

AGENDA
CITY OF ST. CHARLES
GOVERNMENT SERVICES COMMITTEE MEETING
ALDR. RYAN BONGARD, CHAIR
MONDAY, JULY 24, 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. Recommendation to Approve a Resolution to Authorize Issuing Purchase Orders to Badger Meter, Inc. for Badger Beacon Mobile and Cellular Water Meter Reading Software and Equipment.
- B. Recommendation to Approve a Resolution Awarding the Bid for 3-Year Contract for Tree Pruning and Removal Services.
- C. Recommendation to Approve a Resolution Awarding the Bid for Roof Replacements at the Public Works Facility and Water Well 9.
- *D. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Contract with Arcon Associates for Construction Engineering Services for Public Works and Water Well 9 Roof Replacements.
- *E. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Purchase Order with Cooper Construction for the replacement of a Window Bank at City Hall.
- *F. Recommendation to Approve a Resolution Awarding the Bid for a Wastewater Boiler By-Pass.
- *G. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution to Award the Purchase of the Primary Clarifier Repair Parts.

- H. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Contract with FGM Architects for Architectural Professional Services for the Council Chambers Interior Renovation Project.
- I. Information Only – Presentation on Lead Service Lines.
- J. Recommendation to Approve a Resolution Awarding the Bid for the South 4th Street Water Main Improvements Project.
- K. Recommendation to Approve a Resolution Awarding a Proposal for SCADA Program Management to Concentric Integration.
- L. Recommendation to Approve a Resolution Awarding the Capacity, Management, Operations and Maintenance Plan (CMOM) Phase II Sewer System Evaluation Survey of Sub Basin WOR to RJN Engineering.

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).

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.A
	Title:	Recommendation to Approve a Resolution to Authorize Issuing Purchase Orders to Badger Meter, Inc. for Badger Beacon Mobile and Cellular Water Meter Reading Software and Equipment	
Presenter:	Paul Hopkins		
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ 500,000		Budgeted Amount: \$ 311,400	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The existing water meter remote reading equipment is obsolete and has been failing for several years, both the actual water meter remote read components and the equipment in which the customer's water consumption the data is entered and then transmitted to a vendor that then sends the data to our Utility Billing system.</p> <p>Every water meter in the City is a Badger Meter, Inc. meter, and that manufacturer has always been helpful and cooperative in helping the City obtain our customers' water consumption data, even through the long period of obsolescence. Technology has evolved and it is necessary to update reading software and equipment to continue to read and bill water consumption, as well as recover the ability to read and bill all the accounts that we are unable to read.</p> <p>Even though our total budget for FY23/24 is \$311,400, staff is requesting approval of \$500,000. This would give staff the flexibility to purchase more equipment at the current unit price costs and continue meter replacements into the next FY24/25 budget year without pause.</p> <p>If needed, Finance staff will make appropriate budget transfers or adjustments in the current year to ensure that the adequate funds are available for this replacement program</p>			
Attachments (please list):			
*Vendor Sole Source Document *Badger Beacon Mobile and Cellular System Quotation including Equipment Unit Pricing			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Approve a Resolution to Authorize issuing Purchase Orders to Badger Meter, Inc. for Badger Beacon System for software and hardware for reading water meter consumption.			



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: _____

Badger Meter Inc.
 4545 W Brown Deer Road Milwaukee WI 53223
 PO Box 245036 Milwaukee WI 53224-9536

Revised Date
Customer ID 00121792
To
 CITY OF ST CHARLES
 TWO EAST MAIN ST
 ST CHARLES
 Illinois 601741984

Effective Dates 07-12-2023 - 12-31-2023

Salesperson	Proposal Subject	Shipping Terms / INCO Terms	Payment Terms
006123 LUIS VAZQUEZ	St Charles - BEACON Master Proposal 2023	PREPAY/NO CHARGE For SHIPMENTS > \$35,000 FCA FACTORY	NET 30 DAYS

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
1	BMI Part No.: BEACON-001 Description: BEACON ACTIVATION	1	0.000	0.00
2	BMI Part No.: BEACON-ENGAGEMENT Description: BEACON ENGAGEMENT FEE	1	18,000.000	18,000.00
3	BMI Part No.: 66220-005 Description: BILLING INTEGRATION	1	7,350.00	7,350.00
4	BMI Part No.: 68886-501 Description: MOBILE READ MODULE SERVICE UNITS	12	200.000	2,400.00
5	BMI Part No.: 68886-502 Description: USER LOGIN ANNUAL LICENSE SERVICE UNITS	48	25.000	1,200.00
6	BMI Part No.: 69328-202 Customer Part: BEACON CELLULAR TRAINING - DAY 1 Description: ON-SITE, GETTING STARTED W/BEACON AMA	1	2,625.00	2,625.00
7	BMI Part No.: 69328-912 Customer Part: BEACON CELLULAR TRAINING - DAY 2 Description: ON-SITE TRAINING,CUSTOM, ADDIT CONSECUTIVE DAY	1	1,575.00	1,575.00

Thank you for your business!

 Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints, or credit review.
 This acknowledgment is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>.
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Line #	Description	Qty	Unit Net Price USD	Line Totals USD
8	BMI Part No.: 69328-302 Customer Part: BEACON MOBILE TRAINING Description: ON-SITE,BEACON AMA FOR MOBILE SOLUTIONS	1	4,200.00	4,200.00
9	BMI Part No.: 68886-301 Customer Part: BEACON MOBILE SERVICE UNITS Description: BEACON MBL HOSTING SERV UNIT	12716	0.080	1,017.28
10	BMI Part No.: 109-1966 Cat String: MB-DT-XM-XX Description: Mobile Data Collect, Dell Latitude 7220 Tablet, ORION ME Mobile Trans Kit,	1	7,880.60	7,880.60
11	BMI Part No.: 100-0941 Cat String: MB-7H-7M-XX Description: Mobile Data Collect, Ranger 7 HH, ORION ME Module,	1	10,700.00	10,700.00
12	BMI Part No.: 100-5797 Cat String: DS-BAB-PC1P-XXD3-Y2-XXXX-XXXXX-XXX-XX-XX-XX-XX-B0A Description: Disc, M25 5/8"(3/4x7-1/2), CI Btm 430SS-1, PL, (TS-135, SN Yr 9D & PBB, BMI STD,	1	67.32	67.32
13	BMI Part No.: 101-2962 Cat String: R4-BA1-E1DA-2A1-9AE-NN-AD-TH-AA-B0A Description: REG 4, M25, HR-E LCD, ORION ME, PL Lid/Shrd-GRY, Slr Scrw, 9D-0.01 Gal, SN YR 9D in & out, Wall Brkt, TT-10', Grnd/Ocean-Pause, BMI STD,	1	188.80	188.80
14	BMI Part No.: 101-6033 Cat String: R4-BA1-E1AB-2B1-9AE-NN-AC-TH-AA-B0A Description: REG 4, M25, HR-E LCD, ORION LTE-M, PL Lid/Shrd-GRY, Trx Scrw, 9D-0.01 Gal, SN YR 9D in & out, LTE Wall Brkt, TT-10', Grnd/Ocean-Pause, BMI STD,	1	189.00	189.00
15	BMI Part No.: 100-6172 Cat String: DS-KCC-PC2P-XXD3-Y2-XXXX-XXXXX-XXX-XX-XX-XX-XX-B0A Description: Disc, 70 1"(10-3/4), CI Btm 430SS-all, PL, (TS-135, SN Yr 9D & PBB, BMI STD, 4 PACK,	1	212.52	212.52
16	BMI Part No.: 103-5735 Cat String: R4-KC1-E1DA-2A1-9AE-NN-AD-TH-AA-B0A Description: REG 4, M70, HR-E LCD, ORION ME, PL Lid/Shrd-GRY, Slr Scrw, 9D-0.01 Gal, SN YR 9D in & out, Wall Brkt, TT-10', Grnd/Ocean-Pause, BMI STD,	1	188.80	188.80

