

MINUTES
Public Works Committee
June 11, 2019 - 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Glotz, Chairman
W. Brady, Village Trustee
W. Brennan, Village Trustee

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager
B. Bettenhausen, Village Treasurer
P. Connelly, Village Attorney
J. Urbanski, Assistant Public Works Director
C. Zemaitis, Village Engineer
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The meeting of the Public Works Committee meeting was called to order at 7:08 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 14, 2019 – Motion was made by Trustee Brennan, seconded by Trustee Brady, to approve the minutes of the Public Works Committee meeting held on May 14, 2019. Vote by voice call. Chairman Glotz declared the motion carried.

Item #3 – DISCUSS PUBLIC WORKS PURCHASING THRESHOLDS - In an effort to maintain long-lasting relationships with vendors/contractors, staff recommended the purchasing policy limit for multiple quotes threshold contained in the Purchasing Policy Ordinance 2017-O-012 be increased from \$2,500 to \$7,500.

The current threshold of \$2,500 reduces the number of contractors providing a quote and has been found to be burdensome to both staff and estimators.

Currently, the Public Works departments on average contact contractors up to 5 times weekly in the busy seasons, requesting quotes at the \$2,500 level and an average of once weekly throughout the rest of the year. It is estimated the average job with prevailing wage and typical materials may be over \$3,500 for a day's work. Staff requested the increased cost to cover an average of 2+ days of contracted services.

Chairman Glotz asked the Public Works Committee if there were any questions. No one came forward.

Motion was made by Chairman Glotz, seconded by Trustee Brady, to recommend an Amendment to the Purchasing Policy Ordinance 2017-O-012, increasing Public Works purchasing thresholds from \$2,500 to \$7,500 be placed on the agenda for the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #4 – DISCUSS LAGRANGE ROAD UTILITY ENGINEERING PROPOSALS - Chairman Glotz stated LaGrange Road Utility Engineering Proposals will be tabled for the next Public Works Committee meeting.

Item #5 – DISCUSS WATER ASSESSMENT PROGRAM - A Request for Qualifications (RFQ) was sent out for a qualified contractor to conduct a water assessment of the Village's water system and included the following services: Fire hydrant maintenance, fire hydrant flow testing, water system leak survey and valve exercising.

RFQs were received in FY-2019, and a 4-year renewable contract was awarded to M.E. Simpson.

Staff recommended approval of a contract renewal for one (1) year with M.E. Simpson Co. in an amount not to exceed \$149,300. Funding in the amount of \$149,300 is available in the FY-20 Budget.

Chairman Glotz asked the Committee if there were any questions. No one came forward.

Motion was made by Chairman Glotz, seconded by Trustee Brennan, to recommend a contract renewal of one (1) year with M.E. Simpson Co. be placed on the agenda of the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #6 – DISCUSS RIDGELAND AVENUE SANITARY SEWER LINING PROJECT - Two parallel sanitary sewers along Ridgeland Avenue from 167th Street to 175th Street carry approximately 40% of the Village's wastewater leading to the Metropolitan Water Reclamation District (MWRD) transmission sewer, which is currently under rehabilitation and requires a bypass system for work completion. The pumping system is currently being utilized to perform the necessary sewer rehab work. The Village will save a significant amount of money by utilizing the bypass pumping system in place rather than reinstallation of a pumping system in the future. The sanitary sewers were cleaned and televised in 2018, which at that time showed the sewers beginning to deteriorate. Lining the Ridgeland Avenue sewers would prevent further damage.

Bids were received by five (5) contractors, ranging from \$786,319.00 to \$1,178,045.75.

Staff recommended awarding a contract to Insituform Technologies for cured-in-place (CIPP) lining for two parallel sanitary sewers, located on Ridgeland Avenue, in an amount not to exceed \$786,319.00.

Funding in the amount of \$1,200,000.00 is available in the approved FY-20 Budget in the Legacy TIF Fund, MainStreet North TIF Fund and Sanitary Sewer CIP.

Chairman Glotz asked the Committee if there were any questions. No one came forward.

Motion was made by Chairman Glotz, seconded by Trustee Brennan, to recommend awarding a contract to Insituform Technologies for Ridgeland Avenue Sanitary Sewer Lining Project in an amount not to exceed \$786,319.00, be placed on the agenda of the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #7 – DISCUSS POLICE STATION SHOOTING RANGE CLEANING - SERVICE CONTRACT - Per EPA and other requirements, the Village is responsible for proper cleaning and lead removal of the Pistol Range. Scope of services includes visual inspection of bullet traps for wear/damage, removal of spent bullets/HEPA vacuum bullet trap and surrounding area, provide containers for hazardous materials, inspect/supply/install filter for facility and provide hazardous materials removal and disposal.

