

**AGENDA
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
RONALD SILKAITIS, CHAIRMAN**

**MONDAY, NOVEMBER 25, 2019, 7:00 P.M
CITY COUNCIL CHAMBERS
2 E. MAIN STREET, ST. CHARLES, IL 60174**

1. CALL TO ORDER

2. ROLL CALL

3. ADMINISTRATIVE

- a. Electric Reliability Report – Information only.
- b. Natural Resources Commission Minutes – Information only.

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 the Kane County Bike Share System.
- b. Presentation of 7th Avenue Creek Project Update.
- *c. Presentation of Proposed 2020 Street Rehabilitation Program.
- *d. Recommendation to approve an Ordinance Accepting a Jurisdictional Transfer Agreement for Dunham Road.
- e. Recommendation to approve Professional Service Agreement for the IL Route 31 and Roosevelt Sewer Main Replacement.
- f. Recommendation to approve a Budget Addition for Purchase of Bulk Road Salt for Winter Operations.
- g. Recommendation to authorize the Purchase of Untreated Rock Salt through the State of Illinois Joint Purchasing Program.

6. EXECUTIVE SESSION

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- 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)

7. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS

8. ADJOURNMENT

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: 3.a

Title: Electric Reliability Report – Information Only

Presenter: Tom Bruhl

Meeting: Government Services Committee

Date: November 25, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

For Information Only.

Attachments *(please list):*

October 2019 Outage Report

October 2019 Streetlight Repair Report

Recommendation/Suggested Action *(briefly explain):*

For information only.

Streetlight Repair Report

Expectation: Streetlights will be repaired within 10 days of notification.

Fiscal Year	Number of Lights Repaired	Average Days to Repair
2019	873	5.7

2020

Month Light Was Repaired	Number of Lights Repaired	Average Days to Repair
May	27	10.0
June	27	5.7
July	24	6.1
August	27	7.2
September	51	5.7
October	83	8.3
November		
December		
January		
February		
March		
April		



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 3.b

Title: Natural Resources Commission Minutes – Information only

Presenter: AJ Reineking

Meeting: Government Services Committee

Date: November 25, 2019

Proposed Cost: \$ n/a

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

A duty of the Natural Resources Commission is to advise and consult with the Government Services Committee. The October 10, 2019 Natural Resources Commission meeting minutes are attached.

Attachments *(please list):*

* Natural Resources Commission Minutes – October 2019 meeting minutes.

Recommendation/Suggested Action *(briefly explain):*

For information only.

**MINUTES
CITY OF ST. CHARLES
NATURAL RESOURCES COMMISSION MEETING
RALPH GRATHOFF, CHAIRMAN
OCTOBER 10, 2019**

Members Present: Kathy Brens, Tom Galante, Heather Goudreau, Lee Haggas, Ryan Johnson, Suzi Myers, Pam Otto

Members Absent: Chair. Grathoff, Jillian Leturno, Loren Nagy, Claire Norman, Caroline Wilfong

Others Present: Chris Adesso, Marcelline D'Argento, AJ Reineking

Visitors Present: Andrew Diorio, William Koehl

1. Call to Order & Pledge of Allegiance

In the absence of Chair. Grathoff, Comm. Otto served as Chairperson and convened the meeting at 7:03 p.m.

2. Introduction of Visitors, Comments and Concerns

William Koehl re-introduced himself as a representative of the environmental team of the Central Kane County League of Women Voters [LWV].

Andrew Diorio, a senior high school student St. Charles East High School, introduced himself to all present.

3. Minutes Review and Approval

Motion to approve and place into the public record the minutes of the September 12, 2019 Natural Resources Commission [NRC] meeting. Motion by Comm. Galante, second by Comm. Brens to approve the minutes. Voice vote: unanimous; nays – none. Motion carried at 7:05 p.m.

4. Old Business

A. Storm Drain Markers

Mr. Reineking provided a follow-up report from the September NRC meeting regarding newly installed storm drains without the casting “drains to river.” Mr. Reineking explained that concrete from the construction project is covering some of the castings, but will wear off in a short period of time. Mr. Reineking noted that there is one type of storm drain in inventory without casting that is used for special flat curb installations, but it is rarely used.

Additionally, Comm. Otto reported during the America In Bloom [AIB] Symposium [October 3 to October 5] there was a slide show at the awards dinner that included a photo of one of the storm drain medallions the NRC installed. Comm. Otto noted the medallions were noticed and appreciated by members of AIB.

B. Greenest Region Compact II

Mr. Adesso reported that Chair. Grathoff had attended the International Day of Peace Celebration on September 21, 2019 in Geneva. At the event Chair. Grathoff and representatives from Geneva and Batavia participated in a green initiatives panel discussion. Mr. Koehl noted the Greenest Region Compact II [GRC] was discussed at the event. Mr. Adesso stated the City Council had approved the resolution for St. Charles to join the Compact, and that the NRC would be called upon to provide guidance and recommendations to the city.

Comm. Otto stated the NRC's first steps will be to review the GRC to determine what the NRC and city have already accomplished before any recommendations are made.

5. New Business

A. Potential New High School Student Member

St. Charles East High School senior Andrew Diorio introduced himself to all present and expressed his interest in joining the NRC. Mr. Diorio described his plans to attend law school in the future combined with environmental policy. Motion to nominate Mr. Diorio as a Student Member of the Commission. Motion by Comm. Brens, second by Comm. Galante to nominate Mr. Diorio. Voice vote: unanimous; nays – none. Motion carried at 7:15 p.m. Acting Chair. Otto welcomed Mr. Diorio to the Commission.

6. Committee Reports

A. Education Committee

Comm. Myers reviewed the NRC's upcoming articles for *The Den*. Mr. Adesso reported he had received positive feedback on the NRC's articles.

B. Langum Woods Clean-Up Committee

Comm. Otto asked if the city required volunteers to sign waivers. City staff will report back on this inquiry at the November NRC meeting.

C. New Committee

Comm. Goudreau distributed flyers for the Pumpkin Smash recycling event on November 2nd and requested volunteers. Comm. Otto noted pumpkins from the Park District's pumpkin bowling event would be brought for recycling.

7. Public Services Division Tree Activity Reports September 2019

Motion to approve and place into the public record the Public Services Division Tree Activity Reports for the month of September 2019. Motion by Comm. Myers, second by Comm. Goudreau. Voice vote: unanimous; nays – none. Motion carried at 7:29 p.m.

8. Additional Items

A. Commissioners

Due to Chair. Grathoff's absence, Comm. Duerr will be acknowledged at the November NRC meeting.

Comm. Myers reported she had attended a de-icing workshop hosted by the Kane County Division of Environmental and Water Resources and the Conservation Foundation. The event addressed chloride pollution and salt usage by municipalities and snow removal services. A 70% reduction in salt usage was recommended. Comm. Myers stated water softeners and spreading salt on sidewalks and driveways contribute to the type of salt usage discussed at the event. Comm. Myers described salt cups being used in Wisconsin that are distributed or included with bags of salt to help reduce the amount of salt used; one small cup is sufficient to cover ten sidewalk squares. Additionally, the Commissioners and city staff discussed how public perception and expectations influence the reduction in salt usage. The Commissioners and city staff agreed educating residents on salt usage and reduction would be helpful.

Comm. Brens reported while substitute teaching she continued to observe garbage placed in recycling bins at the high schools [as previously discussed at the September 2019 NRC meeting]. Perhaps the NRC Student Members could discuss this problem with the school administration. Comm. Otto stated the Park District is considering going back to recycling bottles and cans only, which may reduce recycling contamination. Paper will continue to be

recycled in Park District offices. Mr. Koehl added that recycling contamination has become problematic in developing countries that process materials for recycling received from other countries. Gang activity related to salvaging items of value for profit has increased, and because there is so much contamination, the rest is often burned.

B. City Staff

None.

C. Visitors

See comments above.

D. Adjournment

Motion to adjourn the meeting. Motion by Comm. Nagy, second by Comm. Otto. Voice vote: unanimous; nays – none. Motion carried at 7:47 p.m.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.a

Title: Presentation of Kane County Bike Share System
Presenter: Chris Adesso

Meeting: Government Services Committee Date: November 25, 2019

Proposed Cost: N/A Budgeted Amount: N/A Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Informational presentation of the Kane County Bike Share System, an initiative of Kane Kendall Council of Mayors and Kane County Department of Transportation. Presentation will include an overview of the program, anticipated financial commitments for member communities, an explanation of the concept behind the program, anticipated implementation timeline and other details.

Attachments *(please list):*

- * COSC Current MOU with Kane County
- *Informational webinar presentation on the program from KDOT

Recommendation/Suggested Action *(briefly explain):*

It is recommended that the Committee provide feedback on the overall program and consider the City's interest in participating in the system in the future.

Memorandum of Understanding Regarding Bike Sharing Services

This Memorandum of Understanding (“MOU”) is made by and between the Kane County Division of Transportation (the “County”) and the City of St. Charles, Illinois (the “Local Public Agency”).

TERMS OF UNDERSTANDING

1. Definitions.
 - a. “Bicycles” means all standard pedal bicycles and/or other mobility vehicles that might be included within the program.
 - b. “Kane County Bike Share Program” means the future bike share program being organized by the Kane County Division of Transportation.

PROGRAM OUTLINE

The Local Public Agency has expressed interest in participating in the Kane County Bike Share Program. This memorandum of understanding is meant to serve as an outline of key elements and dates of the Kane County Bike Share Program as it would relate to the Local Public Agency’s participation therein.

