

AGENDA
CITY OF ST. CHARLES
GOVERNMENT SERVICES COMMITTEE MEETING
ALDR. RYAN BONGARD, CHAIR
MONDAY, NOVEMBER 27, 2023 – 7:00 P.M.
CITY COUNCIL CHAMBERS
2 E. MAIN STREET

1. **Call to Order.**
2. **Roll Call.**
3. **Administrative.**
4. **Omnibus Vote.**

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

5. Public Works Department

- A. Presentation of Lead Line Replacement Program.
- B. Recommendation to Approve a Resolution Authorizing a Professional Service Agreement for Well #8 Expansion and Rehabilitation Design and Bidding.
- C. Recommendation to Approve a Resolution Authorizing a Purchase Order to Electric Power Engineers, LLC for Electric Utility Ten Year Study and System Analysis.
- D. Recommendation to Approve a Resolution Authorizing a Purchase Order for Substation SEL Breakers and SEL Engineering Services for Programming.
- E. Presentation of 2024 Street Program.
- F. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Construction Contract for the Public Works Facility Parking Lot Paving Improvement.
- *G. Recommendation to Award the Bid for Winter Rock Salt Purchase through the State of Illinois Central Management Services.
- *H. Recommendation to Approve a Resolution Authorizing an Agreement for Wastewater Force Main Pigging.
- *I. Recommendation to Approve a Resolution Authorizing a Budget Addition and Purchase of an Air Handling Unit.
- *J. Recommendation to Approve a Resolution Authorizing a Temporary Easement with the DuPage Airport Authority Parcel 0009.

- *K. Recommendation to Approve a Resolution Authorizing a Temporary and Permanent Easement with the DuPage Airport Authority Parcel 0013.
- *L. Recommendation to Approve a Resolution Authorizing a Contract Amendment with HR Green for Stormwater Design Services.
- *M. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Construction Contract for Parking Lot R Paving Improvement.

6. Public Comment

7. Additional Items from Mayor and City Council Members


8. Executive Session


- Personnel – 5 ILCS 120/2(c)(1)
- Pending, Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)


9. Adjourn

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.A
	Title:	Presentation – Update on the Lead Line Replacement	
	Presenter:	Tim Wilson	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ 0		Budgeted Amount: \$0	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>A quick update on the lead line replacement policy. We will be providing a time line of events for the upcoming winter and spring.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
No Action Required			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.B
	Title:	Recommendation to Approve a Resolution Authorizing a Professional Service Agreement for Well # 8 Expansion and Rehabilitation	
	Presenter:	Tim Wilson	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ 924,800		Budgeted Amount: \$1,300,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The proposed Well # 8 treatment and well expansion was the second project identified in the City Water Master Plan after the Well #7 & #13 combination project which is expected to be completed in Spring 2024. The design portion of the Water Treatment project is budgeted for this year. Well # 8 is located in the Eastern Industrial Park off of Ohio Ave. This project includes exploration of drilling a new water well to increase the capacity at Well #8. Additional work will include filter and softener media replacement, interior pipping, electrical changes, exterior site piping, building roofs, HVAC, and exterior repairs.</p> <p>The funding source of this project is the Water Infrastructure Loan Program and requires a two-step process for Engineering Procurement based on the qualification's selection. The first step of this process is to issue a Request for Qualifications (RFQ). On October 20, 2023 the City received two (2) RFQ submissions. City staff evaluated the RFQ submittals and ranked the firms based on the standard criteria.</p> <p>The second step of the process is negotiating the contract and scope of work. The City started the negotiating phase in November 2023. The proposed engineering contract for the project includes Design Services, IEPA loan application, bid process, contractor negotiations and construction phase oversight; budgeting for this project extends over the next three years. Staff recommends to approve and award the design and bidding engineering contract in its entirety to Trotter and Associates with final funding approved annually as part of the budget approval process.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Approve Professional Service Agreement for Well # 8 Expansion and Rehabilitation Design and Bidding to Trotter and Associates in the amount of \$924,800.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.C
	Title:	Recommendation to Approve a Resolution to Authorize a Purchase Order to Electric Power Engineers, LLC for Electric Utility Ten Year Study and System Analysis	
	Presenter:	Paul Hopkins	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ 198,000		Budgeted Amount: \$ 80,000	Not Budgeted: <input type="checkbox"/>
The proposals received were all substantially above the budgeted amount, but Finance has stated the Electric Fund reserves are well positioned to cover the additional costs.			

<p>Executive Summary (if not budgeted, please explain):</p> <p>The Public Works department identified the need for professional services to evaluate the City’s electric system, analysis, and identify needed improvements based on projected future load growth, service quality, infrastructure condition, and reliability. The City intends to use the study to improve existing operations and to develop a 10-Year plan for capital projects.</p> <p>On August 11, 2023, the City issued a Request for Proposal (RFP) for an Electric Utility Study and System Analysis. The proposal was posted to the on-line bidding service, Demand Star. Each consultant had to provide approach to the Study, timeline, experience, and an example of similar study completed. The awarded consultant will provide an executive summary and detailed report with realistic recommendations for the most practical and economic means of serving existing and next 10 years loads, and the timely implementation of necessary equipment replacements and system improvements. A formal presentation will be made to the City Council based off the 95% draft of the report, for concurrence and approval.</p> <p>On September 29, 2023, the City received proposals from three consultants. Their proposal costs are listed below:</p> <table border="0"> <tr> <td>Barr Engineering Co.</td> <td style="text-align: right;">\$186,500.00</td> </tr> <tr> <td>BHMG Engineers, Inc</td> <td style="text-align: right;">\$189,500.00</td> </tr> <tr> <td>Electric Power Engineers, LLC</td> <td style="text-align: right;">\$198,000.00</td> </tr> </table> <p>Staff has evaluated all proposals and supplemental reports/analysis and determined that best suitable consultant was Electric Power Engineers, LLC. The City has not previously utilized Electric Power Engineers, LLC. Staff conducted a reference review and based on positive reviews and similar project experience, staff is recommending the awarding of the work to Electric Power Engineers, LLC.</p>	Barr Engineering Co.	\$186,500.00	BHMG Engineers, Inc	\$189,500.00	Electric Power Engineers, LLC	\$198,000.00
Barr Engineering Co.	\$186,500.00					
BHMG Engineers, Inc	\$189,500.00					
Electric Power Engineers, LLC	\$198,000.00					
<p>Attachments (please list):</p> <p>*Electric Power Engineers, LLC RFP Document *Supplemental Documents</p>						
<p>Recommendation/Suggested Action (briefly explain):</p> <p>Recommendation to Approve a Resolution to Authorize issuing a Purchase Order to Electric Power Engineers, LLC for an Electric Utility Ten Year Study and System Analysis.</p>						



Electric Utility Study &
System Analysis Request
for Proposal (RFP)

September 2023

Proposal Presented to:



ST. CHARLES
SINCE 1834

September 29, 2023

Reference: Electric Utility Study and System Analysis RFP

Thank you for inviting Electric Power Engineers, LLC (EPE) to respond to your Electric Utility Study and System Analysis RFP. We are excited for the opportunity to collaborate with you and look forward to the opportunity to act as an extension of the City of St. Charles (City)'s team.

With over 50 years in the power and energy industry, EPE has a long history of providing quality consulting services to project developers, power generators, utilities, Independent System Operators, regulators, and financial institutions. Our primary areas of expertise are the study and analysis of electrical power systems for the generation, interconnection, transmission, and distribution of electric power, as well as NERC and regulatory compliance. Our team includes 200+ power systems consultants.

Please do not hesitate to call with any questions that you may have regarding this proposal. We will be glad to work with you and tailor our services to fit your exact needs.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Hugo Mena'.

Hugo E. Mena, P.E.
Executive Vice President, Business Development
Electric Power Engineers, LLC
Mobile: 512-771-0297
hmena@epeconsulting.com



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SERVICE PROVIDER RESPONSE REQUIREMENTS

EXPERIENCE AND CAPABILITIES

PROJECT EXPERIENCE

Key Fields	Description
Client Name:	Glendale Water & Power
Project Name:	5-Year Distribution Master Plan
Contact Person:	Hovsep Barkhordarian
Title:	Principal Engineer
Phone Number:	(818)-262-6713
Email:	hbarkhordarian@Glendaleca.gov
Completed Dates:	July 2023 – Ongoing
Key Personnel:	Steve Bye, Jeremy Spittle, Birat Gyawali
Project Description:	EPE was contracted to perform a powerflow analysis and load growth study for GWP's entire distribution network. This includes the development of a load forecast using historical load readings, SCADA, AMI and system models to determine the capital projects and work plan to prepare GWP's system for 5-years of development from increasing DER penetration and growing EV adoption within its service territory.

Key Fields	Description
Client Name:	PPL Electric Utilities
Project Name:	Load & Generation Interconnection Modeling
Contact Person:	Steve Hughes
Title:	Supervisor of Distribution Asset Planning
Phone Number:	484-633-3067
Email:	smhughes@pplweb.com

Key Fields	Description
Completed Dates:	February 2022 – Ongoing
Key Personnel:	Steve Bye, Birat Gyawali, Johnny Baez, Sarak Kammerdeiner, Ahmad Kazan,
Project Description:	EPE performs multiple load and generation interconnection studies on behalf of PPL Electric Utilities to determine the expected system impacts. Load interconnection studies are executed for applicants between 100 kW and 2MW of EV charging stations, and 25 kW to 5 MW of DER interconnections on 15kV class distribution circuits. For each application, EPE reviews all submitted technical documents for completeness and compliance with relevant PPL standards. EPE then screens the application for system impacts such as thermal overloads, reverse power flow through single-directional equipment, voltage issues, or other relevant criteria. For larger systems, the screening process includes developing CYME models for applicable boundary scenarios (e.g., peak and minimum load) and performing power flow studies. Once the study is completed, EPE documents the findings in a formal letter to the customer identifying any necessary system modifications.