Per Public Works Committee direction, staff researched three qualified out-of-state vendors, however, these vendors declined to provide costs due to logistics. Six local similar shooting ranges were contacted and all have contracted with Best Technology Systems for scope of services and comparative pricing.

The Village has contracted with Best Technology Systems for the past 12 years and has been satisfied with their work performance. This service contract is requested multiple times yearly.

Chairman Glotz asked the Committee if there were any questions. No one came forward.

Staff recommended approval of an annual service contract with Best Technology Systems for annual shooting range maintenance in an amount not to exceed \$18,110. Funding is available in the approved FY-19 Budget, Municipal Buildings Fund.

Motion was made by Chairman Glotz, seconded by Trustee Brennan, to recommend an annual service contract with Best Technology Systems for annual shooting range maintenance, in an amount not to exceed \$18,110.00, be placed on the agenda for the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #8 – DISCUSS 2019 MUNICIPAL PARKING LOT IMPROVEMENT PROJECT - The Parking Lot Improvement Project consists of removal and replacement of curb/gutter/HMA surface, pavement patching, structure adjustments, pavement markings and other necessary work to complete parking lot improvements. Project locations include the west half of 80th Avenue on the north side of the tracks, east half of 80th Avenue Train Station north of Timber Drive, Village Hall south lot, Helicopter Landing Pad at the Fire Training Tower and Oak Park Avenue Train Station.

Six (6) bids were received and publicly read on June 4, 2019. Bids were received from K-Five Construction Corporation, Gallagher Asphalt Corporation, Iroquois Paving Corporation, PT Ferro Construction Company, Austin-Tyler Construction and D Construction Company. The lowest responsible bidder was K-Five Construction Corporation in the amount of \$495,161.96. In response to Trustee Brady's question, staff stated this project includes striping. The Village has worked with K-Five previously with a satisfactory work performance.

Staff recommended approval of low bid and award the project to K-Five Construction in an amount not to exceed \$485,161.96. Funding is budgeted in the FY-20 Capital Improvement Budget.

Motion was made by Chairman Glotz, seconded by Trustee Brennan, to recommend approval of low bid and award the project to K-Five Construction for the Municipal Parking Lot Improvement Project in an amount not to exceed \$485,161.96, be placed on the agenda for the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #9 – DISCUSS 2019 CONCRETE FLATWORK - The 2019 Concrete Flatwork and Curb Program consists of removal, replacement and construction of new concrete sidewalk, curbs, gutters and driveways throughout the Village, as well as constructing a retaining wall around the Calcium Chloride Tank at the Public Works facility. The project potentially may extend for 2 more years at a 2-1/2% increase per year.

Two (2) bids were received on June 4, 2019, by J&J Newell Concrete Contractors, Inc. for \$224,804.50 and Davis Concrete Construction Company for \$235,411.00.

Staff recommended approval of low bid and award the project to J&J Newell Concrete Contractors, Inc., in an amount not to exceed \$224,804.50. Funding is budgeted in the FY-20 Road and Bridge and Capital Improvement Budgets.

Chairman Glotz asked the Committee if there were any questions. No one came forward.

Motion was made by Chairman Glotz, seconded by Trustee Brennan, to recommend approval of low bid and award the project to J&J Newell Concrete Contractors, Inc. in an amount not to exceed \$224,804.50, be placed on the agenda for the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #10 – DISCUSS 2019 PAVEMENT STRIPING - The 2019 Pavement Striping Plan was added in the FY-20 Budget to clean and paint selected streets within the Village, which would include painting of centerline, lane and pavement edges, medians, stop bars and crosswalks, as well as all traffic control and protection requirements for work completion.

Four (4) sealed bids were received on June 4, 2019. Bids were received from Traffic Control Company, Precision Pavement Marking, Inc., Marking Specialists Corporation and RoadSafe Traffic Systems, Inc. The lowest responsible bidder was Traffic Control Company in the amount of \$58,483.50. The Village has worked with the Traffic Control Company previously and the company is IDOT prequalified. The project potentially may extend for 2 more years at a 1-1/4% increase per year.