1. *Purpose of the Program.* Bike sharing will be an affordable, healthy, safe, environmentally sustainable, and popular addition to Kane County’s transportation options. Implementing a top-quality system will boost the County’s transportation network and further advance Kane County’s position as a high quality destination and place to live. Bike share will help connect residents, commuters and visitors to more of Kane County’s businesses, institutions and attractions. Requests from neighboring counties and municipalities therein for participation in the Kane County System offer the possibility for expansion beyond the initial service area.
2. *Goals and Objectives.* The following goals and objectives have been identified for the initial launch of the system:
 - Create a quality user experience with a convenient and easy-to-use system,
 - Enhance connections to the public transit network and park-and-ride lots,
 - Increase physical activity to benefit public health,
 - Promote travel to landmarks, parks, trails and shopping districts (among residents and visitors),
 - Increase access to job opportunities and education,
 - Expand mobility options for low-income residents,
 - Improve connectivity between existing hubs of activity, and
 - Leverage bike share to help shift local culture towards multi-modal transportation
3. *The Local Public Agency’s Responsibilities.* Following the Request for Proposal process, the Local Public Agency will be responsible for all financial obligations for the stations that they purchase from the chosen contractor. The County will not own or operate any

stations. The Local Public Agency will be responsible for negotiating the revenue sharing breakdown, station location placement, and other financial matters with the chosen contractor.

OBLIGATIONS

This MOU does not create any financial or legal obligations, nor does it signal any commitment of funds from either Party.

In order to move forward, The Parties will sign this Memorandum of Understanding that will be executed no later than Friday, August 23, 2019.

This MOU shall automatically terminate if the Memorandum of Understanding is not entered into, for any reason, on or before August 23, 2019.

In order to be eligible to offer comments on the forthcoming Request for Proposals that will be used to procure a bike sharing contractor, this MOU must be signed before August 23, 2019. Those who do not wish to sign the MOU before the aforementioned deadline will not be eligible to offer comments to the RFP.

We look forward to working with the municipalities, agencies, and organizations of Kane County to improve mobility for its residents and visitors. It is the hope of Kane County Division of Transportation that this program will help create more liveable cities, enhanced recreational offerings, additional transportation options and a reduced carbon footprint.

[Remainder of page intentionally blank. Signatures follow on subsequent page.]

The Local Public Agency

Kane County

By: 
Name: Peter Suhr
Title: Director of Public Works
Date: July 22, 2019

By: 
Name: Thomas B. Rickert
Title: Deputy Director of Transportation
Date: 8/8/2019
Attest: N/A
Clerk of the Board

Approved as to form
and legal sufficiency

N/A
Assistant County Attorney

Kane County Bike Share Webinar #1

Overview

- Introduction to Bike Share
- Benefits of Bike Share
- Creating a Bike Sharing System
- Bike Share Myths & Facts
- Creating a Kane County Bike Share System

Introduction to Bike Sharing

What is Bike Sharing?

- Public or private bike rental service
- Users rent bicycles for designated periods of time
- Various membership options (daily, yearly, etc.)
- Operates as on-demand public transportation
- Ideal for....
 - Tourism
 - Predictable, consistent commuting trips
 - Recreational riding
 - To/from transit stations

What is Bike Sharing?



Zagster bike sharing

 **BIKEShare**
By RIDE Solutions

LEARN MORE AT:
ZAGSTER.COM/RIDESOLUTIONS

The advertisement features a central photograph of a woman and a man riding bicycles on a paved path. The woman is on the left, wearing a green jacket and a white scarf, and the man is on the right, wearing a blue t-shirt and blue pants. Both bicycles have baskets on the front. The background shows trees with autumn foliage. The text is overlaid on a blue and orange background.

System Planning



Docked Bike Share



Hybrid Bike Share



Dockless Bike Share

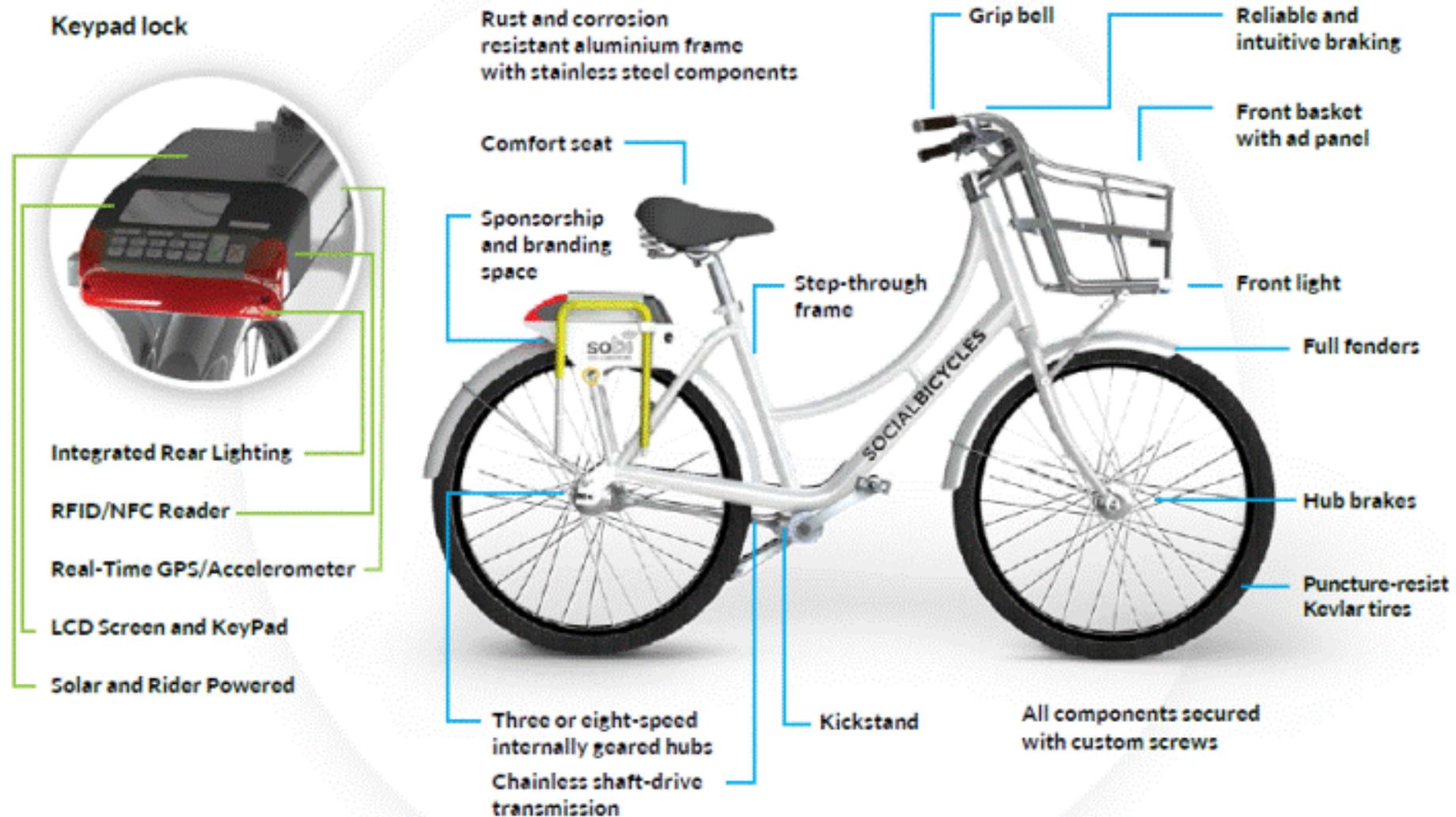
Docked Bike Share

- Users check out bikes from automated station
- Must return bikes to another fixed station.
- Ideal for economic development



Metro BikeShare (Los Angeles, California)

Docked Bike Share Equipment



Benefits of Bike Sharing

- Economic
 - High farebox return rates.
 - Helps to generate more revenue in downtown districts.
- Transportation
 - Bicyclists put far less strain on roads.
 - Can help to greatly decrease congestion.
 - Helps to create a safer, more inviting biking experience.

Benefits of Bike Sharing

- Health/Environmental

- Decreases the amount of emissions produced by automobile travel
- Healthy, inexpensive form of recreation.

- Social

- Helps create equity within communities.
- Strengthens sense of community.

Creating a Bike Sharing System

Building Political Will

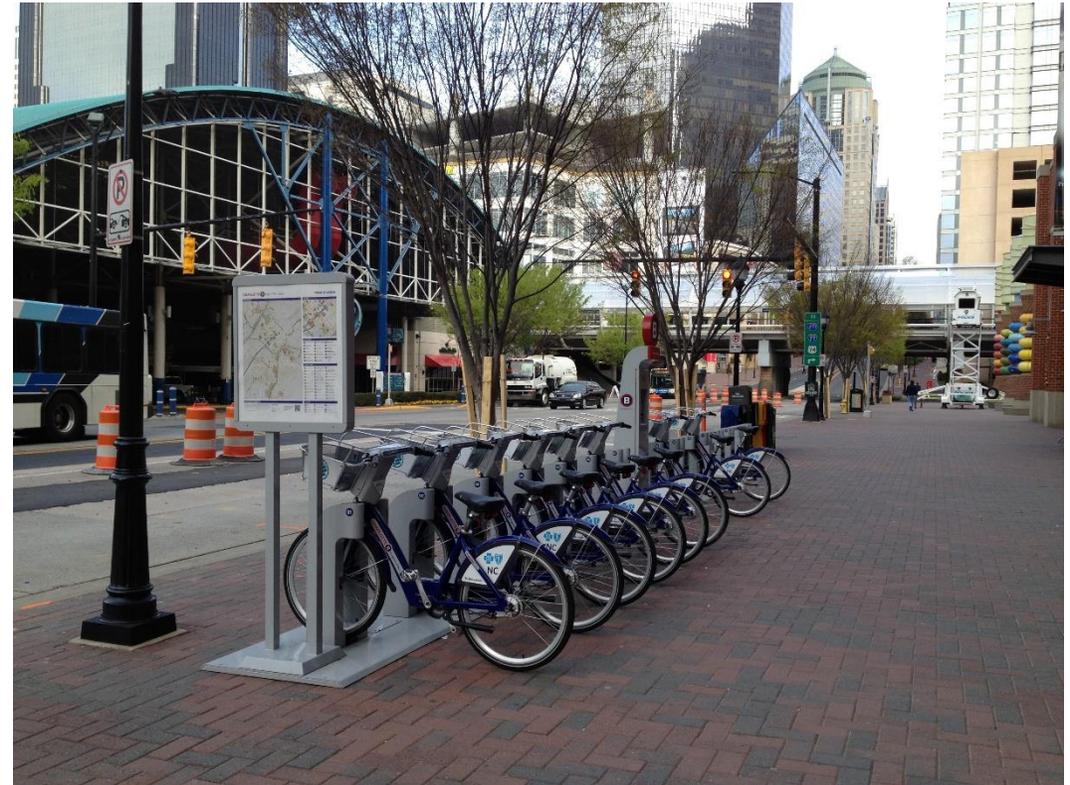
- Educating political officials/organizational administration
 - Linking goals for bike share to city's transportation/sustainability efforts
 - Case studies of similar systems (Bike Chattanooga; St. Lucie County (FL); Arlington, VA)
- Conduct research on the social costs and benefits of bike share
 - Improvements in physical activity
 - Reductions in greenhouse gas emissions
 - Increased access to public transportation
- Find and use community advocates to help create support
 - Elected officials
 - Health organizations
 - Cycling organizations