Key Fields	Description
Client Name:	Navarro County Electric Cooperative
Project Name:	2021 – 2025 Work Plan
Contact Person	Billy Jones
Title:	General Manager
Phone Number:	903-874-7411
Email:	bjones@navarroec.com
Completed Dates:	December 2020
Key Personnel:	Hugo Mena, Cody Davis, Lawrence Rahmes
Project Description:	For this project, EPE developed a 4-year work plan for all circuits on Navarro’s distribution system in accordance with the RUS requirements. The goal of the work plan was to identify current and potential future loading and voltage constraints and develop recommended cost-effective mitigation projects. First, EPE developed an accurate

Key Fields	Description
	<p>engineering model in Windmill for the present year using Navarro’s GIS data, historical SCADA data, and meter billing data. EPE then developed a four-year load forecast using historical peak load and load growth information in combination with known large load additions and identified high-growth areas. The resulting peak load data was used to build future year projection models. Using these models, EPE performed power flow analyses to identify distribution loading and voltage constraints and the expected year when they would occur. EPE then utilized the locations and timing of these constraints to develop system modification projects and insert them into the budget forecast. Specific recommendations were developed by evaluating the cost of all alternatives and the expected future load growth of the area, along with reliability concerns where applicable. This project concluded with the development and submission of the Work Plan Report and RUS Form 740C.</p>

Key Fields	Description
Client Name:	Maine Public Utilities Commission
Project Name:	Investigation of the Design and Operation of Maine’s Electric Distribution System
Contact Person	Nora Healy
Title:	Staff Attorney
Phone Number:	207-287-1384
Email:	Nora.Healy@maine.gov
Completed Dates:	2021 - 2022
Key Personnel:	Cody Davis, Preston Clark, Amin Dindar, Johnny Baez, Meisam Ansari, Jered Adams, Lawrence Rahmes
Project Description:	<p>EPE was engaged by the Maine Public Utilities Commission through an RFP process to investigate the design and operation of the distribution system by the two investor-owned utilities operating within the state. This investigation resulted in a series of reports about current utility practices, public stakeholder input and perspective on distribution system needs, a gap analysis comparing current tools and practices to those likely to be necessary to meet future needs, and a roadmap</p>

Key Fields	Description
	<p>detailing key changes and investments to address the identified gaps. The investigation, public stakeholder feedback, gap analysis, and roadmap reports have been filed with the State of Maine under docket 2021-00039. EPE developed an investigation plan focused on five key areas with critical impact on future utility operations, especially with planned increases in electrification and distributed energy resource penetrations within the state of Maine. These areas are:</p> <ul style="list-style-type: none"> • Software, Data, and Integrations • Forecasting, Planning, and Justification • DER Interconnection • Distribution Control Center <p>EPE investigated the current practices of Versant and Central Maine Power in each of these areas by providing a written set of data requests for key elements within each topic area and engaging in a series of discussion sessions with key utility leaders and subject matter experts to understand both current capabilities and future plans in various stages of development and execution. The results of these discussions were consolidated into the Utility Investigation Reports. EPE then utilized public stakeholder feedback, gathered by a sub-contractor as part of the project scope, to develop a gap analysis report which focused on present and future needs for both the utilities and public stakeholders and compared them to current capabilities. Established best practices and leading-edge initiatives were also identified to provide context within the overall gap analysis report. Following the gap analysis, a comprehensive roadmap for each utility was developed, including recommendations and time horizons for specific process modifications and program implementations. The roadmaps were presented in a public webinar to the MPUC, the webinar to the MPUC, the utilities, and other interested public parties. During this webinar, all parties had the opportunity to review the presented materials and ask questions related to the content, intentions, and direction of each recommendation.</p>

FINANCIAL STABILITY

Please refer to **Appendix A** for evidence of Financial Stability to fund this project and any and all continuing services this project may require throughout the standard life cycle.

Refer to **Appendix B** for a copy of our W-9.

STATEMENT OF EXPERIENCE

RELEVANT PROJECT EXPERIENCE

REGULATORY EXPERIENCE

Key Fields	Description
Client Name:	Ameren Illinois Company
Project Name:	Illinois Value of Distributed Generation to the Distribution System Testimony Development
Contact Person	Andy Parker, Manager, DER Integration Strategy & VO, AParker@ameren.com
Completed Dates:	2020-2021
Key Personnel:	Cody Davis, Tamer Rousan
Project Description:	<p>EPE authored testimony and represented AIC as witnesses in the Illinois Value of Distributed Generation docket (20-0389), which defended AIC's position and proposed framework to generate highly granular location-specific customer DG rebate values in compliance with the Future Energy Jobs Act. The rebate values were generated based on a novel framework that attempts to capture the distribution system capacity and voltage improvement value provided by DER real power injection and smart inverter function support. This testimony included stating and defending AIC's positions and developing rebuttal arguments and testimony to technical claims and proposals made by witnesses representing other parties including Illinois Commerce Commission Staff and multiple stakeholder groups involved in the proliferation of renewable energy technologies.</p>
Additional Information	<p>EPE has personnel in its regional office located in Champaign, IL that have direct working experience with IL's regulatory framework.</p> <p>Due to the nature of our services, we have a working relationship with many stakeholders in Illinois such as ComEd, the City of Champaign, the University of Illinois, and some central Illinois electric cooperatives, all of which have given EPE staff a broad perspective and understanding of the regulatory framework in IL.</p>

PROJECT TEAM

Key Personnel	Title	Man-hours dedicated to the project	Responsibilities
Steve Bye	Senior Engineering Manager	42.2	Project management, client relationship, technical expert, and oversight and review of project deliverables.
Stephen Fung	Senior Engineer	181.2	Project technical lead, powerflow analyses and distribution planning expertise.
Jeremy Spittle	Project Engineer	408.8	Powerflow analyses and planning criteria expertise
Birat Gyawali	Project Engineer	408.8	Load forecasting and powerflow analyses expertise
Yuxuan Yuan	Project Engineer	24	Load forecasting, data analytics, and powerflow analyses expertise
Hugo Mena, P.E.	Subject Matter Expert	16	P.E. Review and stamp

Refer to **Appendix C** – Team Resumes

PROJECT APPROACH AND SCOPE

EPE understands that the City seeks proposals from qualified firms with experience in evaluating the electric system, conduct analysis, and identify needed improvements based on projected load growth, service quality, infrastructure condition, and reliability.

EPE has developed a comprehensive project approach that ensures successful implementation and delivery. This approach consists of several key phases that collectively form a structured framework for project execution. The following sections explore each phase in detail to understand how our approach ensures an effective project journey.

TASK 1: PROJECT KICKOFF, DATA GATHERING, AND MEETINGS

EPE will facilitate the scheduling of meetings with the City's electric services to collect necessary data. Two days before the meeting, EPE will send out a meeting agenda, and afterward, share meeting minutes.

Deliverables:

- Meeting Agenda and Meeting Minutes
- Project status updates, action item tracker and follow-ups
- Additional deliverables upon request

TASK 2: LOAD REVIEW AND LOAD GROWTH FORECAST

EPE will utilize historical loading data and provided information about known upcoming load additions, including those at municipal facilities, to develop growth forecasts for each circuit. For circuits with significant existing DER penetration, the effects of such systems will be factored into the forecast analysis to ensure that growth projections are based on the actual magnitude of load operating on the system (i.e., "native load"). A five-year and ten-year growth forecast will be provided for each circuit which includes both the expected native load (which excludes any expected DER contributions) and the net load (which incorporates the offsetting effects of DER real power injection).

EPE will leverage historical weather data to weather normalize the historical minimum and peak loads so a regression analysis can be performed properly comparing historical loads to one another. Load projections and modeling assumptions will be shared with the City for review and approval to ensure the reasonableness of the five- and ten-year forecasts. As part of Task 6, EPE's load forecasts will include a sensitivity analysis around building electrification, EV adoption, DER penetration, etc.) to understand the range of effects different loading scenarios may have on the City's system.

EPE will put together a request for information to develop the load forecast and will request items such as:

- Historical load readings
- By-phase SCADA data for transformers and feeders (if available)
- AMI data for large load customers
- City electrification plans, strategies, or initiatives
- DER interconnection information
- Weather data (if available, otherwise regional data can be procured by the EPE team)
- Upcoming capital projects and known load additions over a 10-year horizon
- Any other city-developed five- and ten-year growth plans

Deliverables:

- Circuit Load Projections for all Distribution Circuits
- System Analysis Scenario's

TASK 3: EVALUATE SYSTEM PLANNING AND DESIGN CRITERIA

EPE will review the City's system planning and design criteria and provide recommendations or improvements to the City of St. Charles planning criteria and philosophy. EPE will work with the City to ensure their system planning design criteria meets the needs of the city and its citizens, and provides adequate reliability and power quality to its customers. Furthermore, EPE can provide benchmarking of the City's planning and design criteria against best utility practices and municipalities.

EPE will review the following City-provided materials:

- Loading criteria and design guidelines
- Voltage drop and voltage fluctuation criteria
- Schedule of improvements
- Switching plans for various contingency scenarios
- Reliability metrics and goals (SAIDI, SAIFI, CAIDI, CAIFI, etc.)

Deliverables:

- Detailed report documenting EPE's review and recommendations of the existing planning and design criteria.

TASK 4: SYSTEM EVALUATION

EPE will review the system information provided by the City and provide general system recommendations for potential improvements at the system level, including the identification of opportunities to enhance the reliability of the 34kV transmission system. This may include outage response switching capabilities, transfer schemes, protection schemes, or other critical elements highly impactful to the operation of the City's system.

EPE will analyze and validate the conditions of the City's electric system assets and equipment. This analysis will be based on the City's asset reports, operating configurations, and existing maintenance programs for their existing equipment.

The information provided will also be utilized to help EPE model the system for Task 5, in particular the equipment operating configurations.

Based on the review of the above reports, EPE will assess the conditions of existing assets and provide the following information:

- Recommended modifications to existing asset maintenance programs
- Equipment that requires immediate maintenance and refurbishment
- Equipment that requires immediate replacement
- Equipment forecast over the next 10 years identifying what equipment is to reach its end-of-life and require replacement

Deliverables:

- Distribution System Assessment Report
- Distribution System Asset Reports
- Equipment Maintenance Schedule Recommendations
- Equipment Refurbishment Forecasts

TASK 5: POWER FLOW ANALYSIS

Once the information in the RFI has been provided and meetings with municipal stakeholders have been completed, EPE will begin the circuit modeling process. In this process, EPE will start from the provided circuit models and will make any necessary changes to enable load allocation and power flow analyses for the most recent peak load period and minimum load period for all circuits to be studied. This will be referred to as the system base model.

EPE will use the feeder-level load forecasts developed in Task 2 to build system models for a 5-year and 10-year load growth projection. EPE will document system violations based on City approval acceptance criteria (thermal limits, voltage limits, system losses, etc.) and will note during which forecast year the violations occurred. EPE will develop mitigation plans and system upgrade recommendations for all system violations identified. EPE will deliver the power flow analysis results within a detailed report, and will provide base case and forecasted system models to the City.

EPE will also analyze contingency plans in the event of a failure at the substation or the feeder level. The plans will provide operational guidance for how to react to reenergize the stranded customers through alternate feeds, and proposing sectionalizing of feeders to reduce the impact to customers.