Due to the bids coming in well under-budget, Public Works requested increasing the quantity and overall cost of work by 50%, for which the total cost of the project is estimated to be \$87,000. Staff recommended approval of low bid and award the project to Traffic Control Company in an amount not to exceed \$87,000. Funding is budgeted in the FY-20 Road and Bridge Budget.

Chairman Glotz questioned if the bids were correct as Traffic Control Company and Precision Pavement Marking, Inc. bid \$58,483.50 and \$59,638.75, respectively while Marking Specialists Corporation and RoadSafe Traffic Systems, Inc. bid much higher at \$134,858.75 and \$169,843.75. C. Zemaitis, Village Engineer stated both Marking Specialists Corporation and RoadSafe Traffic Systems, Inc. do not have the most efficient equipment as the lower bidders and placed bids accordingly. Chairman Glotz asked the Committee if there were any further questions. Trustee Brady asked if striping would include School Zones as he stated drivers tend to disregard signage and the need to reduce driving speed. Mr. Zemaitis stated initially School Zones were not included in the project, however, with the request to increase work by 50% striping within School Zones could be performed.

Motion was made by Chairman Glotz, seconded by Trustee Brady, to recommend approval of low bid and award the project to Traffic Control Company, in an amount not to exceed \$87,000, be placed on the agenda for the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #11 – DISCUSS WATER SYSTEM ANALYSIS/WATER MODEL PREPARATION - A Professional Service Agreement was provided to the Committee for review and consideration of water system modeling, for which the water distribution system will run more efficiently and aid in future planning.

The Village utilizes various tools to maintain the water distribution system, which focus on assets in the field for the system to properly function. Field data collection through Village projects and GIS, along with Baxter & Woodman Engineering's experience will be used to analyze the existing water system and prepare a distribution system model. Distribution system modeling is used to predict the performance of a water system to solve numerous issues, which include design, operations, system planning, water

quality, water loss, energy management and emergency response. Once model finalization, any water system improvements would be added through GIS as they are completed. Recommended industry standard for complete water distribution system analysis is based on infrastructure growth and the amount of improvements made usually between three and five years. Recommendation was made to complete a water distribution system analysis in five years.

Staff recommended approval of a Professional Service Agreement for Baxter & Woodman Engineering to perform a water distribution system analysis and prepare a water distribution system model, in an amount not to exceed \$60,000. Funding in the amount of \$60,000 is available in the approved FY-20 Budget.

Chairman Glotz asked the Committee if anyone had any questions. No one came forward.

Motion was made by Trustee Brennan, seconded by Trustee Brady, to recommend a Professional Service Agreement for Baxter & Woodman Engineering to perform a water system analysis and prepare a water distribution system model, in an amount not to exceed \$60,000, be placed on the agenda for the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #12 – DISCUSS HVAC EQUIPMENT ANNUAL SERVICE CONTRACT RENEWAL - The Committee received a copy of a Service Contract with Murphy and Miller, Inc. for review and consideration. The scope of services in the annual maintenance contract includes inspection of HVAC systems for wear/damage, routine preventive maintenance and inspections and equipment startups, shutdowns and control repairs.

Staff recommended service contract approval with Murphy and Miller, Inc. for annual maintenance and inspection of HVAC units within Village facilities, in the amount of \$16,786.43. Funding is budgeted and available in the approved FY-19 Budget, Municipal Buildings Fund.

Chairman Glotz asked the Committee if there were any questions. Trustee Brennan stated the service contract is over-budgeted this year. However, the Village has contracted with Murphy and Miller, Inc. for approximately the past 10 years. They have extensive knowledge of the Village's HVAC systems to assist the Village in avoiding equipment failures and optimizing the HVAC systems to operate at the most efficient levels.

Motion was made by Trustee Brady, seconded by Trustee Brennan, to recommend service contract approval with Murphy and Miller, Inc. for annual maintenance and inspection of Village HVAC units in the amount of \$16,786.43, be placed on the agenda for the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #13 – DISCUSS BUILDING AUTOMATION ANNUAL SERVICE CONTRACT RENEWAL - The Committee received a copy of a Service Contract with Total Automation Concepts, Inc. for review and consideration. The scope of services in the annual maintenance contract includes inspection of all field devices, controllers and network elements for wear/damage; routine preventive maintenance, technical assistance and server/system updates; equipment testing, calibration and control repairs.

The Village has contracted with Total Automation Concepts, Inc. for approximately the past 10 years and all contracted services have been performed satisfactorily.