Ideal Locations

- Bike sharing stations should....
 1. Connect to transit.
 2. Connect to regional trails.
 3. Avoid physical barriers or unsafe riding areas.
 4. Be located between uses that generate activity at different times of the day.
 5. Be within riding distance of another station in the network.

Ideal Locations

- Sunny, minimal tree cover
- At least five feet of clear walking space
- Close to intersections
- High-visibility area and street lighting
- Easy access for users
- Close to bicycle infrastructure
- Can also be placed on street



Charlotte B-Cycle (Charlotte, North Carolina)

Startup Costs

1. Stations
2. Bicycles
3. Software development and maintenance
4. Control center, depot, and bike maintenance
5. Staffing
6. Insurance



BayArea BikeShare (San Francisco, California)

Bike Sharing Finances

- Revenue Streams
 - Local/governmental funding
 - Sponsorship
 - Private investment
 - User fees
 - Advertising revenue



Citi Bike (New York City, New York)

Sponsorship Opportunities

- **Title Sponsor**
 - System naming rights
 - Brand inclusion on bikes/stations
 - Brand inclusion on system website, social media, and location-based promotions
 - In-app advertising
- **Presenting Sponsor**
 - If no title sponsor is found, 3-4 presenting sponsors will take place
 - Many of the same advertising components but without system naming rights
- **Station Sponsor**
 - Brand inclusion on station kiosk
- **Station Host**
 - Donate property to host station at residential, recreational or commercial location
- **Digital Advertising**
 - In-app advertising
 - Social media

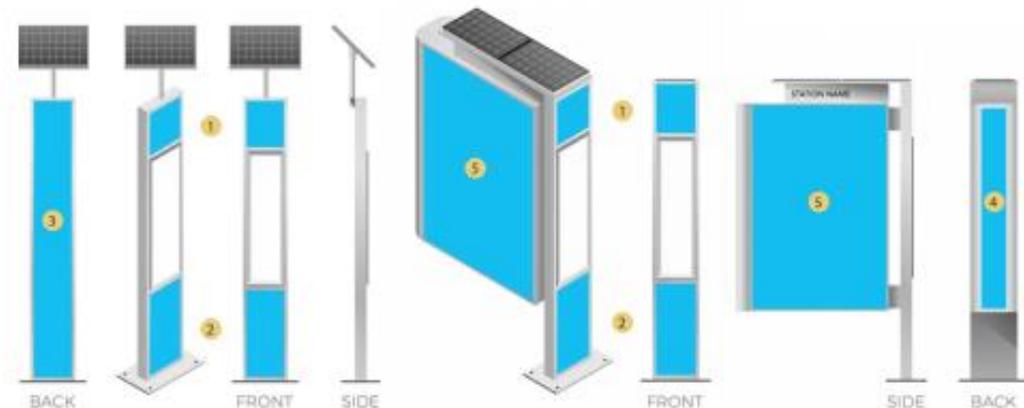
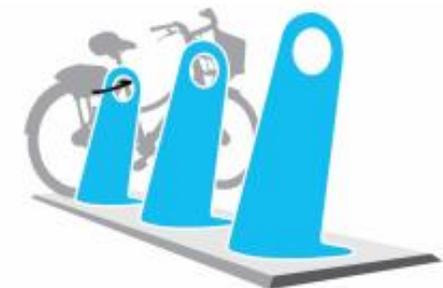
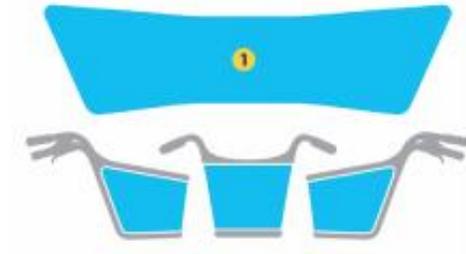
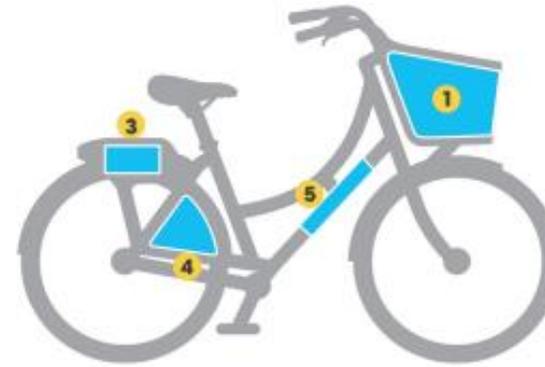
Sponsorship Opportunities

System Assets

1. Outer basket
2. Inner basket
3. Lockplate
4. Splashguard
5. Downtube
6. Dock

Signage Assets

1. Front top
2. Front bottom
3. Back ad frame
4. Backlist ad panels
5. Dock



Policy Creation

- Helmet requirements
- Rental curfews
- Equity initiatives
 - Provide residents with free rides
 - Partner with non-profits, housing authorities, or community centers
- Implementing bicycle infrastructure
 - Bicycle parking
 - Bicycle lanes
 - Wayfinding
- Enforcement strategies
- Accessibility

Potential Issues

- Durability during winter months
- Equity
- Theft, vandalism, and abandoned bikes
- Low ridership numbers



Bike Share Toronto (Toronto, Canada)

Goal Setting

- **Performance Metrics**
 - Mode share
 - Average daily trips per bike
 - Trips by customer type
 - Trips by user type
- **Equity**
 - Demographics of bicycle users
- **Revenue**
 - Farebox return rates
 - Sponsorship revenue
 - Memberships

Bike Sharing Myths

Bike Share Myths

1. *Bike share is just for tourists.*
2. *Bike sharing hurts businesses because it will decrease automobile traffic.*
3. *“My city is too small for bikeshare.”*
4. *“No one rides their bike in my community anyways.”*

Creating a Kane County Bike Share System

Existing Infrastructure

- 410 miles of bike trails and lanes in Kane County
 - Approx. 30% of the total number of trails/lanes in Chicagoland region
- Several local biking advocacy and riding clubs
- Three bicycle/pedestrian committees
 - Elgin Active Transportation Working Group
 - Aurora Bicycle, Pedestrian, Transit Advisory Board
 - Batavia Bicycle Commission
- Aurora invested in bike sharing in 2016
 - Three stations throughout municipality
 - Approximately 450 rides per year

Proposed System Objectives

- Launch 12+ new stations by August 2020
- Safety initiatives
 - Helmet renting
 - Bicycle safety classes
 - Bicycle safety curriculum (driver's ed. classes, physical education classes)
- Create low-income membership options
 - Cash options
 - Low-cost memberships
 - Offline renting options
- Creating at least one adaptive station

Bike Share Committee

- Committee to plan and coordinate bike share system
- Each station owner will be asked to join committee
- Help to organize initial launch and operations
- Bi-annual meetings after launch to coordinate events, expand the network, share best practices, etc.

Proposed Timeline

2019

- May 31 & June 6: Conference call(s) involving interested stakeholders (municipalities, forest preserves, park districts, etc.)
- August 23: Deadline to sign non-binding MOU to participate in opening round of funding
- September: Release RFP to select bike share provider
- October: Select preferred provider; start drafting network design
- December: Start holding public input meetings to educate public on bike sharing and determine ideal station locations

Proposed Timeline

2020

- January: Finalize financial obligations for participants; contracts are signed by communities/organizations
- February: Finalize network locations
- March: Secure advertising, sponsors for system
- June: Start marketing and outreach efforts
- August: Construction and implementation of stations

Request for Proposal Process

- August 23: Non-binding MOU's Due
- August 30: Comments on Draft RFP Due to KDOT
- September 9: Release RFP
- September 23: Deadline for Written Questions
- September 30: KDOT to Post Responses to Written Questions
- October 7: Proposals Due
- October 14: Announcement of Top Three Firms
- October 21-25: Interviews/Testing with Top Three Firms
- October 29: Announcement of Selected Firm

Request for Proposal Process

Category	Explanation	Percentage
Vendor Experience	Vendors must display that they are experienced in all phases of developing and operating similar bike share systems, including launch, marketing, and public outreach.	20%
Operations	Vendors must provide ground operations to ensure the safety, accessibility and responsible placement of bicycles	10%
Equity and Accessibility	Vendors must ensure that their system equitably services all residents, which may include ensuring accessibility of bicycles in low-income neighborhoods and by riders of all ability levels.	15%
Connectivity	Vendors must ensure that the bike share system allows for connectivity between existing and emerging multi-modal transportation systems.	30%
Multi-Modal Interoperability	KDOT prefers a bike share system that increases the accessibility of other modes of transportation and builds upon a cohesive regional transportation network.	5%
Data Access & Reporting	The vendor must provide detailed bike location data; system reports; and maintenance and customer service reports in a timely and accurate manner.	10%
Customer Service, Marketing, and Contingency	Vendors must be able to provide customer service via multiple mechanisms (e.g.: mobile applications, website, phone number), enabling members of the public to ask questions, report bikes that are damaged or improperly parked, request refunds, or otherwise receive support.	10%

Resources

- [The Bike Share Planning Guide](#)
- [ITDP Bike Share Planning Guide](#)
- [Micromobility Policy Survey](#)
- [Economic Benefits of Bike Sharing](#)
- [Bike Share Station Siting Guide](#)
- [Better Bike Share Partnership](#)
- [How to Build a Thriving, Equitable Bike Share System - Video](#)
- [Bike Share Webinars and Resources](#)

Questions?