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Line #	Description	Qty	Unit Net Price USD	Line Totals USD
17	BMI Part No.: 110-9928 Cat String: R4-KC1-E1AB-2B1-9AE-NN-AC-TH-AA-B0A Description: REG 4, M70, HR-E LCD, ORION LTE-M, PL Lid/Shrd-GRY, Trx Scrw, 9D-0.01 Gal, SN YR 9D in & out, LTE Wall Brkt, TT-10', Grnd/Ocean-Pause, BMI STD, 24 PACK,	1	189.00	189.00
18	BMI Part No.: 101-1968 Cat String: DS-NDA-PFAS-SAD3-Y2-XXXX-XXXXX-XXX-XX-XX-XX-XX-B0A Description: Disc, M120 1-1/2"-ELL Dr, 430SS, SS, EL-DI Gskt, (TS-135, SN Yr 9D & PBB, BMI STD,	1	611.10	611.10
19	BMI Part No.: 110-9941 Cat String: R4-ND1-E1DA-2A1-9BE-NN-AD-TJ-AA-B0A Description: REG 4, M120, HR-E LCD, ORION ME, PL Lid/Shrd-GRY, Slit Scrw, 9D-0.1 Gal, SN YR 9D in & out, Wall Brkt, TT-25', Grnd/Ocean-Pause, BMI STD, 24 PACK,	1	196.80	196.80
20	BMI Part No.: 101-0900 Cat String: R4-ND1-E1AB-2B1-9BE-NN-AC-TJ-AA-B0A Description: REG 4, M120, HR-E LCD, ORION LTE-M, PL Lid/Shrd-GRY, Trx Scrw, 9D-0.1 Gal, SN YR 9D in & out, LTE Wall Brkt, TT-25', Grnd/Ocean-Pause, BMI STD,	1	196.00	196.00
21	BMI Part No.: 101-0994 Cat String: DS-REA-PFAS-SAD3-Y2-XXXX-XXXXX-XXX-XX-XX-XX-XX-B0A Description: Disc, M170 2"-ELL Dr, 430SS, SS, EL-DI Gskt, (TS-135, SN Yr 9D & PBB, BMI STD,	1	883.26	883.26
22	BMI Part No.: 110-9942 Cat String: R4-RD1-E1DA-2A1-9BE-NN-AD-TJ-AA-B0A Description: REG 4, M170- 2", HR-E LCD, ORION ME, PL Lid/Shrd-GRY, Slit Scrw, 9D-0.1 Gal, SN YR 9D in & out, Wall Brkt, TT-25', Grnd/Ocean-Pause, BMI STD, 24 PACK,	1	196.80	196.80
23	BMI Part No.: 101-0893 Cat String: R4-RD1-E1AB-2B1-9BE-NN-AC-TJ-AA-B0A Description: REG 4, M170- 2", HR-E LCD, ORION LTE-M, PL Lid/Shrd-GRY, Trx Scrw, 9D-0.1 Gal, SN YR 9D in & out, LTE Wall Brkt, TT-25', Grnd/Ocean-Pause, BMI STD,	1	196.00	196.00

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Line #	Description	Qty	Unit Net Price USD	Line Totals USD
24	BMI Part No.: 103-8037 Cat String: EU-EDA-PSAX-E5-DA-19BE-A5Y2-ADTH-AA-B0A Description: E-Series SS, 1-1/2" EL(13), EL-DI Gskt, Enc, ORION ME, 9D-0.1 Gal, SN Yr 9D & PBB, Wall Brkt, TT-10', BMI STD,	1	865.60	865.60
25	BMI Part No.: 102-2501 Cat String: EU-EDA-PSAX-E5-AB-19BE-A5Y2-ACTH-AA-B0A Description: E-Series SS, 1-1/2" EL(13), EL-DI Gskt, Enc, ORION LTE-M, 9D-0.1 Gal, SN Yr 9D & PBB, LTE Wall Brkt, TT-10', BMI STD,	1	892.80	892.80
26	BMI Part No.: 104-1611 Cat String: EU-EEA-PSAX-E5-DA-19BE-A6Y2-ADTH-AA-B0A Description: E-Series SS, 2" EL(17), EL-DI Gskt, Enc, ORION ME, 9D-0.1 Gal, SN Yr 9D & PBB, Wall Brkt, TT-10', BMI STD,	1	1,122.80	1,122.80
27	BMI Part No.: 104-4348 Cat String: EU-EEA-PSAX-E5-AB-19BE-A6Y2-ACTH-AA-B0A Description: E-Series SS, 2" EL(17), EL-DI Gskt, Enc, ORION LTE-M, 9D-0.1 Gal, SN Yr 9D & PBB, LTE Wall Brkt, TT-10', BMI STD,	1	1,150.00	1,150.00
28	BMI Part No.: 68886-104 Customer Part: BEACON CELLULAR SERVICE UNITS Description: ORION CELLULAR LTE SERV UNIT	10001	0.880	8,800.88

Notes and Assumptions

If applicable, sales tax and freight, if included on the proposal, is an estimate and will be recalculated based on rates and tax status in effect at the time of invoicing.


Actual lead time to be provided at time of order.

To aid in processing your order, please include the Quote number on the PO that is submitted for this proposal.

If you would like to place an order, please contact us at Utilitymke@badgermeter.com or by calling 1-800-876-3837 Option 1.


Thank you for your business!

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 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.B
	Title:	Recommendation to Approve a Resolution Awarding the Bid for 3-year Contract for Tree Pruning and Removal Services	
	Presenter:	AJ Reineking, Public Works Manager – Public Services	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: up to \$ <i>165,000/year</i>		Budgeted Amount: \$165,000/year	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Tree trimming and the abatement of hazardous trees is a very important component to proper management of the City’s urban forest. The City recently opened bids for a three-year contract for tree trimming and removal services for parkway tree maintenance operations.</p> <p>The City has historically completed contractual tree services solely on an hourly basis for both parkway maintenance and electric line clearance work. However, over the last contract period, the City has leveraged its parkway tree inventory to solicit pricing for general parkway tree removal and trimming services based on unit rates relative to each individual tree’s diameter at breast height (DBH). This pricing method has resulted in gained efficiencies in planning and oversight of contractual maintenance program as well as cost savings in the execution of the work.</p> <p>Hourly rates will continue to be used for emergency work as required for non-scheduled work.</p> <p>The Public Services Division utilizes geographic zones to complete routine maintenance work, with the entire City being divided into 13 zones. For the trimming maintenance program, this contract focuses on five of those zones over the next three years accounting for approximately 3,000 trees per year.</p> <p>Steve Piper & Sons Tree Service of Naperville, IL submitted the lowest responsive, responsible prices for the work. Steve Piper & Sons has performed work for the City in the past and has provided a list of favorable reference for work of similar size and scope. Staff will work with the contractor to balance the workload to meet annual budgetary parameters.</p>			
Attachments (please list):			
*Bid Tabulation			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a Resolution awarding the bid for a three-year contract for parkway tree pruning and removal services to Steve Piper & Sons Tre Service in the submitted bid rates.			