EPE will model the City's electric system and identify:

- Feeder voltage profiles
- Load imbalance
- Real and reactive power flows
- System losses as seen from the station bus

The analysis will look at various system configurations including:

- Normal Configuration – Peak Load
- Normal Configuration – Light Load
- Five Year Growth Case – Projected Peak Load and Cold Weather Conditions
- Ten Year Growth Case – Projected Peak Load and Cold Weather Conditions
- Loss-of-Substation Transformer contingency analyses
- Loss-of-Feeder contingency analyses

Deliverables:

- Base case and load forecast circuit models for all power flow scenarios
- Detailed reporting of all feeders/substations with power flow results and system upgrade recommendations

TASK 6: GRID INTEGRATION

EPE will leverage the base case models developed in Task 5 to perform a sensitivity analysis around the potential impacts of varying DER penetration levels, and electrification loading levels – including EV adoption for fleet customers, commercial vehicles, and residential installations. EPE will also perform a hosting capacity analysis for the City that details the DER hosting capacity for each feeder and substation, detailing the limitations of each circuit (such as voltage limited, thermal limited, or limitations from voltage fluctuation).

EPE will provide recommendations for the City to consider that can position the city's infrastructure to properly integrate high levels of DER penetration and handle electric vehicle growth. EPE's sensitivity analysis will provide an envelope for the long-term load profiles on each feeder so the City can adequately develop capital projects in anticipation of DER/EV growth. EPE will provide a forecast model where inputs to the sensitivity model can be adjusted to see how the load profile changes for that portion of the system.

EPE will evaluate the forecasted changes in loading and provide insight into the effects on the system feeder and impacts to operations. EPE will provide recommendations to accommodate the

boundary cases for EV and DER adoption, and provide cost estimates for those system upgrades, and document their associated benefits.

Deliverables:

- Sensitivity analyses reporting.
- Distribution system models with boundary load growth scenarios applied.

TASK 7: ADVANCEMENT METER INFRASTRUCTURE (AMI) AND SMART METER DEVELOPMENT

EPE has worked with AMI vendors and utility smart meter deployments and implementations and will leverage that expertise to provide the City with information and guidance on AMI options and estimated costs. EPE will meet with City stakeholders to determine the strategies and drivers behind smart meter deployment to understand their goals. EPE will then present on the current capabilities of the available smart meter technologies and identify which are most beneficial to the City. EPE will work with the City to determine the number and types of meters needed and will develop cost estimates for AMI deployments including meter hardware, communications infrastructure, data management, and ongoing maintenance.

Deliverables:

- Smart meter technology overview presentation.
- AMI deployment cost estimates.

TASK 8: CAPACITY FOR FUTURE GROWTH AND SYSTEM IMPROVEMENT

EPE will leverage the recommendations and system upgrades identified during Task 4, 5, and 6 to develop a five-year and ten-year distribution investment plan for the City. The distribution investment plans will document all the system upgrades recommended for the City and prioritize them according to the severity of the system violations they address, impact on customers, and cost. EPE will coordinate with the City to determine future available capital spending and priorities and will incorporate the city's budgets into the distribution investment plans.

Deliverables:

- Five-Year and Ten-Year Distribution Investment Plan.
- Other supporting deliverables as needed.

TASK 9: WRITTEN REPORT AND PRESENTATION

EPE will document all methodologies, assumptions, and findings from Tasks 1-8 within a comprehensive report. The final report will include:

- Documentation of references, gathered data and sources, planning criteria, load forecasts, related calculations, analysis techniques and reports.
- System evaluation and analysis, identified strengths and weaknesses, including alternative improvement options, and suggested areas to focus attention.
- System diagrams/maps and analysis plots showing the configurations and results, system improvement maps, and tabulated schedules of prioritized recommended system improvements.
- Prepare a summarization of recommendations and financial impacts, with construction schedules and budgetary cost estimates.
- Prepare a financial impact statement and include cash flow projections for proposed capital improvements.
- Alternatives and options, system diagrams and models, and supporting information.

In addition to the written report, EPE will also:

- Develop an Executive Summary of the report for board distribution which includes a brief outline of each section including recommendations, costs, and implementation schedule.
- Submit a 95% (Draft) Electric Utility Study integrating all of the previously reviewed sections. Meet with City Staff for final review, revisions, and concurrence on the Draft Plan.
- Make a formal presentation to City Council based on the 95% Draft for concurrence and approval.
- Submit a final Electric Utility Study integrating all City Council's comments/suggestions.

Deliverables:

- 95% and Final Report.
- Final Presentation.
- Final system models.
- Other supporting documentation as needed.

PRELIMINARY PROJECT SCHEDULE

The project is expected to be performed over approximately eight (8) months depending on the frequency of communication and exchange of data and information. EPE can adjust the project schedule according to the City's needs.

Month:	1	2	3	4	5	6	7	8
Task 1: Project Kickoff, Data Gathering	■	■						
Task 2: Load Review and Load Forecast	■	■	■					
Task 3: Evaluate Planning & Design Criteria		■						
Task 4: System Evaluation		■	■					
Task 5: Power Flow Analysis			■	■	■			
Task 6: Grid Integration				■	■	■		
Task 7: AMI and Smart Meter Development					■	■		
Task 8: Capacity for Future Growth and System Improvement						■	■	
Task 9: Written Report and Presentation						■	■	■

SAMPLE OF PREVIOUS COMPLETED SYSTEM STUDY, SYSTEM ANALYSIS/REPORTS

Refer to **Appendix D** - Electric System_Sample Plan_CONFIDENTIAL

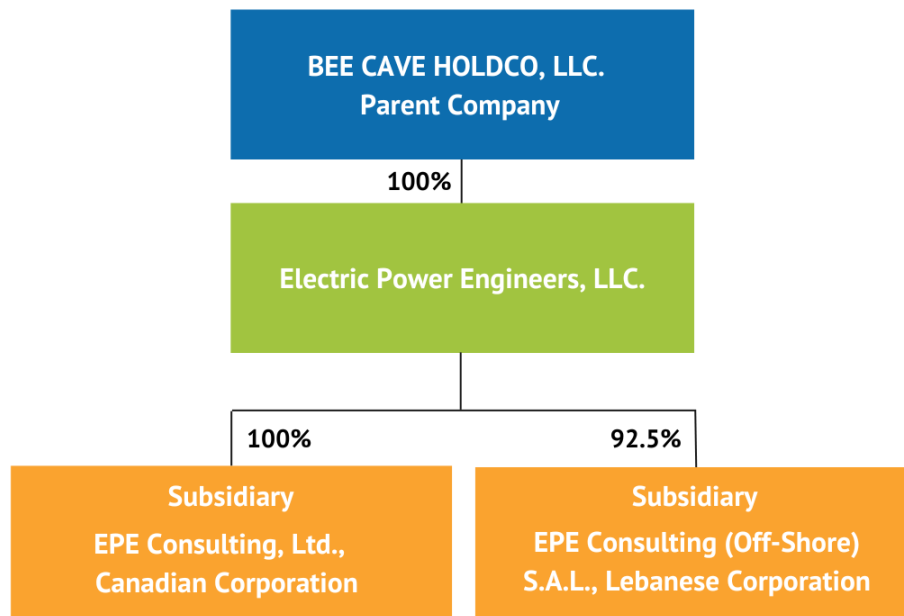
COMPANY OWNERSHIP

Electric Power Engineers, LLC (EPE) is a prominent consulting firm established in 1968 and a pioneer in electricity network planning. EPE places particular emphasis on being an industry leader in providing a holistic approach to enable a clean energy transition and build the grid of the future. With over 200 team members, EPE has extensive experience in electrification, clean energy technologies, electric power system studies, renewable and DER integration on transmission and distribution systems, and power system design in the US as well as internationally.

Electric Power Engineers, LLC. (EPE) entered the renewables industry early and has seen significant growth in its power engineering consulting services. EPE has established a unique and well-respected position in the power industry as a leading expert in power grid and energy integration. EPE's experience in generation interconnection and electric grid studies extends across the United States and internationally. EPE has built a reputation of excellence and forward-thinking solutions with strong relationships with more than 300 clients.

OWNERSHIP AND SUBSIDIARIES

CORPORATE STRUCTURE OWNERSHIP AND SUBSIDIARIES



WHAT IS THE VALUE OF THE FIRM'S WORK: HAVE COMPLETED IN THE PAST 12 MONTHS? NOW UNDER CONTRACT?

Past 12 months (Aug 2022-July 2023)	All Project Status	Completed Project Status
\$ Amount in last 12 months	\$47,106,329	\$27,537,545

WHAT IS THE NUMBER OF CLIENTS IN YOUR FIRM: SERVICED IN THE PAST 12 MONTHS? NOW UNDER CONTRACT?

Past 12 months (Aug 2022-July 2023)	All Project Status	Completed Project Status
# Clients Serviced in Past 12 Months	353	289

Past 12 months (Aug 2022-July 2023)	Total
# Clients Currently Under Contract (Active and Hold) Note: Does not include won work that has not yet started	252

WORK SPECIFIC KNOWLEDGE

PROFESSIONAL LICENSES



License Expires: 11/30/2017

SUBCONTRACTORS

EPE intends to perform the entirety of the scope of work without the use of subcontractors, ensuring that all the work is conducted in-house.

SAFETY RISK

Refer to **Appendix E** – Certificate of Insurance

A TIME YOUR ORGANIZATION FAILED TO COMPLETE A CONTRACT

EPE has maintained a flawless record of contract completion. The EPE team proactively forms Service Level Agreements (SLAs) with clients to promptly address any project-related issues or concerns, minimizing potential risks to project deliverables. In instances where challenges arise, EPE prioritizes consistent client communication to avert contract failures. This approach has significantly enhanced communication levels resulting in 100% success project achievement.

BANKRUPTCY OR REORGANIZATION

EPE has never been involved with bankruptcy or reorganizational processes in any capacity.

JUDGMENT CLAIMS OR LAWSUITS AGAINST THE FIRM: AWARDED AND PENDING WITHIN THE PAST FIVE (5) YEARS

EPE has maintained a clean record without any involvement in judgment claims or lawsuits against the firm in the past five (5) years.

CRITIQUE THE SCOPE OF WORK: WHAT WORKS, WHAT DELETIONS, CHANGES OR OPTIONS FOR ACHIEVING DESIRED OUTCOMES DO YOU RECOMMEND?

EPE finds the project scope to be thorough and applicable for the desired outcomes of quality system models and reporting of existing and projected system violations to determine a capital project plan for the next five to ten years. EPE would recommend considering AMI in greater detail in another project scope if the City is looking to develop a smart meter deployment plan or develop customer programs that require smart meters. EPE is also experienced with several consumer energy projects and can offer a suite of services related to interacting with electric customers.

DESCRIBE MORE DETAILED ALTERNATIVES THAT IMPACT QUALITY, TIME, PRICE, AND DELIVERABLES.