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.b

Title: Presentation of 7th Avenue Creek Project Update
Presenter: Ken Jay

Meeting: Government Services Committee Date: November 25, 2019

Proposed Cost: \$ Budgeted Amount: \$ Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City approved acceptance of an IEPA grant for the 7th Avenue Creek project in November of 2018, kicking off final design of Phase 1. Phase 1 spans from Washington Avenue to S. 10th Avenue, and includes property acquisition, removal of a portion of S. 9th Avenue, re-establishment of a meandering creek with a buffer of native plantings, a park-like setting with walking path, replacement of storm culverts underneath Illinois Avenue, Indiana Avenue and South Avenue, and lowering of the 100-year floodplain within the project limits.

Staff will be presenting an update to Phase 1 of the 7th Avenue Creek Project, highlighting the preliminary plans provided by HR Green, Inc.

The presentation will be informational only; There will be no formal recommendations made at this time.

Attachments *(please list):*

None

Recommendation/Suggested Action *(briefly explain):*

No action required.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *5.c

Title:

Presentation of Proposed 2020 Street Rehabilitation Program

Presenter:

Ken Jay

Meeting: Government Services Committee

Date: November 25, 2019

Proposed Cost: n/a

Budgeted Amount: \$2,100,000

Not Budgeted:

Executive Summary (if not budgeted please explain):

The following roadways are being recommended for resurfacing in 2020 as part of the City's MFT Street Rehabilitation Program, pending approval in the FY 20/21 fiscal year budget. The locations are also shown on the attached location map.

MFT STREET PROGRAM

	Roadway	From	To	Improvements
1	Edward Avenue	S. 7 th Avenue	S. 13 th Avenue	Resurfacing
2	Fairview Drive	Oak Street	S. 19 th Street	Resurfacing
3	Fox Glen Drive	IL Route 25	Fox Glen Court	Resurfacing
4	Heritage Court	Heritage Street	South End	Resurfacing
5	Heritage Street	Peck Road	East End	Resurfacing
6	Horne Street	S. 5 th Street	Ash Street	Resurfacing
7	Killdeer Lane	Thornhill Farm Lane	North End	Resurfacing
8	King Richard Circle	King James Avenue	King Alford Court	Resurfacing
9	N. 2 nd Avenue	E. Main Street	Cedar Avenue	Resurfacing
10	Pinelands Road	IL Route 25	Weber Drive	Resurfacing
11	Queen Elizabeth Court	King Richard Circle	East End	Resurfacing
12	S. 12 th Street	Prairie Street	Indiana Street	Resurfacing
13	S. 19 th Street	Oak Street	Walnut Street	Resurfacing
14	Tradition Boulevard	Red Gate Road	Grandview Court	Resurfacing

All improvement locations will include repairs to sidewalks, curbs, driveways and utilities, as well as replacement of pavement markings and landscape restoration. Resurfacing improvements will typically include removal of the top layer of pavement surface and replacement with a new driving surface.

A total of 3.02 miles of roadway are proposed to be improved. All work will be funded through Motor Fuel Tax (MFT) funds and associated utility funds. Note that the MFT Fund budget is being increased due to the recent revision to the state gas tax and new MFT annual projections.

Attachments (please list):

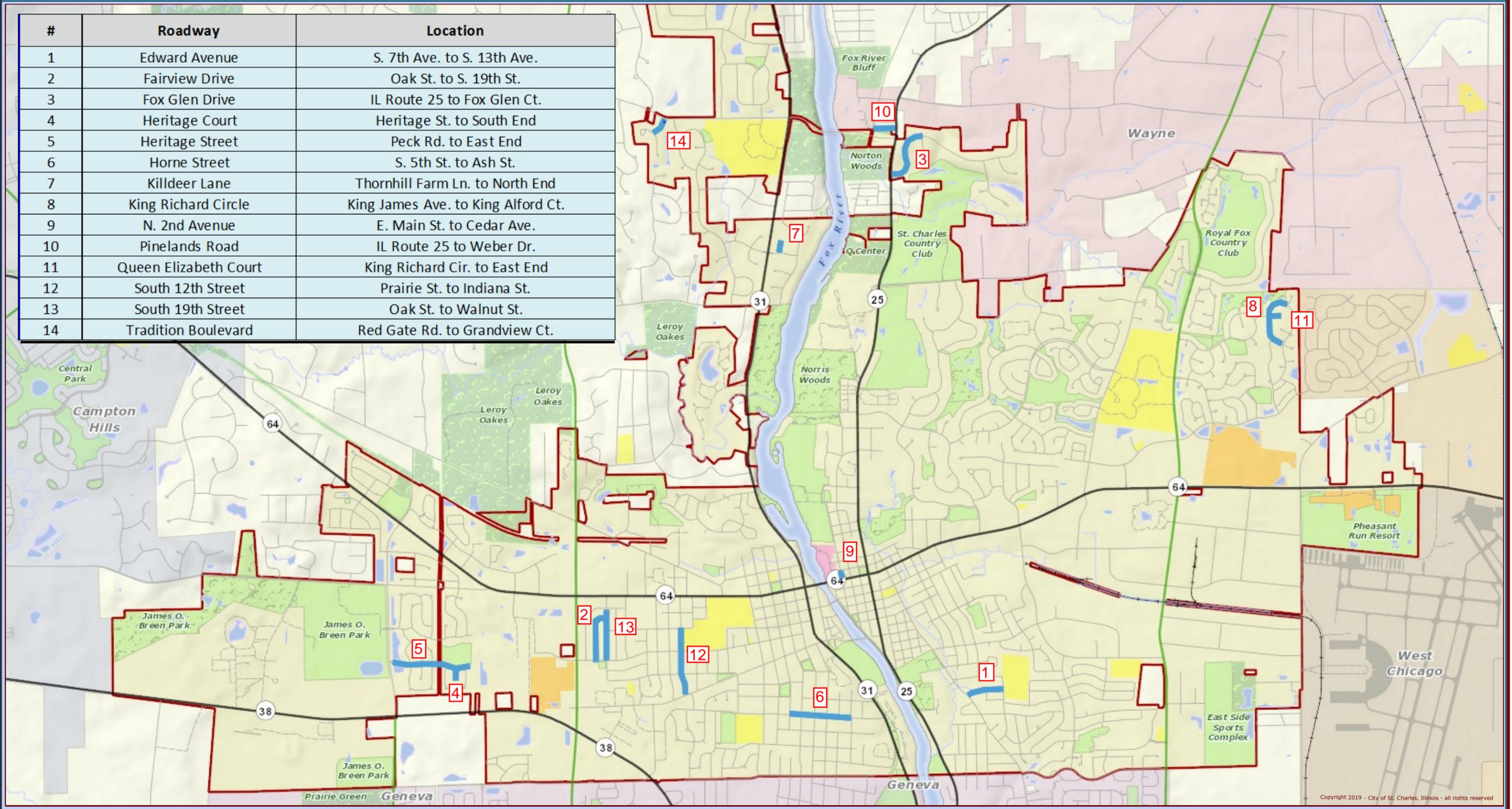
* Location Map

Recommendation/Suggested Action (briefly explain):

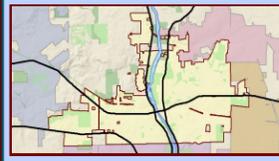
For information only



#	Roadway	Location
1	Edward Avenue	S. 7th Ave. to S. 13th Ave.
2	Fairview Drive	Oak St. to S. 19th St.
3	Fox Glen Drive	IL Route 25 to Fox Glen Ct.
4	Heritage Court	Heritage St. to South End
5	Heritage Street	Peck Rd. to East End
6	Horne Street	S. 5th St. to Ash St.
7	Killdeer Lane	Thornhill Farm Ln. to North End
8	King Richard Circle	King James Ave. to King Alford Ct.
9	N. 2nd Avenue	E. Main St. to Cedar Ave.
10	Pinelands Road	IL Route 25 to Weber Dr.
11	Queen Elizabeth Court	King Richard Cir. to East End
12	South 12th Street	Prairie St. to Indiana St.
13	South 19th Street	Oak St. to Walnut St.
14	Tradition Boulevard	Red Gate Rd. to Grandview Ct.



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Data Source:
 City of St. Charles, Illinois
 Kane County, Illinois
 DuPage County, Illinois

Coordinate System: Illinois State Plane East
 Projection: Transverse Mercator
 North American Datum 1983

Printed On: November 8, 2019 11:21



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AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *5.d

Title:

Recommendation to Approve an Ordinance Accepting a Jurisdictional Transfer Agreement for Dunham Road

Presenter:

Ken Jay

Meeting: Government Services Committee

Date: November 25, 2019

Proposed Cost: n/a

Budgeted Amount: n/a

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City of St. Charles and Kane County Division of Transportation entered into an agreement on October 8, 1996, which covered funding and improvements to Kirk Road and Randall Road. At the time, the City agreed to take over maintenance and jurisdiction of Dunham Road, from East Main Street to Kirk Road, while the County agreed to maintain Kirk Road from East Main Street to Division Street.