2023 Parkway Tree Trimming & Removal Services

	Steve Piper & Sons	Bartlett Tree Experts	Winkler Tree Services, LLC	Skyline Tree Service
Year 1 Trimming	\$ 14,204.10	\$ 46,800.00	\$ 42,560.00	\$ 95,580.00
Year 1 Removal	\$ 32,138.50	\$ 70,250.00	\$ 123,500.00	\$ 43,080.00
Year 2 Trimming	\$ 107,267.50	\$ 255,375.00	\$ 297,370.50	\$ 615,641.30
Year 2 Removal	\$ 33,744.75	\$ 70,250.00	\$ 129,675.00	\$ 44,372.40
Year 3 Trimming	\$ 57,914.65	\$ 170,875.00	\$ 174,896.24	\$ 375,804.96
Year 3 Removal	\$ 35,094.25	\$ 70,250.00	\$ 136,158.70	\$ 45,703.05
TOTAL	\$ 280,363.75	\$ 683,800.00	\$ 904,160.44	\$ 1,220,181.71

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.C
	Title:	Recommendation to Approve a Resolution Awarding the Bid for Roof Replacements at the Public Works Facility and Water Well 9	
Presenter:	AJ Reineking, Public Works Manager – Public Services		
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ <i>1,353,000</i>		Budgeted Amount: \$1,960,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Over the last 6+ years, staff has been working with area roofers and a roof membrane manufacturer to mitigate leaks in the roof in the northern portion of the Public Works Facility. This area houses the Public Works Administration offices, the Inventory warehouse, and the Fleet maintenance garage. Despite the repeated efforts, an infrared survey confirmed that the insulation had become saturated and the only remedy is a full roof replacement.</p> <p>The roof of Well 9, located on north Rt. 25, while on a significantly smaller scale than that of the Public Works facility, has experienced similar deterioration and was also budgeted for replacement in FY24.</p> <p>With the assistance of architects at Arcon Associates, staff solicited for bids to replace the roof structures at these facilities. The solicitation netted ten qualified bids with Preservation Services of Romeoville, IL being the lowest responsive, responsible bidder. Preservation provided a list of favorable references for similar projects that they have completed in the recent past, including several area school buildings.</p> <p>Budgeted Amount: Public Works Building Roof: \$1,900,000 Well 9 Roof: \$60,000</p>			
Attachments (please list):			
*Bid Tabulation *Arcon Associates Review & Recommendation			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a Resolution awarding the bid for roof replacements at the Public Works Facility and Water Well 9 to Preservation Services in the submitted bid amounts.			



July 11, 2023

A.J. Reineking
Public Works Manger – Public Services
City of St. Charles
2 E. Main Street
St. Charles, Illinois 60174

RE: **Letter of Recommendation**
2023 Roof Replacement at the Public Works Facility
and Well No. 9
ARCON Project No. 23074
City of St. Charles Project No. PS2023-29

Dear Mr. Reineking:

On Monday, July 10, 2023, ten (10) bids were submitted and electronically opened for the 2023 Roof Replacement at the Public Works Facility and Well No. 9. Attached is the Bid Tabulation Sheet.

The low total combined bid amount of \$1,353,000.00 was submitted by Preservation Services, Inc. of Romeoville, Illinois. The combined total includes the Base Bid for the Public Works Facility of \$1,306,000.00 and the Alternate Bid for Well No. 9 of \$47,000.00. On Tuesday, July 11, 2023, we conducted a scope review with Brennan Quinn, of Preservation Services, Inc., and they have confirmed both their bid and the Scope of the Project. See the attached confirmation letter from Preservation Services, Inc. Additionally, Preservation Services, Inc. has successfully completed other roofing project for ARCON Associates, Inc., of similar size and scope.

ARCON Associates, Inc. therefore recommends that the City of St. Charles, extend a contract to Preservation Services, Inc. for the 2023 Roof Replacement at the Public Works Facility and Well No. 9, in the amount of \$1,353,000.00.

We appreciate the opportunity to work with you on this project, and we look forward to a successful completion. Please feel free to contact me if you have any questions regarding this letter.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Brian E. McElmeel".

Brian E. McElmeel, RRC, IIBEC
Director of Building Envelope Services

c: V.P. Trinh, ARCON Associates, Inc.
Donna Demarakis, ARCON Associates, Inc.


attachments
BEM

"J:\City of St. Charles\23074 2023 Roof Replacement @ Public Works\1 Docs\Corr\23074L001.pdf"

Public Works Facility Roof Replacement (PS2023-29)

	Preservation Services	Crowther Roofing	Elens & Maichin Roofing	Combined Roofing	G.E. Riddiford Company	DCG Roofing Solutions	A-1 Roofing Inc	L. Marshall Roofing	Bennett & Brosseau Roofing	Knickerbocker Roofing
Base Bid No 1: Public Works Complex	\$ 1,306,000.00	\$ 1,387,830.00	\$ 1,376,900.00	\$ 1,377,290.00	\$ 1,444,800.00	\$ 1,650,785.00	\$ 1,628,800.00	\$ 1,626,000.00	\$ 1,682,000.00	\$ 1,742,700.00
Base Bid No 2: Well 9	\$ 47,000.00	\$ 49,900.00	\$ 63,900.00	\$ 68,560.00	\$ 69,750.00	\$ 54,900.00	\$ 81,230.00	\$ 89,000.00	\$ 69,000.00	\$ 36,900.00
Total	\$ 1,353,000.00	\$ 1,437,730.00	\$ 1,440,800.00	\$ 1,445,850.00	\$ 1,514,550.00	\$ 1,705,685.00	\$ 1,710,030.00	\$ 1,715,000.00	\$ 1,751,000.00	\$ 1,779,600.00

1% discount pd w/in 7 days

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.D
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Contract with Arcon Associates for Construction Engineering Services for Public Works and Water Well 9 Roof Replacements	
	Presenter:	AJ Reineking, Public Works Manager – Public Services	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ 19,500		Budgeted Amount: \$175,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary (if not budgeted, please explain):</p> <p>In 2021, following a competitive RFP process, Arcon Associates, Inc. was selected to provide architectural services to design and provide construction documents for a re-roof at the Public Works facility. The scope included the roofs over the Public Works administration area, the fleet maintenance garage, and the inventory warehouse. In addition, Arcon created plans for a re-roof at Well 9, which was included with the overall bid package for the Public Works roof.</p> <p>While a year was taken between the design and bidding of the roof work to allow industry pricing to stabilize, Arcon remained engaged with staff and has been an invaluable resource in developing the scope and maintaining favorable timeline for the City. Staff feels that Arcon has the personnel in place to see the project through completion and has provided a fair price proposal to maintain work for the City.</p>			
Attachments (please list):			
*Bid Waiver *Price Proposal			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Waive the Formal Bid Procedure and approve a Resolution authorizing a contract with Arcon Associates, Inc. for construction oversight services for the Public Works and Water Well 9 Roof Replacements.			



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: _____



May 22, 2023

A.J. Reineking
Public Works Manager
City of St. Charles
200 Devereaux Way
St. Charles, Illinois 60174

RE: ROOF CONSULTING SERVICES PROPOSAL FOR
PUBLIC WORKS ROOF REPLACEMENT AND
WELL NO. 9 ROOF REPLACEMENT

Dear Mr. Reineking:

Pursuant to your request, we are pleased to provide this Proposal for the Construction Administration Phase for the **Public Works Roof Replacement** at 200 Devereaux Way, St. Charles, Illinois 60174, and the **Well No. 9 Roof Replacement** at 2500 N. 5th Avenue, St. Charles, Illinois 60174. Also attached is our current fee schedule.

Construction Administration Phase:

The Construction Administration Phase takes into account some additional Project Site Visits for Well No. 9, and the Construction Administration Phase items (1 – 7) listed in the original RFQ. We propose to provide the Construction Administration Phase Services for a Lump Sum Fee of \$19,500.00. Reimbursable expenses such as BHFx reproduction costs are not included in this fee and would be invoiced at 1.1 times the amounts incurred by ARCON Associates, Inc. If structural engineering services would be required, although not anticipated, these services would also be billed at \$210 per hour.

We appreciate the opportunity to continue to demonstrate our capabilities and look forward to continuing to work with the City of St. Charles on this project. Please indicate your acceptance of this proposal by signing below and returning it to my attention. If you have any questions regarding this proposal or the process, please feel free to call me at (630) 881-1738 or contact me via email at bemcelmeel@arconassoc.com.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Brian E. McElmeel".

