronic Recycling set up and take down
26. Transported vehicles for Safety Lane testing

1	Illegal dump	16	Sidewalk deviations cold patches
2	Possible sewer back-ups	11	Emergency locates
26	Branch pick-ups	11	Dead animal pick-ups
5	Misc. Requests	9	Woodchip Deliveries
1	B-box repair		

- PAVEMENT MAINTENANCE TEAM

1. Repaired potholes at various locations Village-wide
2. Performed scheduled equipment maintenance on Unit #50 and pavement equipment
3. Performed street inspections and inventory for pavement repairs
4. Performed yard maintenance at Fleet Services facility
5. Performed guard rail inspection along Bode Rd.
6. Performed raised pavement marking and delineator repairs at various locations Village-wide
7. Performed pavement equipment maintenance
8. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center
9. Performed purchasing and budget work for pavement team
10. Assisted Traffic Operations sign team
11. Assisted Traffic Operations light team
12. Performed safety coordination of Department Tailgate, Confined Space and NIPSTA training
13. Performed debris pick-up at various locations throughout the Village
14. Performed pavement Thermoplastic marking at various locations Village-wide
15. Performed preventative cleaning of storm sewer street inlets
16. Performed hot asphalt curb line repairs along various locations Village-wide
17. Performed street crossing excavation repairs at various locations Village-wide
18. Performed storm sewer inlet hot patch repairs at various locations Village-wide
19. Performed sanitary street excavation asphalt repairs at various locations Village-wide
20. Performed asphalt grind and hot patch at various locations Village-wide

- SIGNS

1. Assisted with street light repairs
2. Performed sign straightening at various locations Village-wide
3. Performed traffic barricade maintenance
4. Replaced or repaired 5 signs due to wind, vehicle damage or vandalism
5. Assisted with pothole repairs and patching at various locations Village-wide
6. Performed purchasing/pricing of sign maintenance and repair supplies
7. Performed tree trimming for sign clearance at various locations Village-wide
8. Performed ongoing street sign maintenance log
9. Fabricated, assembled and installed signs at various locations Village-wide
10. Performed Type I reposting on Evanston St. and Grissom Ln.
11. Assisted with hot asphalt patching at various locations Village-wide
12. Fabricated, assembled and installed 4 new signs for Veterans Memorial at Police station; 2 temporary "Library open during Construction" signs; 8 "Platzkonzert" signs; 4 "No U Turn" signs on Kensington Ln. near Muir school
13. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- STREET LIGHTS

1. Responded to 3 resident requests for service repairs; 56 year-to-date
2. Repaired 17 street lights this month in various locations; 220 year-to-date
3. Performed equipment maintenance on Village vehicles
4. Assisted with sign installations at various locations Village-wide
5. Located street light cables for sign installations, storm sewer and water excavations
6. Performed pricing/purchasing of street light repair supplies and tools
7. Repaired guard rail on Beverly Rd. R.O.W.
8. Assisted with installation of b-box
9. Repaired 2 broken seasonal banners at Rohrsen Rd. R.O.W. and Rt. 59 R.O.W.
10. Notified ComEd of street light outage at White Spruce R.O.W.
11. Installed replacement street light fixtures and poles at Sunderlage Farmhouse
12. Installed 11 new street light controller boxes
13. Performed HEO training
14. Attended Confined Space training
15. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

FORESTRY TEAM

1. Responded to requests for service; 256 for the month; 1182 year-to-date
2. Emerald Ash Borer (EAB) Ash tree removals; 33 for the month, 161 year-to-date; Contractor Ash tree removals 34 for the month, 189 year-to-date
3. Performed routine tree maintenance, branch pick-ups, tree removals, storm damage, corrective treatments, inspections and tree trimming Village-wide
4. Performed tree equipment maintenance
5. Performed measurement and logging of daily precipitation
6. Performed tree inspections related to Emerald Ash Borer
7. Performed contract tree trimming and removal preparations
8. Purchased equipment and supplies related to tree work
9. Performed duties related to stump grinding
10. Performed tree watering
11. Performed follow up duties related to turf mowing
12. Performed site bush trimming maintenance at various mowing sites Village-wide
13. Supervised ash tree removal contractor and contract tree trimming contractors
14. Performed preparations for fall tree planting program
15. Performed clean up and maintenance at the Children's Memorial, Village Hall
16. Transported vehicles to Safety Lane for testing
17. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center

WATER & SEWER

• STORM SEWER TEAM

1. Performed monthly lake/creek checks and maintenance
2. Performed vehicle equipment maintenance
3. Performed yard clean-up and maintenance at Fleet Services facility
4. Continued beaver dam checks east and west of Harmon Blvd.
5. Completed weekly barricade checks
6. Completed 6" valve replacement at the SE c/o Maricopa Ln. and Mohave St.
7. Installed new manhole for a water valve at SW c/o Aster Ln. and Aspen St.
8. Assisted with chipping branch drop area at West site
9. Completed pipe repairs at 375 Arizona Blvd.
10. Completed inlet repairs at 2239 Langdon Pl., 425 Bode Rd., 4265 Dixon Dr., 1230 Bison Ln., 1265 Hassell Cir., 1490 Gentry Rd., SE c/o Rt. 72 and Trillium Blvd., 5 Arizona Blvd., 651 Lincolnshire Ln., 915 Gannon Dr., Jones Rd. across from Ray Kessell Park
11. Transported vehicles to Safety Lane for testing
12. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center