The City has maintained Dunham Road since 1997, as outlined in the approved agreement. A formal Jurisdictional Transfer Agreement (JTA), processed by the Illinois Department of Transportation (IDOT), is required to finalize the agreement that was approved in 1996. It is uncertain why this JTA wasn't approved in 1996 however, a recent IDOT audit exposed the discrepancy between maps and formal records, which prompted action today.

Completing the JTA will finalize the transfer as agreed upon in 1996, and will not cause any operational changes for the City, will update IDOT's records to list St. Charles as the jurisdictional authority for Dunham Road, and will allow the City to apply for federal grant funding for roadway improvements to the corridor in the future.

Attachments *(please list):*

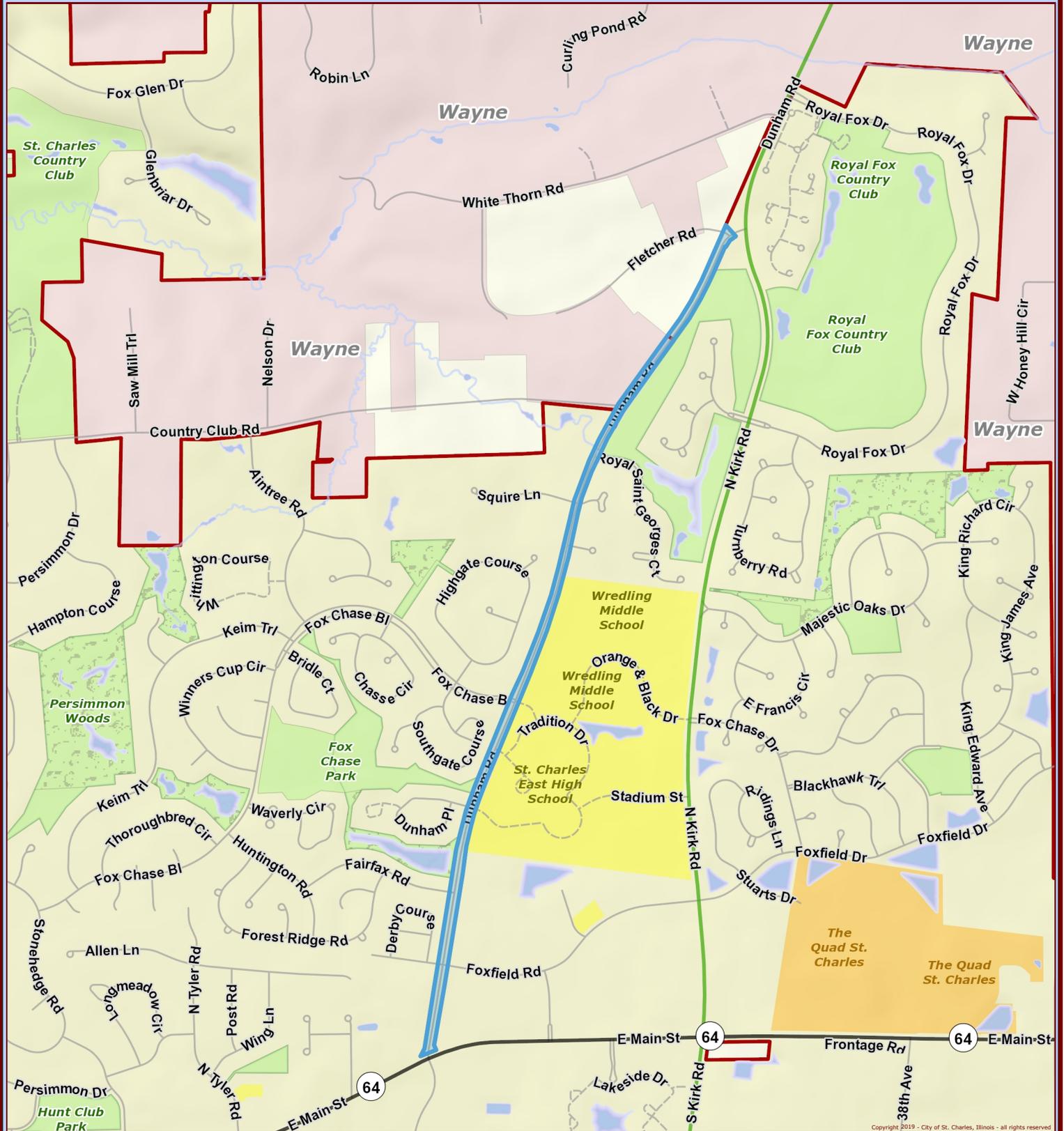
*Location Map * Ordinance

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve an Ordinance accepting the Jurisdictional Transfer Agreement for Dunham Road.



Dunham Road Jurisdiction Limits



Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Coordinate System: Illinois State Plane East
Projection: Transverse Mercator
North American Datum 1983
Printed on: November 13, 2019 12:36 PM



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City of St. Charles, Illinois
Ordinance No. _____

APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE
COUNTY OF KANE AND CITY OF ST. CHARLES FOR THE JURISDICTIONAL
TRANSFER OF DUNHAM ROAD (IL 64 TO KIRK ROAD)

WHEREAS, the County of Kane (County) and the City of St. Charles (City) previously entered into an intergovernmental agreement wherein the County transferred maintenance and jurisdiction of Kane County Highway No. 19 (also known as Dunham Road) from the County Highway System to the City's Municipal Street System; and

WHEREAS, the limits of the jurisdictional transfer of Dunham Road, by the County to the City, was from Dunham Road's intersection with the northerly right of way of Illinois State Route 64 north to Dunham Road's intersection with the westerly right of way of County Highway No. 77 (also known as Kirk Road'), in its entirety; and

WHEREAS, the Illinois Department of Transportation (IDOT) requires the County and the City enter into IDOT's Form BLR 05212 'Jurisdictional Transfer Agreement' to satisfy IDOT's jurisdictional transfer documentation requirements.

NOW, THEREFORE, BE IT ORDAINED by the city council of the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

NOW, THEREFORE, BE IT ORDAINED by the City Council that IDOT's Jurisdictional Transfer Agreement (Form BLR 05212) is hereby approved and the Director of Public Works is authorized to sign an agreement and those documents required by IDOT in connection therewith.

NOW, BE IT ALSO ORDAINED that Kane County Highway No. 19 (Dunham Road) as described herein above, with Illinois Department of Transportation approval, be identified as part of the City of St. Charles roadway network.

NOW, BE IT FURTHER ORDAINED that the City Clerk is hereby directed to transmit two certified copies of this Ordinance to the State through its Department of Transportation's Regional Office in Schaumburg, Illinois.

PRESENTED to the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2019.

PASSED by the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2019.

Ordinance No. _____

Page 2

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____
2019.

Ray Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.e

Title: Recommendation to Approve Professional Service Agreement for the IL Rt. 31 & Roosevelt Sewer Main Replacement

Presenter: Tim Wilson

Meeting: Government Services Committee

Date: November 25, 2019

Proposed Cost: \$239,618

Budgeted Amount: \$275,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The design portion of the IL Rt. 31 and Roosevelt sewer trunk main replacement project is budgeted for this fiscal year. Currently the existing sewer main is in poor condition, undersized for growth and past its useful life. This project will replace and upsize approximately 1,550 liner feet of clay sanitary sewer main along Rt. 31 between Roosevelt and Mosedale Street. In addition, the project is proposing to replace an additional 2,200 liner feet along Roosevelt between IL Rt. 31 and Elm Street.

The project contract will include the design engineering, easements, permitting and bidding documents with the anticipated construction bid advertisements being distributed towards the end of 2020.

City staff followed a two-step process for Engineering Procurement based on the qualifications selection. The first step of this process is to issue a Request for Qualifications (RFQ). On October 21, 2019, the City received eight (8) RFQ submissions. City staff evaluated the RFQ submittals and ranked the firms based on the standard criteria. The second step of the process is negotiating the contract and scope of work. The City started the negotiating phase on November 1, 2019.

As a result of this process, staff selected and negotiated fees with Engineering Enterprises Inc. The engineering fees associated with this project are based on cumulative hourly rates not to exceed the total project cost. Based on the complexity and size of the project, the proposal rates provided are comparable to several other Environmental Services projects. The City attorney has reviewed the contract and the recommended changes made.

Attachments *(please list):*

* Proposed Project Map * IL Rt. 31 & Roosevelt Trunk Main Design Professional Services Agreement

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve Professional Services Agreement for the IL Rt. 31 and Roosevelt Sewer Main Design to Engineering Enterprises Inc. for \$239,618.

Legend

 Trunk Sewer Limits



Engineering Enterprises, Inc.
 52 Wheeler Road
 Sugar Grove, Illinois 60554
 (630) 466-6700
 www.eeiweb.com

City of St. Charles
 2 East Main Street
 St. Charles, IL 60174
 (630) 377-4400

DATE:	November 2019
PROJECT NO.:	SR1911
BY:	MJT
PATH:	H:\GIS\Public\Bent Charles\2019\SR1911\SR1911_Exhibit 1.mxd
FILE:	SR1911_RT 31 Trunk Sewer

**ROUTE 31 & ROOSEVELT ST
 TRUNK SEWER MAIN
 REPLACEMENT**

ATTACHMENT D





Engineering Enterprises, Inc.

November 8, 2019

Mr. Tim Wilson
Public Works Manager - Environmental Services
City of St. Charles
Two East Main Street
St. Charles, IL 60174

**Re: IL Rte 31 & Roosevelt Trunk Sewer Main Replacement
City of St. Charles, Illinois**

Dear Mr. Wilson:

In accordance with your request, enclosed for your review and consideration is our proposed agreement to provide design services for the project. The agreement includes a detailed scope of services, estimate of level of effort and associated cost and schedule for the project.