Brian E. McElmeel, RRC, IIBEC
Director of Building Envelope Services

ROOF CONSULTING SERVICES PROPOSAL FOR
PUBLIC WORKS ROOF REPLACEMENT AND
WELL NO. 9 ROOF REPLACEMENT for the
CITY OF ST. CHARLES
PAGE TWO

City of St. Charles

Signature

Name (Printed) / Title

Date

c: Donna L. Demarakis, ARCON Associates, Inc.
V.P. Trinh, ARCON Associates, Inc.


BEM
Attachments

"J:\City of St. Charles\23074 2023 Roof Replacement @ Public Works\1 Docs\Proposal\CoStC 2023 Proposal CA.pdf"



2023 Hourly Rates

Principal	\$225.00 per hour
Senior Associate	\$216.00 per hour
Project Architect/Manager	\$211.00 per hour
Registered Roof Consultant	\$210.00 per hour
Landscape Architect	\$207.00 per hour
Interior Designer	\$194.00 per hour
Field Observer	\$179.00 per hour
Draftsperson	\$150.00 per hour
Clerical	\$98.00 per hour

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.E
	Title:	Recommendation to Waive the Formal Bid Procedure Approve a Resolution Authorizing a Purchase Order with Cooper Construction for the Replacement of a Window Bank at City Hall	
	Presenter:	AJ Reineking, Public Works Manager – Public Services	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ 30,235.45		Budgeted Amount: \$20,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>The bank of 15 windows in the City Administration area at City Hall has deteriorated and is in need of replacement. Staff engaged several area contractors to quote this work and ultimately received two quotes to remove the window bank, rebuild the apron and any damaged subsurface wood, and replace the windows with a commercial grade, Marvin window.</p> <p>Cooper Construction and Glass, Inc of Batavia, IL submitted the lowest qualified price for this work.</p> <p>The new windows currently have a 15 to 16-week lead-time. It is our hope and intention to get them in before adverse winter weather rolls in.</p>			
Attachments (please list):			
*Cooper Construction Quote *Bid Waiver			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Waive the Formal Bid Procedure and authorize a Purchase Order with Cooper Construction for the replacement of a window bank in the City Administration area of City Hall.			

Cooper Construction and Glass, Inc
PO Box 551
Batavia, IL 60510 US
(630) 232-6733
cooperconstructionandglass@gmail.com
cooper-glass.com



Estimate

ADDRESS

Max VanDeMark
City of St Charles
2 East Main Street
St Charles, IL 60174

SHIP TO

Max VanDeMark
City of St Charles
2 East Main Street
St Charles, IL 60174

ESTIMATE # 1968

DATE 07/03/2023

EXPIRATION DATE 08/03/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Install new commercial window	Provide and install Marvin Ultimate Service windows to replace the 10 existing bank of window at the Mayor's Office. Includes materials and labor			30,235.45

Please Note: Due to the multiple manufacturers of the product and changes in the process over the life of the product, it is highly possible that the Low-E glass provided, may not match the existing Low E Glass exactly.

SUBTOTAL	30,235.45
TAX	0.00
TOTAL	\$30,235.45

A 50% deposit required up front and balance due upon completion.
Check and cash preferred Credit Cards accepted.

Any alteration or deviation from the above specification involving extra costs will be executed only upon written order and will become an extra charge over the above estimate. Cooper Construction and Glass, Inc. is not liable for acts of God, strikes, accidents, or delays beyond our control.

To accept this estimate, please sign and return

Accepted By

Accepted Date



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.F				
	Title:	Recommendation to Approve a Resolution Awarding the Bid for a Wastewater Boiler By-Pass					
Presenter:	Tim Wilson						
Meeting: Government Services Committee		Date: July 24, 2023					
Proposed Cost: \$ 31,888	Budgeted Amount: \$ 75,000	Not Budgeted: <input type="checkbox"/>					
TIF District: None							
Executive Summary (if not budgeted, please explain):							
<p>The construction portion of this wastewater project is budgeted in FY23/24. The proposed project is to install a boiler by-pass, which will allow City staff to maintain the boiler that heats the sludge as part of our treatment process.</p> <p>On June 30th 2023, the City received 2 bids for this project. The bid results are as followed:</p> <table border="1" data-bbox="175 934 899 1014"> <tr> <td>Dahme Mechanical Industries</td> <td>\$ 31,888</td> </tr> <tr> <td>Commercial Mechanical Inc</td> <td>\$ 55,000</td> </tr> </table> <p>With approval of the construction contract, the project is expected to start this summer, with the majority of the construction completed within a couple of days. Dahme Mechanical Industries has successfully completed several other projects for the City of the same size and scope. Based on the bid submittal including past performance, City Staff recommends awarding the contract to Dahme Mechanical Industries.</p>				Dahme Mechanical Industries	\$ 31,888	Commercial Mechanical Inc	\$ 55,000
Dahme Mechanical Industries	\$ 31,888						
Commercial Mechanical Inc	\$ 55,000						
Attachments (please list):							
None							
Recommendation/Suggested Action (briefly explain):							
Recommendation to approve a Resolution awarding the bid to Dahme Mechanical Industries. for a Wastewater Boiler By-Pass in the amount of \$31,888.							

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.G
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution to Award Purchase of the Primary Clarifier Repair Parts	
	Presenter:	Tim Wilson	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ 50,000		Budgeted Amount: \$	Not Budgeted: <input checked="" type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>While completing our annual cleaning and inspection of the primary clarifier, City staff noticed that at the bottom of the tank one of the metal augers has rusted to the point that the equipment can no longer be used. The auger removes solids from the bottom of the first settling tank and the only way to repair the unit is to replace the full auger and supporting fittings.</p> <p>The tank components were originally produced by Walker Processing of Aurora IL. The auger is not a standard item; it is custom manufactured to fit each tank they are installed in. Therefore, the replacement auger will need to be remanufactured by Walker Processing. City staff has reached out to Walker Processing and has obtained a price quote. In the opinion of City Staff, the quote is reasonable for the amount of parts and the manufacture of a new auger.</p> <p>Due to the longer lead time, Staff is requesting the approval of labor and parts only, and Staff will obtain pricing for the removal and reinstallation of the equipment at a later date.</p> <p>While this project has not been contemplated in the budget, we will be able to cover the costs from cost savings on other Wastewater projects.</p>			
Attachments (please list):			
*Auger Plans			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Waive the Formal Bid Procedure and approve a Resolution to Award Purchase of the Primary Clarifier Repair Parts to Walker Process in the amount of \$ 50,000.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.H
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Contract with FGM Architects for Architectural Professional Services for the Council Chambers Interior Renovation Project	
	Presenter:	Peter Suhr, Director of Public Works	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ <i>149,610</i>		Budgeted Amount: \$95,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>There has been an ongoing desire by city staff and elected officials to improve the space that the public meets to conduct city business; the Municipal Building City Council Chambers. At a minimum, the existing room needs interior improvements including new carpet, paint, ceiling repairs and other aesthetic enhancements. However, there is also a desire to create a more functional layout for the public, staff and city council to interact and be safe. In addition, the room is currently lacking the ability to maximize the public meeting experience by utilizing technology. Also, the existing space is acoustically challenging including the need for overall sound dampening and voice clarity controls.</p> <p>FGM Architects (FGMA) has worked with city staff on several projects over the years including the new Police Station. Last year, FGMA prepared several concept studies for the City Council Chambers which helped staff budget and prepare the scope of services for this project. Staff recommends continued work with FGMA to build upon the studies completed last year and stay consistent with the interior design decisions established on the Police Station project.</p> <p>Staff is proposing to prepare a Design with FGMA including aesthetic, layout, technology and acoustical improvements to present to City Council for feedback and review. Once the Design is approved, FGMA will prepare Construction Documents and Specifications to bid for Construction. In addition, we will be proposing aesthetic and technology enhancements for the Council Committee Room and Den A & Den B for consideration.</p> <p>Staff is requesting approval of the entire proposal from FGMA including Design, Construction Documents, Bidding, Permitting, Construction Administration and Furniture Selection for a total of \$149,610. However, the Design, Construction Document and Bidding phases will be the only professional services complete in FY23/24 and within the budgeted amount of \$95,000. Future phases, including Construction will be subject to continued approval of the project through the budget process. We will be prepared to construct the project in FY24/25 if desired.</p>			
Attachments (please list):			
*Bid Waiver *Price Proposal			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Waive the Formal Bid Procedure and approve a Resolution to authorize a contract with FGM Architects for Architectural Professional Services for the Council Chambers.			