• OPERATIONS TEAM

1. Collected (60) monthly water samples for bacteriological testing and (7) raw well water samples (4) resident water quality tests, (30) Lead and Copper samples, (11) Iron and Sulfur samples from Haverford Pl.
2. Performed weekly well and lift station checks
3. Exercised wells, discharged to waste
4. Collected JAWA and Interzone pump readings
5. Performed monthly sump pump maintenance at all wells, lift stations, towers and JAWA pits
6. Assembled monthly water usage and IEPA water report
7. Performed electrical work and trouble inspections at Village-owned buildings
8. Performed back-up generator maintenance at lift stations, pumping stations, radio system locations and Village buildings
9. Monitored water construction and water operating permits, including water pressure tests and bacteriological testing
10. Performed maintenance on Western Development Area lift station up-blast fan
11. Download 5 sanitary flow monitors in the Highlands area
12. Monitored Liberator Bacterial treatments for grease control and Hydrogen Sulfide control in 16 different manholes before the WDA lift station
13. Repaired recirculation pump at Tower #7
14. Participated in 4th of July Festival set up and take down
15. Monitored all tower antenna projects
16. Replaced 2 solenoid valves on pumps 3 and 4 at Abbey Wood pump station
17. Cleaned Moon Lake wet well
18. Installed generator transfer switches at Thomas and Pfizer lift stations
19. Participated in Station #22 fire station electrical remodeling project

- CONSTRUCTION / MAINTENANCE TEAM

1. Performed water and sewer excavation barricade checks at various locations Village-wide
2. Performed clean-up of spoil bins at Fleet Services facility
3. Performed clean-up of spoils at dead end of Pembroke Ave.
4. Performed water/sewer restoration site inspections at various locations Village-wide
5. Performed storm sewer, cleaning and lake / creek checks
6. Performed valve replacement at 480 Illinois Blvd. and 2 at 410 Mohave St.
7. Completed reorganization of 95 Aster Ln. storage building
8. Performed fire hydrant replacements at 430 Mohave St.
9. Performed b-box repairs at 625 and 940 Morton St., 555 Morgan Ln., 430 and 710 Northview Ln. and 685 Langdon Pl.
10. Cleaned debris from storm inlets in various locations Village-wide
11. Assisted with contractor installation of new 12" pipe under creek line for sanitary sewer of Hassell Rd.
12. Assisted with concrete removal and pouring at Conant High School
13. Performed black dirt and seed parkway restoration at various locations Village-wide
14. Performed water main repairs at 1675 Monticello Rd., 1241 Clover Ln., 1775 Abbey Wood Ln.
15. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 11,027 feet of main sewer lines for the month, 96,748 feet year-to-date
2. TV inspected 743 feet sanitary sewer for the month, 6,204 feet year-to-date
3. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
4. Performed equipment maintenance on Units #40 and #67
5. Performed plant watering
6. Performed maintenance on safety equipment
7. Performed checks on quarterly trouble spots
8. Performed wash down of water main break
9. Performed GIS manhole locate
10. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS

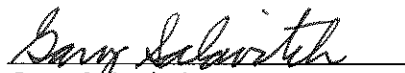
1. Vacuumed and flushed 0 feet of storm sewer for the month due to equipment being out of service; 23,400 feet year-to-date
2. Water usage by Unit #66 13,500 gallons for the month; 188,500 gallons year-to-date
3. Performed routine vehicle and equipment maintenance
4. Performed barricade checks at various sites Village-wide
5. Performed leak investigation on Palatine Rd.
6. Repaired water main valves at 480 Illinois Blvd., 410 and 495 Mohave St
7. Performed water main repairs at 775 Abbey Wood Ln., 1675 Monticello Rd.
8. Vacuumed debris from Hassell Rd. sanitary sewer
9. Cleaned debris from storm sewer inlets throughout the Village
10. Performed water main valve exercising in Parcel C
11. Replaced fire hydrant at 430 Mohave St.
12. Performed b-box repairs at 625 and 940 Morton St., 430 and 710 Northview Ln., 685 London Sq.
13. Inspected sewer service repairs at 4620 Sapphire Dr., 672 Randi Ln., 520 Milton Ln., 985 Concord Ln., 2105 Sutherland Pl., 1765 Newport Rd., 1945 Fairway Ct., 1191 Tamarack Dr.
14. Performed black dirt and seed parkway restoration at various locations Village-wide

- CUSTOMER SERVICE/METER TEAM

1. Performed 33 Water Billing customer service appointments at various locations Village-wide
2. Performed 369 water meter readings related to actual/finals/investigatory concerns generated through the Finance Department
3. Performed inter-office mail delivery services
4. Performed water meter readings for 15,678 billing accounts
5. Performed corrective water meter repairs for 12 service requests
6. Performed delinquent water account duties at 155 locations throughout the Village
7. Performed siding permit repairs/inspections at 29 locations Village-wide
8. Performed 25 pit meter installations in Parcel B
9. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

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

Attached is the second installment of the Department of Development Services Monthly Report for Transportation and Engineering for the period ending September 20, 2013.