We look forward to continuing our outstanding partnership with the City and look forward to working with you and members of your staff on this project. If you have any questions or require any additional information, please do not hesitate to contact me.

Respectfully submitted,

ENGINEERING ENTERPRISES, INC.

Jeffrey W. Freeman, P.E., CFM, LEED AP
Vice President

JWF/ars

Enclosures

pc: JAM, DMT, ARS, BPS – EEI (Via E-mail)

G:\Public\St. Charles\2019\SR1911 Rt 31 & Roosevelt Truck Sewer Main Replacement RFQ\PSA\SR1911 Cover Letter.doc

**ATTACHMENT A
AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

This Agreement, by and between the City of St. Charles, Kane and DuPage Counties, Illinois, hereafter referred to as the OWNER, and Engineering Enterprises, Inc., Sugar Grove, Illinois hereinafter referred to as the ENGINEER:

ENGINEER agrees to furnish to the City the following services: The ENGINEER shall provide any and all necessary engineering services to the City as indicated on the attached exhibits. Design engineering will be provided for approximately 3,750 linear feet of 21-inch sanitary sewer improvements on Roosevelt Street and Rt 31 (see Attachment D for project limits). Engineering Services assume routing of the sanitary sewer within Rt 31 right-of-way. Engineering will be in accordance with all City, Standard Specifications for Water and Sewer Construction in Illinois, Illinois Department of Transportation, and Illinois Environmental Protection Agency requirements.

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - PROFESSIONAL DESIGN ENGINEERING SERVICES

The ENGINEER shall furnish professional design engineering as follows:

1. The ENGINEER will attend conferences with the OWNER, or other interested parties as may be reasonably necessary, as noted in Attachment B.
2. The ENGINEER will perform the necessary preliminary and design engineering to accomplish the detailed design of the project, prepare construction drawings, specifications and contract documents, and prepare a final cost estimate based on the final design. The proposed work items for the design engineering services are as noted in Attachment B.
3. The contract documents furnished by the ENGINEER under Section A shall utilize IEPA endorsed construction contract documents, including Supplemental General Conditions, Contract Change Orders, and partial payment estimates.

(Section A – Continued)

4. Prior to the advertisement for bids, the ENGINEER will provide for each construction contract, not to exceed five copies of detailed drawings, specifications, and contract documents for use by the OWNER, appropriate Federal, State, and local agencies from whom approval of the project must be obtained. The cost of such drawings, specifications, and contract documents shall be included in the basic compensation paid to the ENGINEER.
5. The ENGINEER will furnish additional copies of the drawings, specifications and contract documents as required by prospective bidders, material suppliers, and other interested parties, but may charge them for the reasonable cost of such copies. Upon award of each contract, the ENGINEER will furnish to the OWNER five sets of the drawings, specifications and contract documents for execution. The cost of these sets shall be included in the basic compensation paid to the ENGINEER. Original documents, survey notes, tracings, and the like, except those furnished to the ENGINEER by the OWNER, are and shall remain the property of the ENGINEER.
6. The drawings prepared by the ENGINEER under the provisions of Section A above shall be in sufficient detail to permit the actual location of the proposed improvements on the ground. The ENGINEER shall prepare and furnish to the OWNER without any additional compensation, copies of map(s) showing the general location of needed construction easements and permanent easements and the land to be acquired. Property surveys, property plats, property descriptions, abstracting and negotiations for land rights shall be accomplished by the OWNER, unless the OWNER requests, and the ENGINEER agrees to provide those services. In the event the ENGINEER is requested to provide such services, the ENGINEER shall be additionally compensated as set out in Section C hereof.
7. The ENGINEER further agrees to obtain and maintain, at the ENGINEER's expense, such insurance as will protect the ENGINEER from claims under the Workman's Compensation Act and such comprehensive general liability insurance as will protect the OWNER and the ENGINEER from all claims for bodily injury, death, or property damage which may arise from the performance by the ENGINEER or by the ENGINEER's employees of the ENGINEER's functions and services required under this Agreement.

(Section A – Continued)

8. The ENGINEER will complete the Preliminary and Final Design, specifications and contract documents and submit for approval of the OWNER, and all State regulatory agencies to meet the project schedule as summarized in Attachment C: "Proposed Schedule" dated November 8, 2019.

If the above is not accomplished within the time period specified, this Agreement may be terminated by the OWNER. The time for completion may be extended by the OWNER for a reasonable time if completion is delayed due to unforeseeable cases beyond the control and without the fault or negligence of the ENGINEER.

SECTION B – COMPENSATION FOR ENGINEERING SERVICES

1. The OWNER shall compensate the ENGINEER for the professional engineering services for the Hourly Not-To-Exceed amount of Two Hundred Thirty-Nine Thousand, Six Hundred Eighteen Dollars (\$239,618) as summarized in Attachment B: "Level of Effort and Associated Cost" dated November 8, 2019.
2. The compensation for any additional engineering services authorized by the OWNER pursuant to Section C shall be payable as follows:
 - (a) A sum which equals any charges for work actually completed and invoiced shall be paid at least once per month.

SECTION C – ADDITIONAL ENGINEERING SERVICES

In addition to the foregoing being performed, the following services may be provided UPON PRIOR WRITTEN AUTHORIZATION OF THE OWNER.

1. Laboratory tests, well tests, test wells, specialized geological soils, hydraulic, or other studies recommended by the ENGINEER.
2. Property surveys, detailed description of sites, maps, drawings, or estimates related thereto; assistance in negotiating for land and easement rights.
3. Necessary data and filing maps for litigation, such as condemnation.
4. Redesigns ordered by the OWNER after final plans have been accepted by the OWNER and IEPA.

(Section C – Continued)

5. Appearances before courts or boards on matters of litigation or hearings related to the project. Notwithstanding the above, Owner shall have no obligation to pay for said services should said litigation, hearing or arbitration have been brought on account of ENGINEER's negligent acts.
6. Preparation of environmental impact assessments or environmental impact statements.
7. Making drawings from field measurements of existing facilities when required for planning additions or alterations thereto.
8. Services due to changes in the scope of the Project or its design, including but not limited to, changes in size, complexity, schedule or character of construction.
9. Revising studies or reports which have previously been approved by the OWNER, or when revisions are due to cases beyond the control of the ENGINEER.
10. Preparation of design documents for alternate bids where major changes require additional documents. Major changes shall be generally defined as alternate bids that would require additional design documentation within the plan set (i.e. additional plan views, section views and/or details).
11. Preparation of detailed renderings, exhibits or scale models for the Project.
12. Providing special analysis of the OWNER's needs such as owning and operating analysis, plan for operation and maintenance, OWNER's special operating drawings or charts, and any other similar analysis.
13. The preparation of feasibility studies, appraisals and evaluations, detailed quantity surveys of material and labor, and material audits or inventories by the OWNER.
14. Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) defective or incomplete work of the Contractor, and/or (3) the Contractor's default on the Construction Contract due to delinquency or insolvency.
15. Providing design services relating to future facilities, systems and equipment which are not intended to be constructed or operated as a part of the Project.

(Section C – Continued)

16. Providing other services not otherwise provided for in this Agreement, including services normally furnished by the OWNER as described in Section E – SPECIAL PROVISIONS – Owner's Responsibilities.

Payment for the services specified in this Section C shall be as agreed in writing between the OWNER and the ENGINEER prior to commencement of the work. The ENGINEER will render to OWNER for such services an itemized bill, separate from any other billing, once each month, for compensation for services performed hereunder during such period, the same to be due and payable by OWNER to the ENGINEER 30 days after the bill has been received and approved. Payment for services noted in this Section C shall be at Actual Cost (AC), Fixed Fee (FF) or Hourly (HR).

SECTION D - INTEREST ON UNPAID SUMS

OWNER shall make all payments to ENGINEER in accord with the requirements of the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., including but not limited to the penalty provisions contained therein.

SECTION E - SPECIAL PROVISIONS

1. OWNER'S RESPONSIBILITIES

- (a) Provide to the ENGINEER all criteria, design and construction standards and full information as to the OWNER's requirements for the Project.
- (b) Designate a person authorized to act as the OWNER's representative. The OWNER or his representative shall receive and examine documents submitted by the ENGINEER, interpret and define the OWNER's policies and render decisions and authorizations in writing promptly to prevent unreasonable delay in the progress of the ENGINEER's services.
- (c) Furnish laboratory tests, air and water pollution tests, reports and inspections of samples, materials or other items required by law or by governmental authorities having jurisdiction over this Project, or as recommended by the ENGINEER.
- (d) Provide legal, accounting, right-of-way acquisition and insurance counseling services necessary for the Project, legal review of the construction Contract Documents, and such auditing services as the OWNER may require to account for expenditures of sums paid to the Contractor.