FGMA ARCHITECTS

Proposal for

Interior Design & Architectural Services
for

St. Charles City Hall
Council Chamber Interior Renovation implementation
St. Charles, Illinois

Submitted to:
City of St. Charles
Two East Main Street
St. Charles, IL 60174

By:

FGM ARCHITECTS INC.
1211 West 22nd Street, Suite 700
Oak Brook, IL 60523

July 19th, 2023

1.0 SCOPE OF PROJECT

1.0.1 The City of St. Charles, hereinafter referred to as the Owner, intends to refresh the Interior of the Council Chambers, Conference room and Meeting rooms. The Owner desires assistance on implementing the previous study that has been done. Job #22-3561.01 - updating the Interior Design of the space and creating a more functional layout for staff and the public. This design will also address the AV and Acoustic issues. This implementation will also include the construction documents, permitting and construction administration.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following Professional Architectural Services for the Project:

2.1 Design Development Services

2.1.1 Design Services

- .1 Meet with the City of St. Charles to confirm the project goals and requirements for the renovations.
- .2 FGMA shall prepare Design Documents consisting of drawings and other documents to establish and describe the size and character of the Scope of Work.
- .3 FGMA will field verify the existing conditions of the space to be renovated.
- .4 Design Documents will include architectural and interior design changes required for interior renovations.
- .5 Design Documents will be reviewed with the Owner and adjusted as required.

2.2 Construction Document Phase

2.2.1 Upon approval of the Design Development Phase, FGMA shall prepare complete Construction Documents for the Project. The Construction Documents shall consist of complete Contract Drawings, Specifications, and other necessary documents as required to secure a building permit for the Project and proceed with the Bidding and Negotiation Phase for the Project. We have assumed the project will be bid in one phase and not in multiple packages at separate times.

2.2.2 Contract Documents prepared by FGMA shall include Architectural, Mechanical, Electrical, Plumbing, and Fire Protection design services. Low Voltage infrastructure, security, and audio-visual contract documents are also included in this phase.

2.2.3 FGMA shall assist the Owner in filing the required documents for approval of municipal authorities having jurisdiction over the project.

2.3 Bidding and Negotiation Phase

2.3.1 FGMA shall assist the Owner in soliciting and reviewing bids from Contractors and Sub Contractors as required. FGMA will provide bidding documents to a third-party reprographics company to distribute the documents or as directed by the Construction Manager.

2.3.2 Attend Pre-Bid meeting.

- 2.3.3 Respond to questions and provide clarifications to bidders, and issue Addenda as required to Construction Manager for issuance to bidders.
 - 2.3.4 Attend Bid Opening.
 - 2.3.5 Assist City in Bid and scope evaluation. Meet with low bidders as required to review bids as requested.
 - 2.3.6 Incorporate all Addenda and adjustments to the contract documents to create an "Issue for Construction" set.
- 2.4 Contract Administration Services
- 2.4.1 FGMA shall assist with the administration of construction contracts including shop drawing and other submittal review as required, and review of payment applications.
 - 2.4.2 Attend an On-Site Owner/Architect/Contractor (OAC) meetings in combination with On-Site Observation visit bi-weekly (every other week) to monitor Construction Phase activities for general conformance with Construction Documents. We have included a total of (13) meetings in our proposal (Assuming construction will take 6 months (13) meetings, FGMA will also prepare and distribute reports of site observations.
 - 2.4.3 Participate in pre-construction and pre-installation meetings as required.
 - 2.4.4 Provide assistance to the Contractor during initial start-up, testing, adjustment, balancing and commissioning of the building systems.
 - 2.4.5 Prepare Punch-List and related follow-up of same. We have included two (1) meetings for preparation of punch-list and two (1) punch-list follow up meetings.
 - 2.4.6 FGMA shall provide to the Owner a set of record documents including the final set of construction documents and specifications incorporating field sketches and notes issued to the Contractor during the construction phase. FGMA will provide electronic copies in pdf format.
 - 2.4.7 Conduct a 10 month walk-thru with the Owner and Construction Manager to review building for warranty items.
 - 2.4.8 Services that are not included in our proposed include the following items:
 - .1 Environmental Building Studies.
 - .2 Hazardous Material Remediation (asbestos, lead, etc.).
- 2.5 Consultants: FGM has included the services of W-T Engineering for HVAC, electrical, Plumbing and fire protection engineering, and AV with Sonus AV inc.

3.0 ARCHITECT'S COMPENSATION

The Owner shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:

- 3.1 For all professional services in connection with Architectural Design and Construction Document Services as described in Paragraph 2.0 above, we propose the following fee:

Design and Construction Documents Phase (with consultants) -	Lump Sum Fee of \$ 73,040.00
Bidding and Permitting Phase -	Lump Sum Fee of \$ 15,922.00
Construction Administration –	Lump Sum Fee of \$ 50,648.00
Furniture selection and procurement - (Based off of State purchasing agreements)	Lump Sum Fee of \$ 10,000.00

3.2 Reimbursable Expenses

In addition to the compensation above, FGM shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect’s actual direct cost of same, for the below items. We recommend establishing a Reimbursable Allowance of \$500, which FGM shall not exceed without prior written approval of the Owner. Reimbursable Allowance includes costs for items below.

- 3.2.1 Expense of postage and/or delivery.
- 3.2.2 Expenses of any specialty consultants with Owner’s prior approval.
- 3.2.3 Expense of Contract Document printing for permit submittal.
- 3.2.4 Any fees paid by FGM to authorities having jurisdiction over the project with Owner’s prior approval.

Local travel (travel less than 100 miles), phone, fax, and printing of review sets shall not be charged as a Reimbursable Expense.

- 3.3 If specialty consultants are required, FGM shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect’s actual direct cost of same.
- 3.4 Payments shall be made by the Owner to FGM upon receipt of FGM's invoice in accordance with the Local Government Prompt Payment Act.
- 3.5 Non-payment of invoices shall constitute grounds for discontinuing service.
- 3.6 The terms of this Proposal are based upon services commencing within 30 days and all services being completed within two months thereafter.

4.0 Form of Agreement

Upon review and approval of this proposal, FGM and the City of St. Charles shall enter into a Contract using AIA Form of Agreement or similar as mutually acceptable, for the services outlined in this proposal. Due to the limited scope of work for this project, we suggest using AIA Document B104 Standard Abbreviated Form of Agreement Between Owner and Architect that was utilized for the Covered Parking Project.

We appreciate this opportunity to be of service to the City of St. Charles.

Sincerely,

FGM ARCHITECTS INC.

FGM ARCHITECTS INC.