EPE finds that the quality of the data provided for this type of project scope highly influences the accuracy and meaningfulness of the project deliverables. From EPE's prior project experiences, data integrity and availability often lead to better project results, scheduling, and quality of overall deliverables. Where data is not available or lacks accuracy EPE can work with the City to determine reasonable assumptions that are mutually agreed upon to ensure quality deliverable in a timely manner.

PROPRIETARY INFORMATION

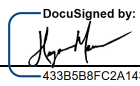
The information in this proposal and all related documents is proprietary and confidential information that belongs to EPE. Client agrees that the technical methods, techniques, specifications, and pricing information or all information contained in this proposal and all related documents submitted by EPE pertaining to this project are to be considered confidential and shall not be directly or indirectly released or otherwise made available to any third party without the expressed written consent of APE. Client acknowledges that disclosing confidential information without EPE's consent could cause harm, damages, loss of profit, and goodwill to EPE, in which case EPE shall be compensated and made whole.



Cover Page

Electric Utility Study and System Analysis
EL2023-37

Based on
Addendum # _____

Proposal Prepared By:			
Firm Name	Electric Power Engineers, LLC	Sales: Price, Quality and Service	
DBA	Electric Power Engineers, LLC	Contact Name	Hugo Mena
Signature	 433B5B8FC2A1430...	Phone #	512-886-2122
Print Name	Grace Cuellar	E-Mail	hmena@epeconsulting.com
Position	Senior Proposal Manager	Customer Service: Purchase Order, Invoicing, Payment	
Phone #	714-857-4426	Contact Name	Lillian Rogers
E-mail Address	gcuellar@epeconsulting.com	Phone #	512-886-6700
Operations: Scheduling and Managing the Work		E-Mail	lrogers@epeconsulting.com
Contact Name	Tamer Rousan	Mailing Address for Payment via Check:	
Phone #	512-886-6700	13001 W Highway 71, Suite G100	
E-Mail	trousan@epeconsulting.com	Austin, TX 78738	

This business Firm is (check one) An Individual A Partnership A Corporation An LLC

Exceptions: (check one)

This proposal meets and accepts all Requirements, Specifications, Terms and Conditions and Contract Language.

We hereby take the following Exceptions to the Requirements, Specifications, Terms and Conditions and Contract Language (*reference section name and identifying reference*):

Article 3: Term
A. Term.
b. Non-performance.

Article 5: Duties
G. Hold Harmless and Indemnification.
a. Patents and Copyrights.
b. Loss and Liability.

Article 8: Applicability
E. Governing Law.



Price Proposal Page

Electric Utility Study and System Analysis
EL2023-37

I (we) propose to furnish all services as specified in the attached solicitation documents at the below price. No additional charges over said pricing will be accepted by the City without an authorized change order and written approval by the Purchasing Division confirmed via purchase order amendment.

Total Lump Sum Cost for Electric Utility Study and System Analysis	\$ _____
---	----------

Estimated Total Hours	_____
------------------------------	-------

Please include a detailed summary of estimated man-hours and a Preliminary Project Schedule for completing the proposed project (upload as a separate document).

Fees, scope of services and schedules may be negotiated with the top ranked firm.

We accept payment via City of St. Charles credit card, **without additional** fees. Yes No

We will allow a discount of _____% if payment is received within _____ days of invoice.



City of St. Charles

REFERENCE FORM

Project: Electric Utility Study and System Analysis
EL2023-37

The following is a list of **FIVE (5)** references that have performed projects similar in size & scope within the last five (5) years.

1. Company Name and Address	Scope of Work:	
	Date(s):	
	Amount:	
	Project Manager:	
	Telephone No:	
	Email:	
Comments:		
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

2. Company Name and Address	Scope of Work:	
	Date(s):	
	Amount:	
	Project Manager:	
	Telephone No:	
	Email:	
Comments:		
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		


3. Company Name and Address	Scope of Work:	
	Date(s):	
	Amount:	
	Project Manager:	
	Telephone No:	
	Email:	
Comments:		
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

4. Company Name and Address	Scope of Work:	
	Date(s):	
	Amount:	
	Project Manager:	
	Telephone No:	
	Email:	
Comments:		
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

5. Company Name and Address	Scope of Work:	
	Date(s):	
	Amount:	
	Project Manager:	
	Telephone No:	
	Email:	
Comments:		
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Company Name: _____

Failure to complete and return this form may be considered sufficient reason for rejection of the submittal.

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.D
	Title:	Recommendation to Approve a Resolution Authorizing a Purchase Order for Substation SEL Breakers and SEL Engineering Services for Programming	
	Presenter:	Paul Hopkins	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ 100,000		Budgeted Amount: \$ 100,000	Not Budgeted: <input type="checkbox"/>

Executive Summary (if not budgeted, please explain):

Substation breakers are used for protection of both the 34,000 volt high side and the 12,470 volt low sides of substation transformers, as well as all 51 of the 12,470 volt distribution circuits leaving the substations to power the Electric Utility Distribution Infrastructure for the City.


There are two manufacturing brands of substation breakers currently in use in our system, SEL and Eaton/Cooper, which do not all have similar operational capabilities and which are all positioned exterior to the substation buildings proximate to the high voltage loads they are switching. Most of the existing breakers have not had their operational CPUs or communication modules upgraded and we have had several failures that have prevented communications to our SCADA system and complicated both daily and outage operations at several substations. Relays need to be replaced with up-to-date units and programming that are operationally standardized for all substations. Getting replacement units will be ongoing until each substation has been upgraded and the substations become operational, which will likely require three more fiscal years in addition to the current fiscal year and budget.

Attachments (please list):

None

Recommendation/Suggested Action (briefly explain):

Recommendation to Approve a Resolution Authorizing a Purchase Order to Schweitzer Engineering Laboratories and SEL Engineering Services to obtain and program new SEL relays.

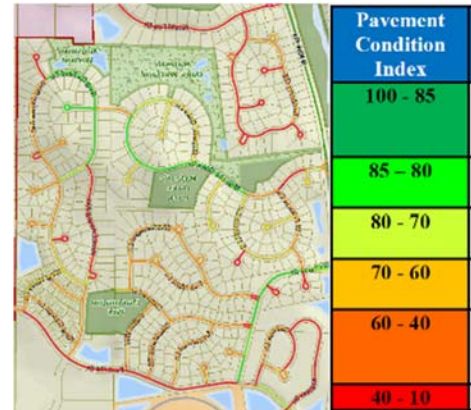
 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.E
	Title:	Presentation of 2024 Street Program	
	Presenter:	Chris Gottlieb	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$		Budgeted Amount:	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Staff will provide a brief information presentation regarding the 2024 Street Program including locations and funding mechanisms.</p>			
Attachments (please list):			
<p>*How Roads are Chosen summary document *How Roads are Maintained summary document *Map of 2024 Street Program</p>			
Recommendation/Suggested Action (briefly explain):			
None			

How Roads are Chosen for Resurfacing

The City of St. Charles contains over 137 miles of roadways. Historically, roughly 4 miles of roadway is selected to be resurfaced or reconstructed based on the following criteria.

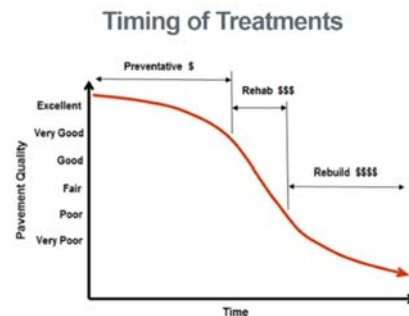
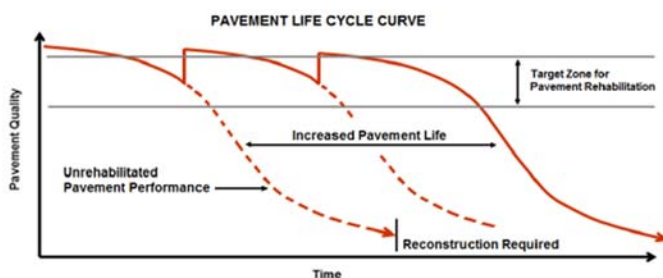
Condition

Every five years the City has all roads in town scanned to determine the condition of their surface. The inspection vehicle also tests the strength of the base of the road providing a full picture of its overall condition. The City uses these data to determine what treatment is best for each road at this time. A number of factors like traffic, weather, base strength, and base material, impact how quickly a road ages. However, once a road reaches a certain condition its deterioration begins accelerating. In order to keep ahead of this, each year's program includes a number of roads that appear to be in "good shape". Addressing minor issues now will prevent more expensive issues in the future. There are also times when it makes the best economic sense to do nothing while planning for a more comprehensive future repair. For more information on how roads are maintained, please see the How Roads are Maintained document on the City website.



Location

Our annual program is built by clustering groups of roads all throughout town. Repairs are needed all around the City, so we want to make sure that our program spans the town. Once our general work areas are chosen however, we try to do a number of streets that are close together. This minimizes the amount of time the Contractor spends moving from location to location. This increases their efficiency and reduces costs for both the Contractor and the City



Coordination

In a city as old as St. Charles, many areas need utility upgrades as well as roadway repairs. The various divisions in Public Works coordinate projects so that road work can closely follow utility work. As a result, work on some roads may be delayed until the utility work is ready to go. This coordination allows us to make the best use of both our roadway and utility dollars.

Program Timeline

Development of the roadway program takes place on the following timeline:

January: Work goes out to bid

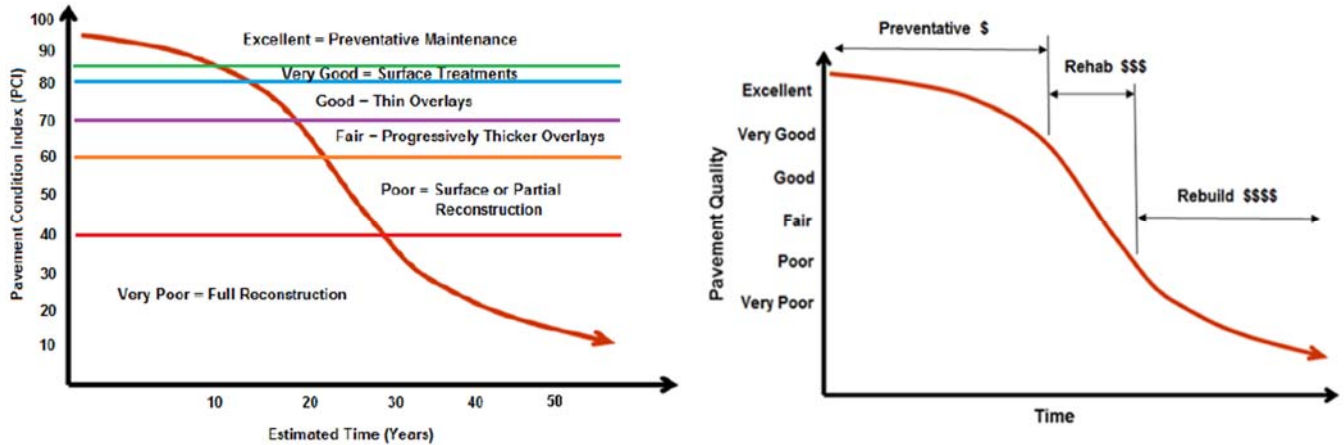
March-April: Street selection and inspections for following year's program

May-October: Construction, continue inspections for the next street program

October-December: Create construction plans

How Roads are Maintained

The City conducts regular evaluations of its roadway network to make sure each road receives the right maintenance at the right time to increase its lifespan in the most cost-effective way possible. Depending on the age and condition of the road, the treatment may be preventative maintenance, rehabilitation, or reconstruction. Below are the most common methods currently used by the City of St. Charles.