(Section E – Continued)

- (e) Furnish above services at the OWNER's expense and in such manner that the ENGINEER may rely upon them in the performance of his services under this Agreement and in accordance with the Project timetable.
 - (f) In the event that the OWNER shall bring any suit, cause of action or counterclaim against the ENGINEER, to the extent that the ENGINEER shall substantially prevail, the party initiating such action shall pay to the ENGINEER the cost and expenses incurred to answer and/or defend such action, including reasonable attorney fees and court costs. In the event that the ENGINEER shall bring any suit, cause of action or counterclaim against the OWNER, to the extent that the OWNER shall substantially prevail, the party initiating such action shall pay to the OWNER the cost and expenses incurred to answer and/or defend such action, including reasonable attorney fees and court costs. In no event shall the ENGINEER or OWNER indemnify any other party for the consequences of that party's negligence, including failure to follow that party's recommendations and direction. In the event a party does not substantially prevail against the other, each party shall pay its own costs, expenses and reasonable attorney fees.
 - (g) Guarantee full and free access for the ENGINEER to enter upon all property required for the performance of the ENGINEER's services under this Agreement.
 - (h) Give prompt written notice to the ENGINEER whenever the OWNER observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect the ENGINEER's performance of services under this Agreement.
 - (i) Protect and preserve all survey stakes and markers placed at the project site prior to the assumption of this responsibility by the Contractor and bear all costs of replacing stakes or markers damaged or removed during said time interval.
2. All original documents, including but not limited to ideas, designs, drawings and specifications, are to remain the property of the ENGINEER, however, the ENGINEER shall provide signed duplicate originals of same to the OWNER. Modifications of any signed duplicate original document not authorized by ENGINEER will be at OWNER's sole risk and without legal liability to the ENGINEER. Use of any incomplete, unsigned document will, likewise, be at the OWNER's sole risk and without legal liability to the ENGINEER.

(Section E – Continued)

3. Delegation of Duties - Neither the OWNER nor the ENGINEER shall delegate his duties under this Agreement without the written consent of the other.
4. Extent of Agreement - This Agreement represents the entire and integrated Agreement between the OWNER and the ENGINEER and supersedes all prior negotiations, representations or agreement, either written or oral. This Agreement may be amended only by written instrument signed by the OWNER and the ENGINEER.
5. Governing Law - Unless otherwise specified within this Agreement, this Agreement shall be governed by the law of the State of Illinois in the Counties of Kane and DuPage.
6. In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.
7. The ENGINEER has not been retained or compensated to provide design services relating to the Contractor's safety precautions or to means, methods, techniques, sequences, or procedures required by the Contractor to perform his work but not relating to the final or completed structure; omitted services include but are not limited to shoring, scaffolding, underpinning, temporary retainment of excavations and any erection methods and temporary bracing.
8. The ENGINEER shall render his services under this Agreement in accordance with generally accepted professional practices for the intended use of the Project.
9. Since the ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor(s) methods of determining prices, or over competitive bidding or market conditions, his opinions of probable Project Costs and Construction Costs provided for herein are to be made on the basis of his experience and qualifications and represent his best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but the ENGINEER cannot and does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost prepared by him. If prior to the bidding or negotiating phase OWNER wishes greater assurance as to project or construction costs he shall employ an independent cost estimator.

(Section E – Continued)

10. TERMINATION

- (a) Should the OWNER decide to abandon, discontinue, or terminate the Project at any stage of development, the ENGINEER shall receive seven (7) days written notice and be compensated for their services through the appropriate fee schedule provided for in the Agreement to date of abandonment, discontinuance or termination.

- (b) In the event the project is delayed for causes beyond the control of the ENGINEER for a period of six months or more, the ENGINEER shall be paid for his services to the beginning of the delay on the basis of actual cost- "actual cost" being defined as material costs plus actual payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expense will be reimbursed to the ENGINEER at his actual cost.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

(SEAL)

OWNER: City of St. Charles

By _____

ATTEST _____

Print Name _____

Print Name _____

Title _____

Title _____

Date _____

(SEAL)

ENGINEER: Engineering Enterprises, Inc.

By Jeffrey W. Freeman (AS)

ATTEST Angie Smith

Print Name Jeffrey W. Freeman, P.E., CFM, LEED AP

Print Name Angie R. Smith

Title Vice President

Title Executive Assistant

Date 11/8/19



**ATTACHMENT B - ESTIMATE OF LEVEL OF EFFORT
PROFESSIONAL ENGINEERING SERVICES**
IL RTE 31 AND ROOSEVELT TRUNK SEWER MAIN REPLACEMENT PROJECT
CITY OF ST. CHARLES, ILLINOIS
NOVEMBER 8, 2019



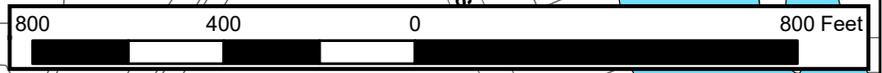
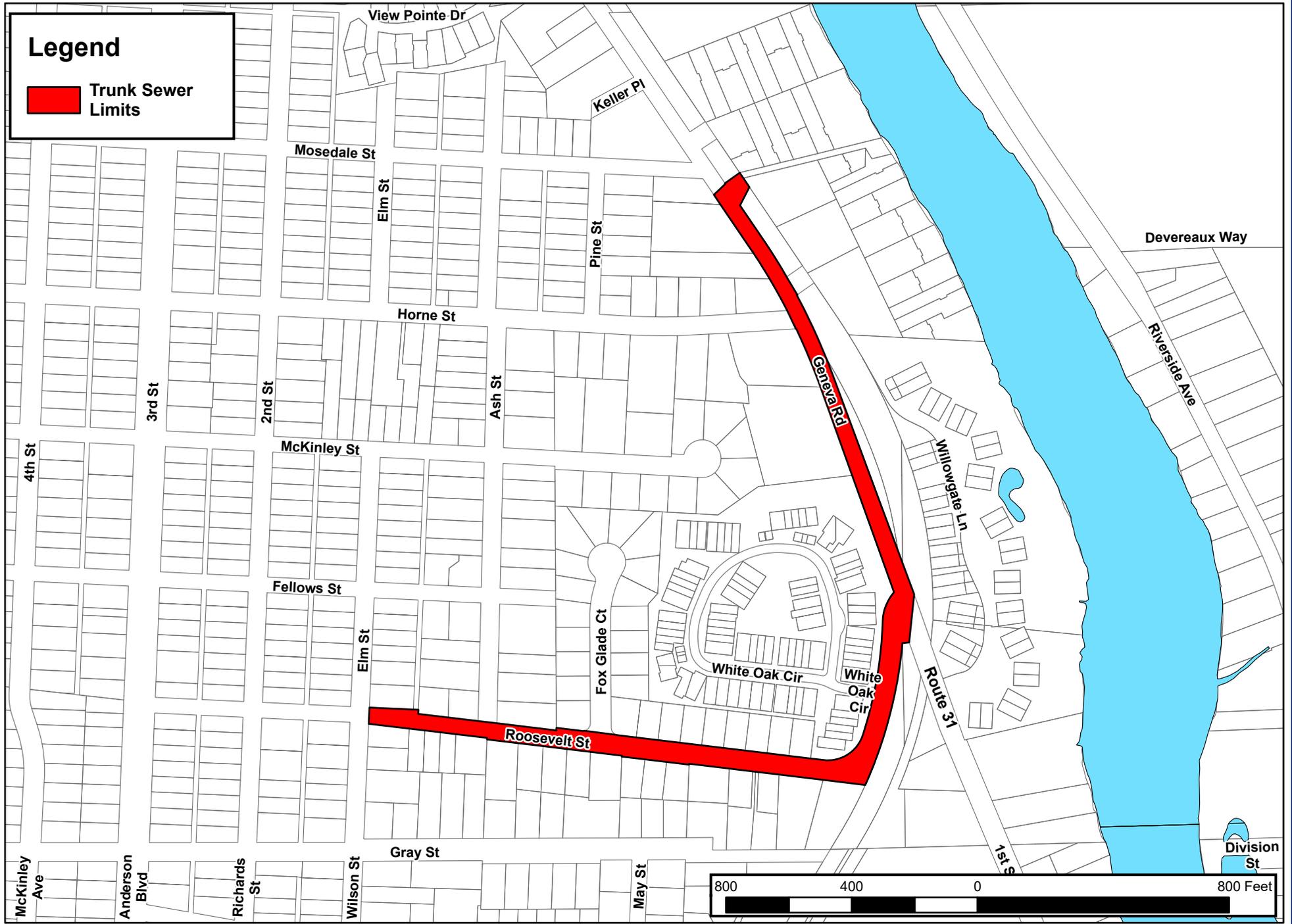
WORK ITEM NO.	WORK ITEM	ENTITY:												WORK ITEM HOUR SUMM.	COST PER ITEM
		PROJECT ROLE:	ENGINEERING					SURVEYING			DRAFTING		ADMIN.		
			PRINCIPAL IN CHARGE	QC/QA	PROJECT MANAGER	LEAD DESIGNER	DESIGNER	SENIOR PROJECT MANAGER	PROJECT MANAGER	SENIOR PROJECT TECHNICIAN II	CAD MANAGER	SENIOR PROJECT TECHNICIAN	ADMIN.		
HOURLY RATE:	\$208	\$208	\$197	\$165	\$141	\$197	\$178	\$153	\$178	\$141	\$70				
PROJECT MANAGEMENT & PROJECT FACILITATION															
0.1	Kick-off Meeting with City Staff		3		8	8								19	\$ 3,520
0.2	Evaluate and Determine Project Schedule		1		4	4								9	\$ 1,656
0.3	Schedule and Facilitate Progress Meetings		10		20	20								50	\$ 9,320
0.4	Review of Existing Information				8	8								16	\$ 2,896
0.5	Monthly Status Reports to City				12	12								24	\$ 4,344
Project Management & Project Facilitation Subtotal:			14	-	52	52	-	-	-	-	-	-	-	118	\$ 21,736
PRELIMINARY ENGINEERING REPORT															
1.1	Prepare Alternative Concept Designs (Incl. Site Visits)			2	8	16						8		34	\$ 5,760
1.2	Preliminary Topographic Survey			1	2	6	6	20	20					55	\$ 9,938
1.3	Coordinate Geotechnical Investigation (12 Borings Minimum)				3	6	3							12	\$ 2,004
1.4	Meet with City and IDOT		4		4	4								12	\$ 2,280
1.5	Easement Research along west side of Route 31				1	1		6						8	\$ 1,544
1.6	Prepare Alternative Concept Designs			2	10	16						8		36	\$ 6,154
1.7	Meeting and Presentation of Alternative Designs w/City		3		3	3								9	\$ 1,710
1.8	Prepare Concept Level Cost Estimates for Top 2 Alternatives			1	3	16	4							24	\$ 4,003
1.9	Meeting with City Staff to Review Top 2 Concept Design Alternatives		3		3	3							2	11	\$ 1,850
1.10	Develop Final Concept Design			2	10	22	8					8		50	\$ 8,272
1.11	Prepare Final Concept Cost Estimate			1	2	6	6							15	\$ 2,438
Preliminary Engineering Report Subtotal:			10	9	49	99	27	26	20	-	-	24	2	266	\$ 45,953
PRELIMINARY DESIGN PHASE															
2.1	Investigate Existing Conditions				6	8	6							20	\$ 3,348
2.2	Conduct Topographic Survey				1	4		30		60				95	\$ 15,947
2.3	Prepare Preliminary Plans (25% Design)				12	24					8	24		68	\$ 11,132
2.4	Meet with City to Review Preliminary Plans (25% Design)		3		3	3								9	\$ 1,710
2.5	Meet with City and IDOT		4		4	4								12	\$ 2,280
Preliminary Design Phase Subtotal:			7	-	26	43	6	30	-	60	8	24	-	204	\$ 34,417
DESIGN AND DEVELOPMENT															
3.1	Prepare Final Plans and Specifications - 60%		1	2	24	120	40				20	80	1	288	\$ 45,702
3.2	Prepare Opinion of Probable Cost - 60%				4	4	4							12	\$ 2,012
3.3	Coordination with Subcontractors				4	8	4							16	\$ 2,672
3.4	Prepare Final Plans and Specifications - 95%		1	4	12	45	35			20	80	1	198	\$ 30,674	
3.5	Prepare Opinion of Probable Cost - 95%				2	15	15							32	\$ 4,984
3.6	Furnish 95% Documents to the City and Permitting Agencies				4	8								12	\$ 2,108
3.7	Permit Coordination				4	8	8						1	21	\$ 3,306
Design And Development Subtotal:			2	6	54	208	106	-	-	-	40	160	3	579	\$ 91,458
FINAL DESIGN PHASE															
4.1	Plan Revisions per Reviewing Agencies				8	16	8				4	16		52	\$ 8,312
4.2	Acquisition of Permits				8	14	8							30	\$ 5,014
4.3	Prepare Final Plans and Specifications - 100%			1	8	12				4	16	1	42	\$ 6,802	
4.4	Prepare Opinion of Probable Cost - 100%			1	6	8							1	16	\$ 2,780
Final Design Phase Subtotal:			-	2	30	50	16	-	-	-	8	32	2	140	\$ 22,908
BID READY															
5.1	Provide 100% Complete Documents to the City				1	1							1	3	\$ 432
Bid Ready Subtotal:			-	-	1	1	-	-	-	-	-	-	1	3	\$ 432
PROJECT TOTAL:			33	17	212	453	155	56	20	60	56	240	8	1,310	\$ 216,904