Sincerely,



Raegan Porter, IIDA | Vice President
Phone: 630-368-8333
RaeganP@fgmarchitects.com



Andrew J. Jasek | Executive Vice President
Phone: 630.574.8709
AndyJ@fgmarchitects.com

Proposal Accepted By:

City of St. Charles Representative

Title

Date

FGM ARCHITECTS INC. HOURLY RATE SCHEDULE

Effective February 1, 2023*

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

FGM ARCHITECTS INC.	
Principal	\$300.00
Arch IV	\$260.00
Arch III	\$220.00
Arch II	\$180.00
Arch I	\$140.00
Interior Designer IV	\$240.00
Interior Designer III	\$200.00
Interior Designer II	\$160.00
Interior Designer I	\$120.00
Project Administrator	\$135.00
W-T Group LLC (MEPFP Engineering)	
Principal in Charge	\$195.00
Project Manager	\$150.00
Project Engineer	\$135.00
CAD Technician	\$100.00
Administrative	\$75.00

*Hourly rates are subject to adjustment on November 1 each year.



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: _____



CITY OF
ST. CHARLES
ILLINOIS • 1834

AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.I

Title:

Information Only - Presentation on Lead Service Lines

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: July 24, 2023

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

TIF District: None

Executive Summary (if not budgeted, please explain):


Information Only - Presentation on Lead Service Lines

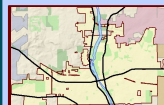
Attachments (please list):

None

Recommendation/Suggested Action (briefly explain):

Information Only – No Action Needed

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.J										
	Title:	Recommendation to Approve a Resolution Awarding the Bid for the South 4th Street Watermain Improvements Project											
	Presenter:	Tim Wilson											
Meeting: Government Services Committee		Date: July 24, 2023											
Proposed Cost: \$ 607,950		Budgeted Amount: \$ 600,000	Not Budgeted: <input type="checkbox"/>										
TIF District: None													
Executive Summary (if not budgeted, please explain):													
<p>The construction portion of this watermain replacement project is budgeted in FY23/24. The proposed water main replacement is the first phase of an area replacement. The existing water main is in poor condition and undersized. This project will replace approximately 800 liner feet of water main on South 4th Street including some water main on Fellows Street.</p> <p>On June 30th 2023, the City received 5 bids for this project. The bid results are as followed:</p> <table border="1" data-bbox="170 972 898 1171"> <tr> <td>A Lamp Concrete Contractors, Inc.</td> <td style="text-align: right;">\$ 607,950</td> </tr> <tr> <td>J & S Construction</td> <td style="text-align: right;">\$ 626,440</td> </tr> <tr> <td>Holiday Sewer & Water Const.</td> <td style="text-align: right;">\$ 649,000</td> </tr> <tr> <td>Fox Excavating</td> <td style="text-align: right;">\$ 680,935</td> </tr> <tr> <td>Trine Construction Corp</td> <td style="text-align: right;">\$ 682,550</td> </tr> </table> <p>With approval of the construction contract, the project is expected to start this summer, with the majority of the construction completed prior to winter. A Lamp Concrete Contractors has successfully completed several other projects for the City of the same size and scope. Based on the bid submittal including past performance, the project engineer of Fehr Graham and City Staff recommends awarding the contract to A Lamp Concrete.</p>				A Lamp Concrete Contractors, Inc.	\$ 607,950	J & S Construction	\$ 626,440	Holiday Sewer & Water Const.	\$ 649,000	Fox Excavating	\$ 680,935	Trine Construction Corp	\$ 682,550
A Lamp Concrete Contractors, Inc.	\$ 607,950												
J & S Construction	\$ 626,440												
Holiday Sewer & Water Const.	\$ 649,000												
Fox Excavating	\$ 680,935												
Trine Construction Corp	\$ 682,550												
Attachments (please list):													
*Area Map													
Recommendation/Suggested Action (briefly explain):													
Recommendation to approve a Resolution awarding the bid to A Lamp Concrete Contractors Inc. for Watermain Improvement Project in the amount of \$607,950.													





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: July 11, 2023 07:16 AM



S. 4th Street Water Main Replacement Area

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Powered by Precision GIS

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.K
	Title:	Recommendation to Approve a Resolution Awarding a Proposal for SCADA Program Management to Concentric Integration	
	Presenter:	Tim Wilson	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ 250,000		Budgeted Amount: \$ 250,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary (if not budgeted, please explain): For reliability, efficiency and safety, the water and wastewater treatment and pump facilities require continuous automated operation. Currently, the backbone of this operation is controlled by the water and wastewater Supervisory Control and Data Acquisition (SCADA) systems. Both the water and wastewater utilities SCADA system are comprised of computer hardware and software systems. Due to the aging infrastructure, the SCADA system lacks security constraints, backup systems, has no integration to the City network and has limited data acquisition; therefore, it is nearing the end of its life.</p> <p>In 2019 Concentric was selected as part of a Request For Qualifications process. Over the last four years, Concentric successfully completed the three phases of the project. During this phase Concentric successfully worked with several departments within the City creating a SCADA network, updating the software packages and upgrading the lift stations. In the next phase of this project, Concentric will provide program management services and subcontractor coordination. It will also involve technological improvements, the installation of the system at remote sites and the professional services to oversee and coordinate this phase of the project. Concentric will provide verification of installations, quality control testing of all equipment, and manage the work by subcontractors. In addition, they will configure and coordinate the SCADA network design and configuration with the City's Information System network and staff.</p> <p>Concentric has great knowledge of the City's current networks and the SCADA Master Plan. They have collaborated closely with Public Works and the Information Systems staff during the planning phase of this project, being the most qualified firm. Public Works recommends continuing this project with Concentric Integration to implement and oversee the next phase of improvements.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a Resolution awarding a Proposal for SCADA Program Management – Phase III to Concentric Integration for a not to exceed price of \$250,000.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.L
	Title:	Recommendation to Approve a Resolution Awarding the Capacity, Management, Operations and Maintenance Plan (CMOM) Phase II Sewer System Evaluation Survey of Sub Basin WOR to RJN Engineering	
	Presenter:	Tim Wilson	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ 128,868.70		Budgeted Amount: \$130,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Last fall the City awarded a contract to RJN Engineering for sanitary sewer system manhole inspection and smoke testing. RJN was the only contractor to provide the City with a price after several no bid attempts. In the current contract, the City has the right to extend or add to the scope of services. RJN has successfully completed all the work awarded last year. Staff is recommending a contract extension to award work for this coming fall.</p> <p>Phase 2 of this contract will include the review of the flow monitoring data conducted last fall and spring, and the cost is comparable to other Sub basin work that has been completed in previous years. City Staff and RJN Engineering team will determine infiltration and inflow areas of the City that need further investigation.</p> <p>RJN will provide the following scope of work: smoke testing, manhole inspections, televising, line surveying, GPS data collection and final reports. All of the data collected in Phase 2 will help in the design of Phase 3 rehab work that is planned to occur in the construction season of 2024.</p> <p>Last year’s Phase 2 smoke testing included a very successful public outreach plan. The CMOM Public Communication Plan is our proactive approach in communication with the public. We will be using this plan again to help keep the public informed on upcoming work.</p> <p>The Northern Sub basin is identified on the map included in the Agreement packet. This Sub basin is bordered by the following area: Fox Glen to the north, Main Street to the south, Fox Chase to the east and IL Rte. 25 to the west.</p>			
Attachments (please list):			
* Sub basin Northern - Phase 2 Map			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a Resolution awarding the CMOM Phase II Sewer System Evaluation Survey of Sub basin Northern to RJN Engineering in the amount of \$128,868.70.			



June 23, 2023

Mr. Matt Wilson
Public Works Division Manager – Environmental Services
City of St. Charles
2 East Main Street
St. Charles, Illinois 60174

Subject: Proposal for Professional Engineering Services
2023 Northern Basins SSES

Dear Mr. Wilson:

RJN Group, Inc. is pleased to submit this proposal to the City of St. Charles for the completion of important Sanitary Sewer Evaluation Survey (SSES) Services. Performing periodic inspections and testing of the collection system is a best practice, and a key component of a CMOM program.