Staff recommended Service Contract approval with Total Automation Concepts, Inc. for annual maintenance and inspection of the Village's building automation systems, in the amount of \$55,224. Funding is budgeted and available in the approved FY-19 Budget, Municipal Buildings Fund.

Chairman Glotz asked the Committee if there were any questions. No one came forward.

Motion was made by Chairman Glotz, seconded by Trustee Brennan, to recommend Service Contract approval with Total Automation Concepts, Inc. for annual maintenance and inspection of the Village's building automation systems, in the amount of \$55,224, be placed on the agenda for the Village Board meeting. Vote by voice. Chairman Glotz declared the motion carried.

Item #14 – DISCUSS WATER CODE CHANGES:

- **ADDITIONAL CHARGES FOR RESIDENTS WHO DECIDE TO NOT ALLOW THE VILLAGE TO INSTALL NEW METERS;**
- **SHUT OFF NOTICE MAILING PROCEDURE;**
- **SHUT OFF PENALTIES.**

The Committee received draft ordinance 2019-O-032 to address meter replacement, delinquent/shut-off notices and reinstatement of service for review and consideration.

The Village previously initiated a program to replace all water meters and implement Advanced Metering Infrastructure (AMI). AMI equipment has been installed and is operational. Meter change-outs have progressed, however, there is approximately 2% of meter population the Village has been unsuccessful in obtaining access to residences or buildings in which they are installed.

With the introduction of AMI, the Village obtains meter reading information for the new Sensus brand meters electronically. The older meters that have not been replaced require the Village to continue to send out a meter reader to these locations to obtain readings and are spread out throughout town, which takes considerably more time and effort than previously.

The Village has made considerable efforts to schedule these replacements; however, there has been either refusal to allow technicians to change out these meters or no response. To address these issues, Section 50.056 would be amended to create a new billing rate schedule of double the normal utility rates, which is intended to both encourage compliance to replace the older meters and to compensate the Village for extra costs and efforts to continue to maintain these meters in the system. Additionally, it would allow the Village to discontinue water service for failure to grant the Village access to the meter for inspection service, if compliance is not otherwise obtained.

The Village currently prepares a Red Card notice for delinquent accounts, which is hand delivered to the service location. The Red Card is placed on the door if no one is available at that location, advising water bill payment within 72 hours or service will be shut off. By design, the Red Card is intended to attract the owner/occupant's attention, however, periodically there have been "privacy" complaints/concerns regarding visibility of the Red Card by others besides the owner/occupant. It has been proposed to change the method of delivery of the delinquent notice to a letter format, delivered by U.S. Priority Mail. This delivery method would address the "privacy" concerns as well as provide the Village tracking of the notice. A delinquency charge of \$25 would then be charged to cover costs of the notice and delivery. Water would be shut off 72 hours after notice delivery, which allows sufficient time for payment.

Currently, the Village Code provides a fee of \$25 to turn on the water service after disconnection and this fee has not been updated in decades. After an analysis of labor costs associated with turning off and on water service for delinquency or noncompliance, it was determined the fee should be changed to \$150. These costs should not be incurred by the larger customer population compliant with the utility service provisions.

Chairman Glotz referred to noncompliance in meter replacement and the proposal of creating a new billing rate schedule of double the normal utility rates and questioned if it would be easier charging a flat fee rather than double the utility rate. Trustee Brennan questioned a flat fee if rates changed. D. Niemeyer, Village Manager stated based on research certain utility companies typically charge double the normal rate, as proposed and when this is imposed mainly compliance is attained. Discussion continued on charging a flat fee and the cost of the fee. Emphasis was placed on cost coverage to the Village as well as compliance with installation of electronic water meters. P. Connelly, Village Attorney suggested staff research a flat fee that would be fair to the Village and owner/occupant prior to the next Village Board meeting. Of note, the Village has previously sent out letters urging compliance with meter change-outs with minimal response.

Motion was made by Chairman Glotz, seconded by Trustee Brennan, to recommend Ordinance 2019-O-032 - Amending Water Code Provisions be placed on the agenda for the Village Board meeting, pending staff research a flat fee to be imposed for water meter change-out noncompliance. Vote by voice. Chairman Glotz declared the motion carried.

Item #15 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Motion was made by Chairman Glotz, seconded by Trustee Brennan, to adjourn this meeting of the Public Works Committee. Vote by voice call. Chairman Glotz declared the motion carried and adjourned the meeting at 7:36 p.m.

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