Preventative Maintenance

Crack Filling:

Crack filling is used to prevent water from getting into the roadway base and weakening it. We seal the center and curb lines of roads the year after they are resurfaced. Additionally, we seal surface cracks throughout town annually.

Full Depth Patching:

The full depth patching program removes and replaces the top 2" of asphalt in specific problem areas. This is used on older roads that have localized damage but are not ready for a full resurfacing. It is also used on roads that cannot be resurfaced until after utility improvements have taken place. The program focuses on the east side of the Fox River in odd years and on the west side in even years.

Total Patching:

Total-patching takes place regularly during the year to hit small problem spots throughout town. This is a longer lasting version of a pothole patch, designed to prevent further road deterioration. Crews spray a mixture of aggregate and bitumen onto the problem area. The mix then cures and hardens for five days, after which a sweeper truck goes through to clean up any loose aggregate.

Pothole Patching:

Pothole patching is a short-term repair using cold mix asphalt to fill holes in the roadway. This repair method is generally used after the hot-mix asphalt plants have closed for the season. Filling in the holes reduces water getting into the roadway base and provides a driveable surface until a long-term fix can be implemented.

Rehabilitation

Resurfacing:

This work involves milling off the surface of the roadway and replacing it with new asphalt. Depending on the condition of the roadway, we may remove anywhere from a thin layer to all of the existing asphalt. The road is typically paved in two layers. The first smooths out any inconsistencies, while the second provides a durable riding surface. Curb and sidewalk repairs are generally included as part of resurfacing projects.

Rebuilding

Base Reclamation:

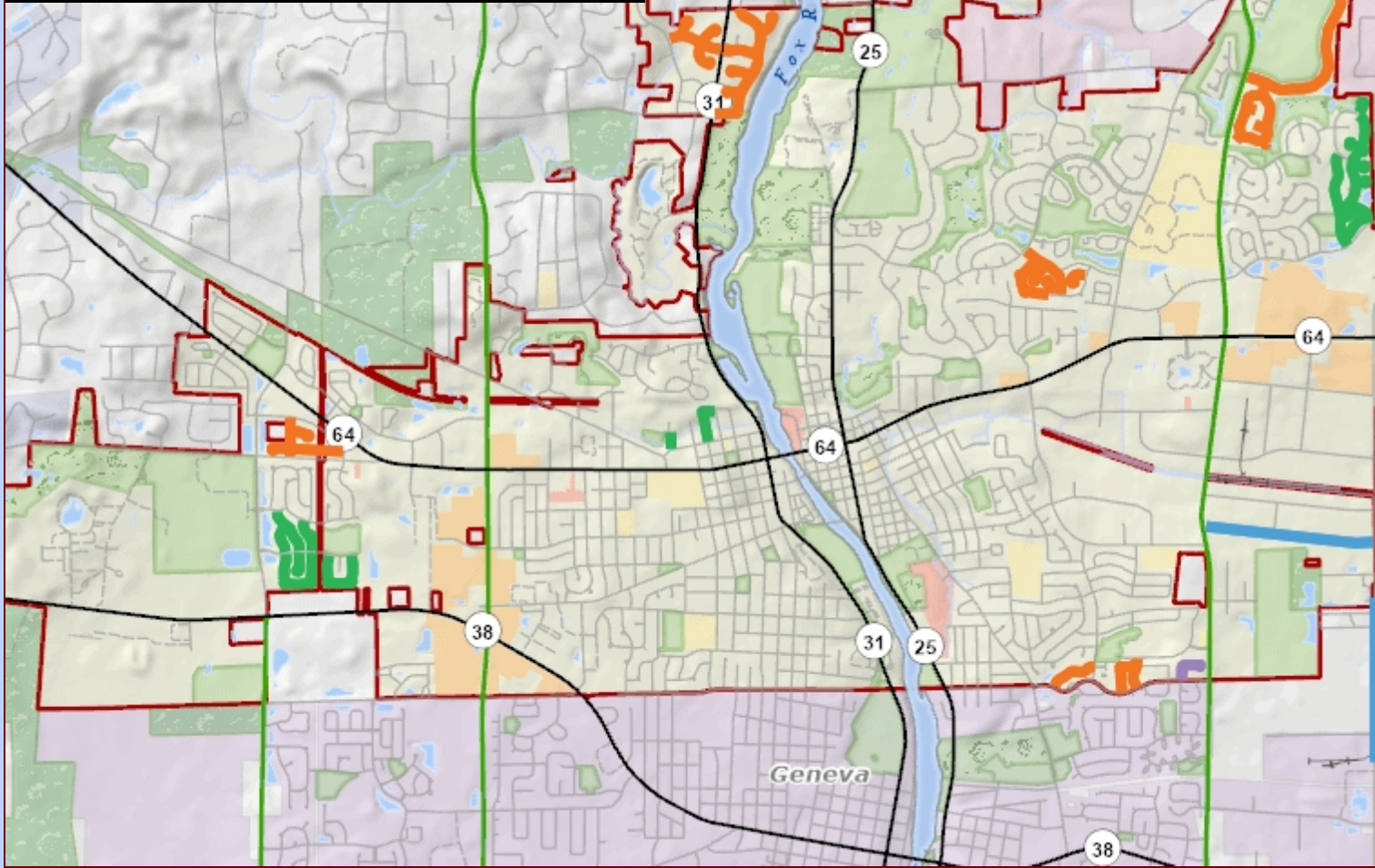
The City uses base reclamation with cement on roads that have a pozzolanic base underneath the asphalt. The process involves removing all of the asphalt, then mixing cement powder into the existing base. The base is then compacted and allowed to cure and gain full strength. After curing, the road is paved with two layers of asphalt. The first layer provides a structural base for the road, while the second provides a durable riding surface. Curb and sidewalk repairs are generally included as part of base reclamation projects.

Full Reconstruction:

For roads that are completely deteriorated, the City will perform a full reconstruction. This involves removing all the existing pavement materials and then rebuilding the road with a new stone base and new asphalt. The road is paved with two layers of asphalt. The first layer provides a structural base for the road, while the second provides a durable riding surface. Full reconstruction often requires replacement of all of the curb. Sidewalk repairs are also generally included as part of full reconstruction projects.



Color	Fund Source	Length (miles)	Budget
Orange	Home Rule Tax	7.1	\$ 3,667,000.00
Purple	Rebuild Illinois*	0.2	\$ 145,000.00
Green	Motor Fuel Tax	3.5	\$ 1,500,000.00
Light Blue	Capital - Swenson	0.7	\$ 1,050,000.00
Dark Blue	Capital - Kautz**	0.3	\$ 635,000.00
	Total	11.9	\$ 6,997,000.00




Street	From	To
Swenson Ave.	S. Kirk Rd.	Kautz Rd.
Kautz Rd.	Commerce Dr.	Geneva City Limit
Abbeywood Dr.	IL Rt 31	Greenwood Ln
Brittany Ct	Abbeywood Dr	Cul-de-sac
Easton Place	Abbeywood Dr	Cul-de-sac
Pendleton Ct	Abbeywood Dr	Cul-de-sac
Fox Glen Dr.	Glenbriar Dr.	Army Trail Rd.
Fox Glen Ct.	Fox Glen Dr.	Cul-de-sac
Glenbriar Dr.	Fox Glen Dr.	EOP
Glenbriar Ct.	Glenbriar Dr.	Cul-de-sac
Glen Eagles Ct.	Fox Glen Dr.	Cul-de-sac
King Alford Ct.	King James Ave.	Cul-de-sac
King William Ct.	King James Ave.	Cul-de-sac
King Richard Ct.	King James Ave.	Cul-de-sac
King James Ct.	King James Ave.	Cul-de-sac
Queen Anne Ct.	King James Ave.	Cul-de-sac
King Edward Ave	Foxfield Dr.	King Richard Cir.
King James Ave.	King Edward Ave.	King Alford Ct.
King Charles Ln.	King Edward Ave.	King Henry Ln.
King George Ln.	King Edward Ave.	King Henry Ln.
King Henry Ln.	Foxfield Dr.	King James Ave.
Chandler Ave.	Division St.	EOP
Walnut Hill Ave.	Division St.	S. Tyler Rd.
Valley View Dr.	Horizon Dr.	Pleasant Plains Dr.
Horizon Dr.	Red Sky Dr.	Valley View Dr.
Red Sky Dr.	Springfield Way	S. End
Langston Cir.	Heritage St.	Heritage St.
Patricia Ln.	Division St.	Via Veneto Dr.
Raphael Ct.	Red Rose Rd.	Cul-de-sac
Red Rose Rd.	Renard Ln.	Campton Hills Rd.
St. Michel Ln.	Red Rose Rd.	Renard Ln.
Huntington Rd.	Forest Ridge Rd.	Fox Chase Blvd.
Essex Ct.	Huntington Rd.	Cul-de-sac
Foxhill Ct.	Forest Ridge Rd.	Cul-de-sac
Sterling Ct.	Forest Ridge Rd.	Cul-de-sac
Forest Ridge Rd.	Sterling Ct.	Huntington Rd.
Via Veneto Dr.	Division St.	Cumberland Green Dr.
Meadow Dr.	Crane Rd.	N Limit
Green Willow Ln.	Meadow Dr.	Cul-de-sac
Thornhill Farm Rd	IL Rt 31	Meadow Dr.
Kensington Pl.	Meadow Dr.	Cul-de-sac
Edgewild Ct.	Meadow Dr.	Cul-de-sac
Crane Rd.	IL Rt 31	Meadow Dr.
9th Street	State St.	N Limit
6th St. & Mark St.	State St.	N 5th St.
Royal Fox	N Kirk Rd	N Kirk Rd
Turnberry	Royal Fox Dr.	Royal Fox Dr.
Royal Kings Ct	Turnberry Rd.	Cul-de-sac
Royal Queens Ct	Turnberry Rd.	Cul-de-sac
Royal Ashdown	Turnberry Rd.	Cul-de-sac
Royal Troon	Royal Fox Dr.	Cul-de-sac



Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983
Printed on: November 13, 2023 11:05 AM

- * 2024 is the last year for Rebuild Illinois Funds
- ** Kautz is a joint project with Geneva and is receiving fund from TARP, STP-Local, and ITEP. St. Charles local share accounts for 28% of construction costs.