A handwritten signature in cursive script, reading "Gary Salavitch", is written over a horizontal line.

Gary Salavitch, P.E.
Director of Engineering

MISCELLANEOUS

Staff conducted 3 drainage investigations of various types. Numerous inspections occur daily from smaller projects permitted through Code Enforcement such as parking lot maintenance, drainage improvements, backyard garages and others. Staff is assisting two business owners with a shared drainage solution by getting costs for a solution.

PROJECT STATUS

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
2013 Annual Drainage Improvement Project	See agenda item. Village Project Manager – Gary Salavitch
Barrington Interchange Project	Preliminary engineering is nearing completion after the preferred alternative of the Single Point Urban Interchange (SPUI) was selected. Phase Two design is underway with the bridge design as the main focus. Please visit barringtonroadinterchange.com for the latest information. More information forthcoming on bridge aesthetics. Village Project Manager – Gary Salavitch
Beacon Pointe Drive Detention Basin	Rehabilitation plans are complete for a fall project. Costs are being received. The Park District agreed to accept this basin after the remaining outstanding issues are completed. The Village received letter of credit funds to complete this project. Village Project Manager – Gary Salavitch
Bode Road Reconstruction	No change in the last month. Staff completed Phase One Preliminary Engineering jointly with the Village of Schaumburg. The Project Development Report has recently received Design Approval from IDOT. Work can now proceed to Phase Two. Hoffman Estates did the Phase Two design in house while Schaumburg hired an engineer for \$100,000. Village Project Manager – Gary Salavitch
Hassell Road Reconstruction and Culvert Replacement	Stage Four has begun with another culvert replacement closing Hassell Road to the east of Huntington. Sanitary sewer repairs are now complete. Traffic staging and road construction is underway. Construction activity is progressing along the entire route. Email updates are available for more timely information. Village Project Manager – Gary Salavitch
Higgins Road Bike Path	The project is complete including landscaping. Punch list items remain. Project closeout with IDOT may take a few months. Village Project Manager – Gary Salavitch

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
Hoffman Bridge	An evaluation of the north parapet concrete wall is under review by staff. This will result in a project request in the future. Village Project Manager – Gary Salavitch
Palatine Road Widening Project	Surface asphalt is complete with permanent striping. Sidewalk/bike path now complete on both sides of Palatine Road. Restoration and signal at Huntington is ongoing. Village Project Manager – Gary Salavitch

COMMERCIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Audi Car Dealership	Site work, building construction and utilities are complete. Parking lot expansion complete. Landscaping and lighting remains. Village Project Manager – Terry White
Heidner Commercial (Barrington and Hassell)	Site work and building work are ongoing but slow. Work continues on this site with most underground components complete including grease trap and water service to the second building. MWRD requirements may delay the opening. Village Project Manager – Terry White
Hoffman Plaza	No change in the last month. The replatting of the onsite utility easements is still in process with the new owners. Water service disconnection for the Shell site is complete with asphalt restoration. Village Project Manager – Gary Salavitch
Montessori School	Site improvements to the parking lot and a new water service are ongoing for the school on Freeman Road. Building renovations are ongoing. Village Project Manager – Terry White
Saddle Room Restaurant	Project almost complete; landscaping and restoration continues along with punch list items. Village Project Manager – Terry White
Savers (Thrift Store)	Construction for the loading dock and drop-off area is complete on the back side of this building located at the south end of the Golf Center Shopping Center. Village Project Manager – Terry White
Shell Gas Station (Barrington and Higgins)	Demolition and service disconnection are proposed for the existing gas station at Barrington and Higgins. Village Project Manager – Gary Salavitch
Valli Produce	No change in the last period. Building remodeling and site work are complete. The remaining outstanding issue is resolution of the sanitary sewer repair within the State ROW. Village Project Manager – Terry White

RESIDENTIAL PROJECTS	
PROJECT NAME	DESCRIPTION
930 Freeman House Construction	The single family residence is complete and they have received a temporary certificate of occupancy. All restoration is complete and waiting for a stand of grass. Village Project Manager – Terry White
Bradwell Subdivision (Bradwell Road)	New site layout and final engineering plans are under review for a proposed subdivision off Bradwell Road. Further information on this project will be necessary before any approvals. Village Project Manager – Gary Salavitch

MISCELLANEOUS PROJECTS	
PROJECT NAME	DESCRIPTION
EJ&E / CN Acquisition Project	The noise mitigation project is underway. Residents are submitting applications for sound mitigation work on their houses. Staff is working to make this process as easy as possible for Village residents and Cook County / Bridlewood also. Village Project Manager – Joe Weesner
Keller School	Site work is complete. Schaumburg school building addition requires easements for Hoffman Estates' water main on their property. Village Project Manager – Terry White
Willow Creek Building Expansion	No change in the last month. Water main relocation complete with easements and as-builts remaining. Village Project Manager – Terry White