We hope that, upon review of our proposal, you will find our **engineering-led approach** and experience to be best suited for the completion of this project.

RJN, established in 1975, is a professional engineering consulting firm focused on providing innovative engineering solutions and field services. With over 90% of our clients being municipalities and public utilities, and over 85% of our work focused on sewer collection systems, we are uniquely qualified for this project.

Key Project Goals and Objectives

The primary goal of this project is to find defects in the sanitary collection system, locate sources of inflow and infiltration (I/I) entering the system, and to provide rehabilitation recommendations for the City to implement in a sewer rehabilitation program.

There are four main components of this proposal:

- Complete manhole inspection services (in Northern basins 1, 3, 4, and 5 - approximately 297 manholes total)
- Complete smoke testing services (in Northern basins 3, 4, 5 - approximately 54,138 LF in total)
- Provide an engineering analysis of the testing and inspection results.
- Provide real-time access to the data on Clarity®

A summary of each task is provided below, and our detailed scope of services is provided in Exhibit A.

Manhole Inspections

As with smoke testing, RJN's manhole inspection procedures have been fine-tuned to collect the right amount of data, information, and photographs to accomplish all the City's goals for the program. Using 2-person crews, data is collected electronically to document all the important details of each structure inspected. RJN uses remote cameras to take photos of all defects and key parts of the manhole. Detailed inspection reports are available on Clarity, with all data provided to the City for GIS integration.

Final Deliverable: A summary and detailed list of all manholes inspected, Clarity data access, collected data for GIS mapping updates, and prioritized, comprehensive rehabilitation recommendations for each manhole inspected.

Smoke Testing

RJN has led the industry in establishing best practices for smoke testing services. RJN's standard procedures for smoke testing include 3- or 4-person teams, smoke candles, high-pressure dual blowers with a maximum of 600 feet of pipe between blowers, and sandbagging or plugging each setup (up to 12" diameter). We found that these best practices, coupled with GPS mapping, photos, and electronic reporting of defects represent the "sweet spot" of level of service and cost to the City. All defects will be uploaded daily on Clarity.

Final Deliverable: A detailed list of all identified defects, Clarity data access, GIS of data collected, and recommendations for follow-up remediation or inspections.

Recommendations Reporting

Inflow and infiltration reduction is an important goal for the City. Following manhole inspections and smoke testing, the technical report provided to the City will provide comprehensive recommendations for building a prioritized approach to flow reduction and maintaining system integrity.

Final Deliverable: An SSES report outlining defects identified, rehabilitation and remediation recommendations for the system to reduce inflow and infiltration, and recommendations for any additional inspections.

Clarity

Clarity, RJN's online data management hub, provides clients secure access to their data as it is collected. Clarity is designed for utility owners and managers. It puts timely data and sophisticated

analytics in your hands, allowing you to quickly make decisions and act. Most importantly, all data is easily understood during a project. [Click here](#) to learn more about Clarity.

Following this project, the City will have:

- Quality assurance/quality control (QA/QC) checked manhole inspection and smoke testing data.
- Spatial information on each observation collected during inspections
- An engineering report discussing results and analysis of the identified defects and I/I
- Recommendations for manhole rehabilitation and follow-up studies, including sewer televising, dyed water flooding, and private sector inspections.
- Recommendations for high priority private and public sector mitigation measures.

Price and Schedule Summary

Price

This project will be invoiced on a Unit Price and Percent Complete basis for a total not-to-exceed fee of **\$128,868.70**.

Schedule

RJN is prepared to begin work on this project upon a notice to proceed. Provide an agreement is reached by July 31, 2023 RJN commits to the following schedule:

- Manhole inspections can be completed anytime there is not significant snow cover and will be finished the end of February 2024.
- Smoke testing requires dry conditions for completion and will be completed by the end of October 2023, weather permitting.
- Final reports and deliverables will be provided by the end of April 2024.

Exhibits

The following exhibits are provided as attachments to this proposal.

- Exhibit A – Scope of Services
- Exhibit B – Pricing
- Exhibit C – City Map of Northern Basins

We look forward to working with the City on this important project.

It is our pleasure to submit this proposal to you. Please feel free to contact Lewis at (630) 414-3437 if you would like to discuss this proposal or have any questions.

Sincerely,



Lewis Chellberg
Project Manager



Thomas Romza, PE
Regional Manager



EXHIBIT A

SCOPE OF SERVICES

RJN is proposing the following scope of services for 2023 Northern Basins SSES for the City of St. Charles, Illinois.

1. Manhole Inspections

- a. Provide equipment and personnel as necessary for manhole inspections.
- b. Complete pole-mounted camera inspections for manholes as outlined. Collect the following attribute data, as it can be determined:
 - i. GPS locate of manhole,
 - ii. Manhole diameter and material,
 - iii. Connecting sewer diameters, invert measurements, and flow direction.
- c. Identify and document manhole condition, including:
 - i. Direct evidence of I/I,
 - ii. Open pickholes in lid,
 - iii. Cover, frame, adjusting ring, and seal condition, including needed adjustments,
 - iv. Cone, wall, trough, bench, and pipe condition and defects.
- d. Take the minimum digital photographs at each manhole structure of:
 - i. Surrounding area,
 - ii. Manhole cover,
 - iii. Topside - looking down,
 - iv. Manhole frame,
 - v. All pipe connections,
 - vi. Any major manhole defects.
- e. Provide data analysis as follows:
 - i. Compile field data and develop complete list of defects,
 - ii. Map results in GIS,
 - iii. Assign an estimated flow to each defect,
 - iv. Determine an appropriate rehabilitation method for each manhole and estimate an associated cost.
- f. Inspect Manholes within Northern basins 1, 3, 4, and 5 (approximately 297 manholes total).
- g. Post data, including photos, to Clarity and provide access to City staff for viewing.

2. Smoke Testing

- a. City to prepare and mail smoke testing notification letters.
- b. City to prepare and print door hangers for RJN crews to distribute prior to smoke testing.
- c. Notify the local fire and police department of planned smoke testing activities, including daily updates. Answer resident/owner field questions.
- d. Provide equipment and smoke necessary for smoke testing.

- e. During smoke testing, erect temporary smoke testing signs near the testing area.
- f. Utilize electronic data collection equipment for smoke testing.
- g. Smoke test the sanitary sewers within Northern basins 3, 4, 5, and (approximately 54,138 LF in total).
- h. Document GPS location of each identified defect and take at least one digital picture of each defect.
- i. Post data, including photos, on Clarity and provide access to City staff.

3. Data Analysis and Reporting

- a. Data Analysis
 - i. Compile field data and develop complete list of defects,
 - ii. QA/QC field collections,
 - iii. Assign an estimated flow to each defect and an estimated cost for rehabilitation.
- b. Memo Report
 - i. Provide a summary of work completed & GIS map of identified defects,
 - ii. List defects prioritized by severity, cost effectiveness, and importance for rehabilitation,
 - iii. Propose recommendations for rehabilitation for various types of rehabilitation,
 - iv. Propose recommendations for follow up inspections that may be needed, such as dye flooding.
- c. Submittals
 - i. Submit a pdf of an initial draft report for review,
 - ii. Address City comments and submit up to three color copies of final report,
 - iii. Provide one digital copy of final report files, data, video, and photos.

4. Project Management

- a. Provide project management services including invoicing, scope, schedule, fee tracking, and closeout services.
- b. Provide monthly updates to City staff through the duration of the project.
- c. Meet with City staff as necessary to discuss progress of the project.

Items Requested from the City

1. Updated GIS geodatabases, shape files, or CADD atlases for the City's sanitary and storm sewer collections systems.
2. Access to sanitary sewer structures for the work. Assistance locating or opening seized/buried manholes as required.
3. Assistance with traffic control in high traffic areas, as necessary.
4. Assistance from City with notification of residents and businesses by mailing of smoke testing letters and talking with businesses before smoke testing.