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Powered by InRoads GIS

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.F
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Construction Contract for the Public Works Facility Parking Lot Paving Improvement	
	Presenter:	Chris Gottlieb	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ <i>114,000</i>		Budgeted Amount: \$137,500	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The fiscal year 2024 budget includes removal and replacement of a portion of the Public Works Facility’s parking lot. The primary focus area will be on the south and east sides of the building. This area provides parking for employees and construction equipment as well as material storage.</p> <p>Staff propose waiving the bid procedure and utilizing extended unit prices from the recent Street Rehabilitation bid and awarding the contract to Geneva Construction Company of Aurora, IL.</p>			
Attachments (please list):			
*Bid Waiver			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Waive the Formal Bid Procedure and approve a Resolution Authorizing a Construction Contract with Geneva Construction Company for the Public Works Facility Parking Lot Paving Improvement in the amount of \$114,000.			



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.


These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.


These goods are **standardized** for operational safety and efficiency.


These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____


Other: _____


 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.G
	Title:	Recommendation to Award the Bid for Winter Rock Salt Purchase through the State of Illinois Central Management Services	
Presenter:	AJ Reineking, Public Works Manager – Public Services		
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ 356,895		Budgeted Amount: \$365,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The City recently participated in a joint bid for the purchase of bulk rock salt for winter operations through the State of Illinois Central Management Joint Purchasing Program. The State’s 2023/2024 contract for untreated rock salt was awarded to Morton Salt, Inc. at a price of \$79.31 per ton, which is 5% less than the 2022/23 awarded contract.</p> <p>The City’s order is for 4,500 tons. As in prior years, St. Charles will have an obligation to purchase 80% of the order quantity and the supplier is obligated to sell the City up to 120% of our order.</p> <p>NOTE: The City sells bulk salt at our cost to School District 303 and the St. Charles Park District. In recent seasons, this arrangement has cumulatively amounted to approximately 800 to 1,000 tons of salt distributed to these jurisdictions per year.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Award the Bid for the Purchase of Winter Rock Salt to Morton Salt, Inc. in the amount of \$79.31/ton.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.H
	Title:	Recommendation to Approve a Resolution Authorizing an Agreement for Wastewater Force Main Pigging	
	Presenter:	Tim Wilson	
Meeting: Government Services Committee		Date: November 26, 2023	
Proposed Cost: \$ 80,000		Budgeted Amount: \$90,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The City of St Charles wastewater collection system has 14 sanitary sewer lift stations. Lift stations are pump stations and the associated force main that transport wastewater from a lower elevation to a higher elevation. A force main is a pipeline that is under pressure, similar to a water main. Historically in St Charles, force mains are made of iron pipes ranging in size of 4” to 24”. These force main range in length from several hundred feet to miles. A force main needs to be cleaned every 5 – 10 years to remove build up and help the pumps performance.</p> <p>The traditional method of pipe jetting is not an economical way to clean a force main system. In addition, site conditions prevent us from accessing several force mains with traditional jetter equipment. Pipe pigging is the standard process to clean sanitary sewer force mains. Pipe pigging utilizes a poly pig that looks like a rubber bullet. This pig is pushed by water or pulled by a string. As the pig travels the length of the pipe line it removes sediment, buildup and grease. Typically, several pig passes are made on each force main to obtain clean lines. This technology is also used in the oil and gas industries. Other options included in a typical pigging service is the use of ice, or a smart pig that can measure pipe thicknesses.</p> <p>Over the last several years the City has been unsuccessful in finding a firm that has experience in completing this pigging work. On October 2, 2023 the City advertised an RFI for Pigging Services. The City only received one complete submittal. City staff evaluated the RFI submittal and the firm’s references. American Pipeline Solution (APS) is located in New Jersey but has completed this type of work nationwide, including several local wastewater and water utilities.</p> <p>This type of work is lump sum. Staff recommendation is to award two main line segments to APS that will be completed before the end of the fiscal year. Based on performance and budget, staff will recommend awarding a second-year contract to APS for the 2023-2024 fiscal year.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Approve a Resolution Authorizing a Service Agreement to American Pipe line Solution in the amount of \$80,000 for work to be complete prior to May 1 st . Based on 2023-2024 budget approval and performance award an optional second year contact for the approved budget amount.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.1
	Title:	Recommendation to Approve a Resolution Authorizing a Budget Addition and Purchase of an Air Handling Unit	
Presenter:	Tim Wilson		
Meeting: Government Services Committee		Date: November 26, 2023	
Proposed Cost: \$ 37,522		Budgeted Amount: \$0.00	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The City of St Charles Wastewater Collection System has several buildings at the main plant. The air handler unit at the primary treatment building failed. After evaluation of the unit, it was discovered that all the internal components were damaged. The unit cannot be repaired and will need to be replaced; this is an unexpected and unbudgeted replacement. This building has several water and sewer pipes inside and heat is critical.</p> <p>The Public Works Department requested a quote from our approved HVAC unit cost vendor, Helm Services. The cost for the replacement air handler was \$23,171. Due to the long lead time, the air handling equipment was pre-ordered and we are expected to receive the unit by the end of November. Labor and the remainder of the parts for the replacement of the unit is \$14,351.</p> <p>The project total cost is \$37,522. Staff is recommending a budget addition of \$37,522 to replace the air handling unit at the main wastewater plant primary building and awarding the full project to Helm Services.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Approve Budget Addition and Purchase of Air Handling Unit in the amount of \$37,500.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.J
	Title:	Recommendation to Approve a Resolution Authorizing a Temporary Easement with the DuPage Airport Authority Parcel 0009	
	Presenter:	Chris Gottlieb	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ <i>1,100</i>		Budgeted Amount: \$1,100	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>As part of the Kautz Road Widening and Reconstruction project, it was determined that a temporary easement would be required for grading on Airport Parcel 0009. As this project is utilizing federal grant funding, staff have contracted with a consultant to procure the required easements while following federal land acquisition protocols. The temporary easement along the frontage of Airport Parcel 0009 on Kautz Road has been agreed upon by the property owners and the City's consultant.</p> <p>The City has agreed to pay \$1,100 to the DuPage Airport Authority, for the easement rights. Easement costs have been determined by appraisals, following federal requirements.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve temporary easement with the DuPage Airport Authority.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.K
	Title:	Recommendation to Approve a Resolution Authorizing a Temporary and Permanent Easement with the DuPage Airport Authority Parcel 0013	
	Presenter:	Chris Gottlieb	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ 12,750		Budgeted Amount: \$12,750	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>As part of the Kautz Road Widening and Reconstruction project, it was determined that temporary easements would be required for grading and permanent easements required to install and maintain storm sewer infrastructure on Airport Parcel 0013. As this project is utilizing federal grant funding, staff have contracted with a consultant to procure the required easements while following federal land acquisition protocols. The temporary and permanent easements along the frontage of Airport Parcel 0013 on Kautz Road has been agreed upon by the property owners and the City's consultant.</p> <p>The City has agreed to pay \$12,750 to the DuPage Airport Authority, for the easement rights. Easement costs have been determined by appraisals, following federal requirements.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve temporary and permanent easements with the DuPage Airport Authority.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.L
	Title:	Recommendation to Approve a Resolution Authorizing a Contract Amendment with HR Green for Stormwater Design Services	
	Presenter:	Chris Gottlieb	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ 69,033		Budgeted Amount: \$0	Not Budgeted: <input checked="" type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The City has contracted HR Green to perform the design of three stormwater improvements related to both State Street Creek and 7th Avenue Creek. Conflicts with existing utilities as well as multiple supplemental design requirements by the Illinois Department of Transportation have caused significant delays and additional costs that could not be reasonably foreseen at the time of contract issuance. The attached amendment request from HR Green provides specific details regarding out of scope work. These issues have now been resolved and no additional amendments will be required to complete these projects.</p> <p>The amendment request is for \$52,033 in addition to a previous amendment of \$17,000 Costs for this increase will be covered by transferring unencumbered design funds from another capital project.</p>			
Attachments (please list):			
*Formal amendment request from HR Green *Change Order			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a Resolution Authorizing a Contract Amendment with HR Green for Stormwater Design Services in the amount of \$69,033.			



**HR GREEN, INC.
PROFESSIONAL SERVICES AGREEMENT AMENDMENT
HR GREEN PROJECT#: 180372**

THIS AMENDMENT, made this 20th day of October, 2023 by and between, City of St. Charles, Illinois, the CLIENT, and HR GREEN, INC. (hereafter "COMPANY"), for professional services concerning:

- Design Engineering Services ENG 2022-26 for the “Riverside Ave. Culvert Replacement, Indiana and 14th Street Storm Sewer, and 12th and Dean Street Drainage Study Project”,

hereby amends the original Professional Services Agreement awarded June 6, 2022 (City PO#11637).

The CLIENT and COMPANY agree to amend the Scope of Services of the original Professional Services Agreement as follows:

Riverside Ave., Culvert Replacement

- As requested by the CLIENT, three (3) alternates were evaluated for the Riverside culvert improvements. Additional H&H analysis was required for each alternate for feasibility analysis. The alternative analysis was presented to the CLIENT and the Illinois Department of Transportation (IDOT) for review at the pre-application meeting. As part of the alternative analysis, significant coordination was necessary with the CLIENT and Park District for the trail relocation. The level of effort required for the alternative analysis and trail relocation was not included or anticipated in the original Professional Services Agreement.
- During design, IDOT required a new detour plan and to coordinate the plan with the adjacent City of Geneva project. Significant effort was required to coordinate with CLIENT, IDOT and City of Geneva in regard to the detour plan and attend the detour committee meeting at IDOT. IDOT also required a detour plan and staged construction plan be prepared for the trail relocation. Three separate staged construction plans were prepared for IDOT review. The original plan did not include preparing a detour plan or staged construction for the project and instead utilizing a previously IDOT approved detour plan.
- As requested by the Client, several changes were necessitated to a previously designed watermain. This required revisions to the water main alignment and other associated improvements.
- A permit was previously issued by the Illinois Department of Natural Resources – Office of Water Resources (DNR-OWR). It was assumed that IDNR-OWR will re-issue the permit based on prior permits. However, the final scope required significant relocation of the culvert and channel and changes to the original permit plans. IDNR-OWR required additional information including permitting justification for fence along the culvert.
- Additional coordination with IDOT Hydraulics and Permit department was required for culvert hydraulics and structural design.
- There are three parcels that requires dedication of a ROW to IDOT as part of permit approval from IDOT. The CLIENT has requested COMPANY to complete title search and prepare Plat of Highways for submittal to IDOT.
- The project has been significantly delayed due to items outside of COMPANY control.



Additional efforts has been required related to project administration and coordination with CLIENT, City of Geneva, IDOT, and Park District as well as utility coordination.

Indiana and 14th Street Storm Sewer

- COMPANY prepared storm sewer design based on original scope. The CLIENT requested a redesign of the storm sewer due to other impacts from other ongoing projects which were in conflict with the proposed design. COMPANY relocated its design to accommodate City's water and sewer project and coordinated with City's consultant.

In consideration for these services, the CLIENT AGREES to adjust the payment for services performed by COMPANY on the following basis:

- Per current rate schedule with a maximum fee to be increased by Fifty Two Thousand and Thirty Three Dollars (\$52,033.00).

The total authorized compensation after this Amendment, including the original Professional Services Agreement and all previous Amendments, is Two Hundred Sixty Two Thousand Six Hundred Ninety Dollars (\$262,690.00).

THIS AMENDMENT is subject to all provisions of the original Professional Services Agreement.

THIS AMENDMENT, together with the original Professional Services Agreement and all previous amendments represents the entire and integrated AGREEMENT between the CLIENT and COMPANY.

THIS AMENDMENT executed the day and year written above.

CITY OF ST. CHARLES, IL

HR GREEN, INC.

By: Christopher Gottlieb
Public Works Manager - Engineering
City of St. Charles, IL

By: Ajay Jain, PE, CFM
Vice President
Water Resources Practice Leader

BUDGET AMENDMENT SUPPORTING DOCUMENT
RIVERSIDE AVENUE CULVERT REPLACEMENT; 14TH & INDIANA STORM SEWER; 12TH AND DEAN DRAINAGE STUDY

7th Avenue Creek Culvert Replacement under IL Route 25 Project											
										Budget Spent as of 9/22/2023	
										Earned Value from below	
										Earned Value Over/ (Under)	
										\$185,778	
										\$134,980.47	
										(\$50,797.48)	
Task#	Task Descriptions	Hours	Labor Fee	RES	MSET	Reimb.	Total FEE	Percent Complete	Earned Value	AMENDMENT REQUEST	Notes
2.1	Data Collection and Field Investigations	18	\$3,490.00	\$0.00	\$0.00	\$109.00	\$3,599.00		\$3,599.00	\$0.00	
1	Kickoff Meeting with Client (virtual)	3	\$680.00				\$680.00	100%	\$680.00	\$0.00	
2	Geotechnical Investigations/CCDD Certifications	4	\$796.00				\$796.00	100%	\$796.00	\$0.00	
3	Data Processing, Data Review and Project Set Up	5	\$818.00				\$818.00	100%	\$818.00	\$0.00	
4	Field Reconnaissance	6	\$1,196.00	\$0		\$109.00	\$1,305.00	100%	\$1,305.00	\$0.00	
2.2	Preliminary Engineering Design (30%)	92	\$16,736.00	\$3,500.00	\$0.00	\$0.00	\$20,236.00		\$20,236.00	\$12,234.75	
1	Stream Alignment Layout	16	\$2,906.00				\$2,906.00	100%	\$2,906.00	\$12,234.75	Three (3) alternates were evaluated for the culvert improvements. Please refer to IDOT meeting minutes dated August 22, 2022. The original scope did not anticipate alternative analysis and maintaining existing culvert. Additional H&H analysis was required for each alternate for feasibility analysis.
2	Fox River Trail Alignment Layout	10	\$1,860.00				\$1,860.00	100%	\$1,860.00	\$0.00	Significant coordination with CITY and Park District was necessary to coordinate trail relocation. The level of effort required was not anticipated. Included in above Task 1.
3	Culvert Hydraulic Analysis and Hydraulic Report	48	\$8,154.00				\$8,154.00	100%	\$8,154.00	\$0.00	
4	Utility Coordination	8	\$1,412.00				\$1,412.00	100%	\$1,412.00	\$0.00	
5	Preliminary Permit and Regulatory Coordination	10	\$2,404.00	\$3,500			\$5,904.00	100%	\$5,904.00	\$0.00	
2.2	Contract Plans and Specifications (60%, 90%, 100%)	521	\$94,707.41	\$0.00	\$0.00	\$0.00	\$94,707.41		\$86,067.67	\$20,331.74	
1	Cover	2	\$310.00				\$310.00	100%	\$310.00	\$0.00	
2	General Notes	4	\$620.00				\$620.00	100%	\$620.00	\$0.00	
3	Overall Plan with Sheet Index	10	\$1,636.00				\$1,636.00	100%	\$1,636.00	\$0.00	
4	Typical Existing and Proposed Cross Sections	14	\$2,256.00				\$2,256.00	100%	\$2,256.00	\$0.00	
5	Summary of Quantities	4	\$663.00				\$663.00	100%	\$663.00	\$0.00	
6	Existing Conditions Plan	11	\$1,748.00				\$1,748.00	100%	\$1,748.00	\$0.00	
7	Temporary Erosion Control Plan and SWPPP	16	\$2,522.00				\$2,522.00	100%	\$2,522.00	\$0.00	
8	Tree Removal/Preservation Plan	16	\$2,522.00				\$2,522.00	100%	\$2,522.00	\$0.00	
9	Removal Plan	11	\$3,272.00				\$3,272.00	100%	\$3,272.00	\$0.00	
10	Maintenance of Traffic/Detour Plan	14	\$2,256.00				\$2,256.00	100%	\$2,256.00	\$11,692.00	Significant effort was required to coordinate with City, IDOT and Geneva in regard to the detour plans. The scope assumed using previously approved detour plan. IDOT also required a detour for pedestrian traffic for the trail. In addition to the detour plan, IDOT and Park District required staged construction to accommodate pedestrian traffic to remain open. The staging plan was not included in the scope. Three separate staged construction plans were prepared for IDOT review.
11	Plan and Profile (7 th Avenue Creek)	28	\$4,596.00				\$4,596.00	100%	\$4,596.00	\$0.00	
12	Plan and Profile (Riverside Avenue)	20	\$3,444.00				\$3,444.00	100%	\$3,444.00	\$0.00	
13	Plan and Profile (Fox River Trail)	20	\$3,444.00				\$3,444.00	100%	\$3,444.00	\$0.00	
14	Restoration Plan	16	\$2,652.00				\$2,652.00	100%	\$2,652.00	\$0.00	
15	Standard Construction Details	12	\$2,032.00				\$2,032.00	100%	\$2,032.00	\$0.00	
16	Cross sections	32	\$5,304.00				\$5,304.00	100%	\$5,304.00	\$0.00	
17	Structural Sheets	76	\$13,088.00				\$13,088.00	100%	\$13,088.00	\$0.00	
18	Technical Specifications and Bid Documents	38	\$7,526.00				\$7,526.00	100%	\$7,526.00	\$0.00	
19	EOPC	30	\$5,200.00				\$5,200.00	85%	\$4,420.00	\$780.00	
20	Contract Plans and Specifications (90%)	134	\$22,781.85				\$22,781.85	70%	\$15,947.30	\$6,834.56	Several changes were necessitated to a previously designed watermain due to revisions requested by the City. This required revisions to the water main alignment and other associated improvements.
21	Contract Plans and Specifications (100%)	40	\$6,834.56				\$6,834.56	85%	\$5,809.37	\$1,025.18	
2.3	Regulatory Permits	108	\$17,080.00	\$0.00	\$0.00	\$0.00	\$17,080.00		\$15,261.00	\$9,891.00	
1	ACOE Permits	30	\$4,368.00				\$4,368.00	100%	\$4,368.00	\$0.00	
2	USFWS Section 7 Review	2	\$328.00				\$328.00	100%	\$328.00	\$0.00	
3	KDSWCD SESC Submittal	4	\$656.00				\$656.00	100%	\$656.00	\$0.00	
4	IDNR-OWR Floodway	16	\$2,408.00				\$2,408.00	100%	\$2,408.00	\$5,934.60	A permit was previously issued by IDNR. It was assumed that IDNR-OWR will re-issue the permit based on prior permits. However, the final scope required significant relocation of the culvert and channel and changes to the original permit plans. IDNR-OWR required additional information including permitting justification for fence along the culvert.
5	IDNR EcoCAT	2	\$328.00				\$328.00	100%	\$328.00	\$0.00	
6	Stormwater Permit	6	\$922.00				\$922.00	100%	\$922.00	\$0.00	
7	IEPA ILR10 NOI	5	\$727.00				\$727.00	0%	\$0.00	\$0.00	
8	IEPA Water and Sewer Permits	20	\$2,966.00				\$2,966.00	100%	\$2,966.00	\$0.00	
8	SWPPP	5	\$727.00				\$727.00	0%	\$0.00	\$0.00	
9	IDOT Submittal/Coordination	14	\$2,720.00				\$2,720.00	90%	\$2,448.00	\$3,956.40	Additional coordination with IDOT Hydraulics and Permit department was required for culvert hydraulics and structural design.
10	FPDKC Submittal/Coordination	4	\$930.00				\$930.00	90%	\$837.00	\$0.00	
2.4	Progress Meetings	17	\$3,745.00	\$0.00	\$0.00	\$109.00	\$3,854.00		\$3,787.70		
1	30% review meeting with City (virtual)	4	\$878.00				\$878.00	100%	\$878.00	\$0.00	
2	60% review meeting with City (virtual)	4	\$878.00				\$878.00	100%	\$878.00	\$0.00	
3	90% review meeting with City (virtual)	3	\$663.00				\$663.00	90%	\$596.70	\$0.00	
4	IDOT meetings (1) - Detour Committee	6	\$1,326.00			\$109.00	\$1,435.00	100%	\$1,435.00	\$0.00	
2.5	Quality Assurance/Quality Control	19	\$4,443.00				\$4,443.00	90%	\$3,998.70	\$11,959.50	The project has been significantly delayed due to items outside of HR Green control. Additional Project Administration and Coordination and QA/QC was required for this is a new task. Scope includes title search and obtaining title commitments + preparing plat of highway for ROW dedication. These services were not included in the original scope.
2.6	Project Administration	10	\$2,256.00				\$2,256.00	90%	\$2,030.40		
2.7	Survey Services	0	\$0.00				\$0.00	0%	\$0.00	\$7,267.00	
TOTAL FOR PROJECT		785	\$142,457.41	\$3,500.00	\$0.00	\$218.00	\$146,175.41		\$134,980.47	\$61,683.99	
										Previous Amendments	
										Requested This Amendment	\$44,683.99