EXHIBIT B PRICING

Pricing for the 2023 Northern Basins SSES is as follows:

Pricing Terms for Invoicing: Time & Materials and Unit Price

Not-To-Exceed Total Cost: \$128,868.70

Cost Schedule

Task 01 (Manholes)	Type	Quantity	Unit	Cost /Unit	Subtotal
Manhole Inspections	Unit Price	297	MH	\$130	\$38,610.00
I/I Analysis Reporting	T&M	1	-	\$10,000	\$10,000.00
Project Management Services	T&M	1	-	\$4,000	\$4,000.00
Task 01 Fee					\$52,610.00

Task 02 (Smoke)	Type	Quantity	Unit	Cost /Unit	Subtotal
Smoke Testing	Unit Price	54,138	ft	\$1.15	\$62,258.70
I/I Analysis Reporting	T&M	1	-	\$10,000	\$10,000.00
Project Management Services	T&M	1	-	\$4,000	\$4,000.00
Task 02 Fee					\$76,258.70

TOTAL FEE					\$128,868.70
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Proposal Option

This Proposal can be amended to include additional work upon joint approval by the City and RJN.

Hourly Rate Schedule

RJN's hourly rate schedule is as follows:

Classification		Rates*
PD	Project Director	\$250.00
SPM	Senior Project Manager	\$215.00
PM	Project Manager	\$185.00
SCM	Senior Construction Manager	\$175.00
CM	Construction Manager	\$155.00
SPE	Senior Project Engineer	\$155.00
PE	Project Engineer	\$140.00
CO	Construction Observer	\$135.00
EI	Engineer I	\$120.00
GSS	GIS Specialist	\$120.00
SDA	Senior Data Analyst	\$120.00
GIS	GIS Analyst	\$105.00
FM	Field Manager	\$105.00
DA	Data Analyst	\$100.00
FS	Field Supervisor	\$95.00
FT	Field Technician	\$90.00
AS	Administrative Support	\$95.00

Notes:

- The Hourly Rate Schedule is valid through April 2024.

Legend

- FLOW MONITORS
- ★ LIFT STATION
- MANHOLE

Sanitary Mains

<all other values>

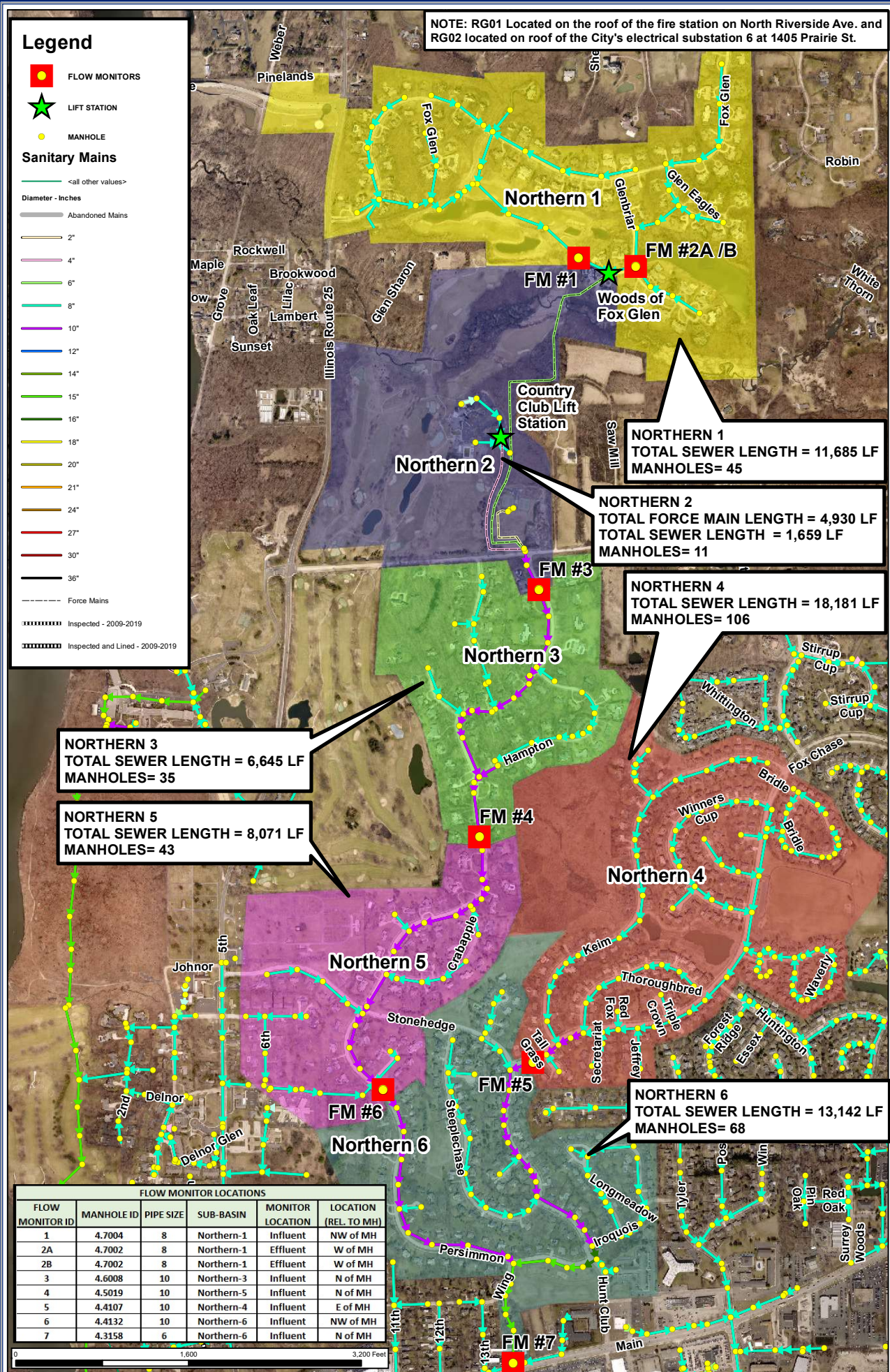
Diameter - Inches

- Abandoned Mains
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
- 24"
- 27"
- 30"
- 36"

Force Mains

- Inspected - 2009-2019
- Inspected and Lined - 2009-2019

NOTE: RG01 Located on the roof of the fire station on North Riverside Ave. and RG02 located on roof of the City's electrical substation 6 at 1405 Prairie St.



NORTHERN 3
TOTAL SEWER LENGTH = 6,645 LF
MANHOLES= 35

NORTHERN 5
TOTAL SEWER LENGTH = 8,071 LF
MANHOLES= 43

NORTHERN 1
TOTAL SEWER LENGTH = 11,685 LF
MANHOLES= 45

NORTHERN 2
TOTAL FORCE MAIN LENGTH = 4,930 LF
TOTAL SEWER LENGTH = 1,659 LF
MANHOLES= 11

NORTHERN 4
TOTAL SEWER LENGTH = 18,181 LF
MANHOLES= 106

NORTHERN 6
TOTAL SEWER LENGTH = 13,142 LF
MANHOLES= 68

FLOW MONITOR LOCATIONS						
FLOW MONITOR ID	MANHOLE ID	PIPE SIZE	SUB-BASIN	MONITOR LOCATION	LOCATION (REL. TO MH)	
1	4.7004	8	Northern-1	Influent	NW of MH	
2A	4.7002	8	Northern-1	Effluent	W of MH	
2B	4.7002	8	Northern-1	Effluent	W of MH	
3	4.6008	10	Northern-3	Influent	N of MH	
4	4.5019	10	Northern-5	Influent	N of MH	
5	4.4107	10	Northern-4	Influent	E of MH	
6	4.4132	10	Northern-6	Influent	NW of MH	
7	4.3158	6	Northern-6	Influent	N of MH	