BUDGET AMENDMENT SUPPORTING DOCUMENT
RIVERSIDE AVENUE CULVERT REPLACEMENT; 14TH & INDIANA STORM SEWER; 12TH AND DEAN DRAINAGE STUDY

State Street Creek - Indiana Street and 14th Street											
									Budget Spent as of 9/22/2023	\$39,085	
									Earned Value from below	\$25,582	
									Earned Value Over/ (Under)	(\$13,503.17)	
Task#	Task Descriptions	Hours	Labor Fee	RES	MSET	Reimb.	Total FEE	Percent Complete	Earned Value	AMENDMENT REQUEST	Notes
2.1	Data Collection and Field Investigations	31	\$4,841.00	\$0.00	\$0.00	\$109.00	\$4,950.00		\$4,950.00	\$0.00	
1	Surveying Services	24	\$3,627.00				\$3,627.00	100%	\$3,627.00	\$0.00	
2	Geotechnical Investigations/CCDD Certifications	1	\$198.00				\$198.00	100%	\$198.00	\$0.00	
3	Data Processing, Data Review and Project Set Up	4	\$620.00				\$620.00	100%	\$620.00	\$0.00	
4	Field Reconnaissance	2	\$396.00	\$0		\$109.00	\$505.00	100%	\$505.00	\$0.00	
2.2	Contract Plans and Specifications (60%, 90%, 100%)	105	\$18,013.01	\$0.00	\$0.00	\$0.00	\$18,013.01		\$16,514.81	\$7,348.91	
1	Cover	1	\$155.00				\$155.00	100%	\$155.00	\$0.00	
2	General Notes	2	\$310.00				\$310.00	100%	\$310.00	\$0.00	
3	Overall Plan with Sheet Index	5	\$775.00				\$775.00	100%	\$775.00	\$0.00	
4	Typical Existing and Proposed Cross Sections	5	\$818.00				\$818.00	100%	\$818.00	\$0.00	
5	Summary of Quantities	1	\$155.00				\$155.00	80%	\$124.00	\$0.00	
6	Existing Conditions Plan	7	\$1,128.00				\$1,128.00	100%	\$1,128.00	\$0.00	
7	Temporary Erosion Control Plan and SWPPP	2	\$465.00				\$465.00	90%	\$418.50	\$0.00	
8	Removal Plan/Utility Coordination	2	\$465.00				\$465.00	90%	\$418.50	\$0.00	
9	Maintenance of Traffic	2	\$353.00				\$353.00	90%	\$317.70	\$0.00	
10	Plan and Profile sheets	36	\$5,752.00				\$5,752.00	90%	\$5,176.80	\$5,425.82	The project had to be redesigned per coordination with City and City's Consultant (Fehr Graham). The storm sewer was relocated to accommodate City's water and sewer project requiring redesign of the storm sewer plan and profile sheets.
11	Restoration Plan	5	\$818.00				\$818.00	90%	\$736.20	\$0.00	
12	Standard Construction Details	2	\$353.00				\$353.00	90%	\$317.70	\$0.00	
13	Technical Specifications and Bid Documents	2	\$396.00				\$396.00	90%	\$356.40	\$0.00	
14	EOPC	6	\$1,016.00				\$1,016.00	90%	\$914.40	\$0.00	
15	Contract Plans and Specifications (90%)	24	\$3,887.70				\$3,887.70	90%	\$3,498.93	\$1,923.09	The project had to be redesigned per coordination with city and Fehr Graham. The storm sewer was relocated to accommodate City's water and sewer project requiring redesign of the contract plans and specifications.
16	Contract Plans and Specifications (100%)	7	\$1,166.31				\$1,166.31	90%	\$1,049.68	\$0.00	
2.3	Regulatory Permits	16	\$2,626.00	\$0.00	\$0.00	\$0.00	\$2,626.00		\$2,396.20	\$0.00	
1	IDNR EcoCAT	2	\$328.00				\$328.00	100%	\$328.00	\$0.00	
2	Stormwater Permit	14	\$2,298.00				\$2,298.00	90%	\$2,068.20	\$0.00	
2.4	Progress Meetings	4	\$930.00	\$0.00	\$0.00	\$0.00	\$930.00		\$465.00	\$0.00	
1	60% review meeting with City (virtual)	2	\$465.00				\$465.00	100%	\$465.00	\$0.00	
2	90% review meeting with City (virtual)	2	\$465.00				\$465.00	0%	\$0.00	\$0.00	
2.5	Quality Assurance/Quality Control	3	\$732.00				\$732.00	90%	\$658.80	\$0.00	
2.6	Project Administration	3	\$663.00				\$663.00	90%	\$596.70	\$0.00	
TOTAL FOR PROJECT		162	\$27,805.01	\$0.00	\$0.00	\$109.00	\$27,914.01		\$25,581.51	\$7,348.91	
Previous Amendments										\$0.00	
Requested This Amendment										\$7,348.91	

State Street Creek - Dean Street and 12th Street											
									Budget Spent as of 9/22/2023	\$22,648.54	
									Earned Value from below	\$19,567.00	
									Earned Value Over/ (Under)	(\$3,081.54)	
Task#	Task Descriptions	Hours	Labor Fee	RES	MSET	Reimb.	Total FEE	Percent Complete	Earned Value	AMENDMENT REQUEST	Notes
2.1	Data Collection and Field Investigations	30	\$4,794.00	\$0.00	\$0.00	\$109.00	\$4,903.00		\$4,903.00		
1	Surveying Services	24	\$3,624.00				\$3,624.00	100%	\$3,624.00		
2	Field Reconnaissance	6	\$1,170.00	\$0		\$109.00	\$1,279.00	100%	\$1,279.00		
2.2	Hydrology and Hydraulic Analysis	48	\$7,376.00	\$0.00	\$0.00	\$0.00	\$7,376.00		\$7,376.00		
1	Hydrology and Hydraulic Analysis	32	\$5,000.00				\$5,000.00	100%	\$5,000.00		
2	Exhibits	10	\$1,454.00				\$1,454.00	100%	\$1,454.00		
3	EOPC	6	\$922.00				\$922.00	100%	\$922.00		
2.3	Preliminary Design	40	\$6,344.00	\$0.00	\$0.00	\$0.00	\$6,344.00		\$6,344.00		
1	30% Concept Plans	40	\$6,344.00				\$6,344.00	100%	\$6,344.00		
2.4	Quality Assurance/Quality Control	2	\$482.00				\$482.00	100%	\$482.00		
2.5	Project Administration	2	\$462.00				\$462.00	100%	\$462.00		
TOTAL FOR PROJECT		122	\$19,458.00	\$0.00	\$0.00	\$109.00	\$19,567.00		\$19,567.00		
Previous Amendments										\$0.00	
Requested This Amendment										\$0.00	

TOTAL OF ALL PROJECTS		1069	\$189,720.42	\$3,500.00	\$0.00	\$436.00	\$193,656.42		\$180,128.98		
Previous Amendments										\$17,000.00	
Requested This Amendment (TOTAL)										\$52,033.00	

City of St Charles CHANGE ORDER: Design Engineering Services ENG2022-26

Contract # PO# 116137

This document is incorporated into the above contract as an amendment to the Contract between the City and the Contractor/Professional Service Provider commencing on the date the last party signs this document. Any change to the character, form, quality, extent, or cost of the Service/Project shall be in writing and approved on this form.

1. This Change Order is required due to (check all that apply):

- Changed / Unforeseen Condition
- Errors and Omissions
- Change in Scope
- Renewal / Extension of Services
- _____

2. The effect of this change is (check all that apply):


- Total Cost is increased by \$ 69,033
- Extension of _____ (calendar / work) days
- Material is increased by \$ _____
- Extension of Completion Date from _____ to _____
- Emergency Change, not to exceed \$ _____
- _____

3. Attachments Supporting Change Order (check all that apply)


- Contractor's Proposal
- other: _____
- Description of Change (include Drawing if applicable)

Change in Price		Change in Completion (days / calendar date)	
Original Price <i>(reference Agreement cover page)</i>	\$ <u>193,657</u>	a	Original: #days until completion / calendar date for completion <i>(reference date of Work May Proceed)</i> _____
Current Price resulting from Prior Change Orders <i>(reference prior Change Order line d)</i>	\$ <u>193,657</u>	b	Current Completion resulting from Prior Change Orders: <i>(reference prior Change Order line d)</i> _____
Net Increase/decrease of this Change Order <i>(reference above #2)</i>	\$ <u>69,033</u>	c	Net increase/decrease of days for this Change Order <i>(reference above #2)</i> _____
New Price inclusive of this Change Order* <i>d=(b+c)</i>	\$ <u>262,690</u>	d	New Time of Completion inclusive of this Change Order <i>d=(b+c)</i> _____
Cumulative Price change since execution* <i>e=(d-a)</i>	\$ <u>69,033</u>	e	Cumulative Time of completion since execution (expressed as total days)** <i>e=(d-a)</i> _____
*if the total price (d) exceeds \$25,000, and has not been approved by council, council approval is required. *If the cumulative price change (e) exceeds 10% or \$25,000, or exceeds an approved contingency, council approval is required.		**if the cumulative change in days of completion exceeds the contracted dates for completion, are Liquidated Damages applicable? Yes/ No	

All parties hereby acknowledge and agree this Change Order is inclusive of all known changes to scope, compensation and work schedule on behalf of the undersigned and Contractor's supplier, subcontractor, consultant, and agent necessary to complete the Project/Service. All parties hereby acknowledge that this Change Order is incorporated into the previously executed Contract by the signature of the parties below.

City Project Manager  Date 11/14/23

Contractor/Professional Service Provider _____ Date 11/14/23

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.M
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Construction Contract for Parking Lot R Paving Improvement	
	Presenter:	Chris Gottlieb	
Meeting: Government Services Committee		Date: November 27, 2023	
Proposed Cost: \$ 64,000		Budgeted Amount: \$70,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The fiscal year 2024 budget includes removal and replacement of a portion of City Parking Lot R. Lot R is bounded on the west by S. 4th Street, on the north by Walnut Street, and on the east by S. 3rd Street. Located near downtown, this lot provides parking for local businesses.</p> <p>Staff propose waiving the formal bid procedure and utilizing extended unit prices from the recent Street Rehabilitation bid and awarding the contract to Geneva Construction Company of Aurora, IL.</p>			
Attachments (please list):			
*Bid Waiver			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Waive the Formal Bid Procedure and approve a Resolution Authorizing a Construction Contract with Geneva Construction Company for the Parking Lot R Paving Improvement in the amount of \$64,000.			



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