DIRECT EXPENSES	
Printing =	\$ 100
Geotechnical (Rubino) =	\$ 17,614
CCDD (Rubino) =	\$ 5,000
DIRECT EXPENSES =	\$ 22,714

LABOR SUMMARY	
Engineering Expenses =	\$ 148,764
Surveying Expenses =	\$ 23,772
Drafting Expenses =	\$ 43,808
Administrative Expenses =	\$ 560
TOTAL LABOR EXPENSES =	\$ 216,904
TOTAL EXPENSES =	\$ 239,618

Legend

 Trunk Sewer Limits



Engineering Enterprises, Inc.
 52 Wheeler Road
 Sugar Grove, Illinois 60554
 (630) 466-6700
 www.eeiweb.com

City of St. Charles
 2 East Main Street
 St. Charles, IL 60174
 (630) 377-4400

DATE:	November 2019
PROJECT NO.:	SR1911
BY:	MJT
PATH:	H:\GIS\Public\Bent Charles\2019\SR1911\SR1911_Export_1.mxd
FILE:	SR1911_RT 31 Trunk Sewer

**ROUTE 31 & ROOSEVELT ST
 TRUNK SEWER MAIN
 REPLACEMENT**

ATTACHMENT D





Standard Schedule of Charges

January 1, 2019

EMPLOYEE DESIGNATION	CLASSIFICATION	HOURLY RATE
Senior Principal	E-4	\$208.00
Principal	E-3	\$203.00
Senior Project Manager	E-2	\$197.00
Project Manager	E-1	\$178.00
Senior Project Engineer/Planner/Surveyor II	P-6	\$165.00
Senior Project Engineer/Planner/Surveyor I	P-5	\$153.00
Project Engineer/Planner/Surveyor	P-4	\$141.00
Senior Engineer/Planner/Surveyor	P-3	\$129.00
Engineer/Planner/Surveyor	P-2	\$117.00
Associate Engineer/Planner/Surveyor	P-1	\$106.00
Senior Project Technician II	T-6	\$153.00
Senior Project Technician I	T-5	\$141.00
Project Technician	T-4	\$129.00
Senior Technician	T-3	\$117.00
Technician	T-2	\$106.00
Associate Technician	T-1	\$ 93.00
Engineering/Land Surveying Intern	I-1	\$ 84.00
GIS Technician	G-1	\$ 75.00
Administrative Assistant	A-3	\$ 70.00

CREW RATES, VEHICLES AND REPROGRAPHICS

1 Man Field Crew with Standard Survey Equipment		\$168.00
2 Man Field Crew with Standard Survey Equipment		\$262.00
1 Man Field Crew with RTS or GPS *		\$208.00
2 Man Field Crew with RTS or GPS *		\$302.00
Vehicle for Construction Observation		\$15.00
In-House Scanning and Reproduction	\$0.25/Sq. Ft. (Black & White) \$1.00/Sq. Ft. (Color)	
Reimbursable Direct Costs & Services by Others	Cost + 10%	

*RTS = Robotic Total Station / GPS = Global Positioning System



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.f

Title:

Recommendation to Approve Budget Addition for the Purchase of Bulk Road Salt for Winter Operations

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: November 25, 2019

Proposed Cost: \$406,250

Budgeted Amount: \$350,500

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City purchases bulk road salt through State of Illinois' Department of Central Management Services joint bid program. Prices received for this purchase increased by \$18.34 (29%) from the previous bid year (2017).

A budget addition in the amount of \$55,750 is required to fulfill the City's anticipated use.

Attachments *(please list):*

* Budget Addition Form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a Budget Addition for the purchase of Bulk Road Salt in the amount of \$55,750.

BUDGET REVISION REQUEST FORM

Department: Public Services Date Requested: November 25, 2019

Purpose of Request/Comments (Attach additional pages if necessary)

Add funds to the Public Services fund to cover anticipated use of Bulk Road Salt for Winter
Operations in the amount of \$55,750. Prices increased 29% from previous year through the State
of Illinois Department of Central Management Services joint bid program.

Equal Dollar Transfer

Amount _____

Account Numbers

From: _____ To: _____

Ref #: _____ Proj # _____ Ref #: _____ Proj # _____

Addition (or Decrease) to Department Budget

Account # 100510-52802-51010 Amount \$55,750

Ref #: _____ Proj # _____

Originator: AJ Reineking November 25, 2019

Date

Department Head: _____

Date

Dir. Of Finance/Administration: _____

Date

For Finance Use Only

Revision entered and updated _____
Date

By: _____



ILLINOIS

JOINT PURCHASING REQUISITION CY'19-'20 New Purchase Commitment

PLEASE RETURN TO:
Illinois Department of
Central Management Services
IEPA North Building
1000 E. Converse Street
Springfield, IL 62702

Email Address for submission:
CMS.BOSS.EC@illinois.gov

 No Thank You,
But keep on mailing list.

Opt-Out-> Our unit does not want to participate in the CY' 2019-2020 Contract Procurement.
Notice:-> Please complete and return the Contact information below to remain on the mailing list.

Joint Purchasing #: L5170-5170
231
Government Unit: CITY OF ST CHARLES
Mailing Address: 2 EAST MAIN STREET
City / State / Zip: ST CHARLES IL, 60174
1-B
County: KANE
Contact Person: MICHAEL SHORTALL
Telephone Number: 1-630-377-4471
Fax Number: 1-630-377-4431
Contact Email: M.SHORTALL@STCHARLESIL.GOV

Date: 3 129 2019

Delivery Point
(Provide Delivery Details To Contract) (Vendor At Time Of Order Placement)
3805 LINCOLN HWY (RT38) ST CHARLES, IL 60175
M.SHORTALL@STCHARLESIL.GOV
< Please provide Email Address < Please ensure Address is Legible

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

Table A: Complete this table to have the State "SOLICIT BIDS" for your governmental entity		
ITEM DESCRIPTION	BID QUANTITY (Total Tonnage)	UNIT MEASURE (22 - 25 Ton / Truck)
AASHTO M143 Road Salt or Equivalent Rock Salt, Bulk	<u>5000</u>	<u>Compass 154</u> Tons <u>81.25</u>
Please note your Purchase Commitment Percentage for Total Tonnage Quantity as stated above (choose one): OPTION 1 <input checked="" type="checkbox"/> 80% minimum purchase requirement/120% maximum purchase requirement OPTION 2 <input type="checkbox"/> 100% minimum purchase requirement/120% maximum purchase requirement		

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

Table B: Complete this table to have the State "RENEW" Requirements for your governmental entity		
ITEM DESCRIPTION	QUANTITY (Total Tonnage)	UNIT MEASURE (22 - 25 Ton / Truck)
AASHTO M143 Road Salt or Equivalent Rock Salt, Bulk	<u> </u>	Tons
Note: Renewal is available ONLY under CMS BidBuy Contract # 18-416CMS-BOSS4-P-4129 for prior CY' 2018-2019. Your quantity may not exceed more than a 20% increase of last season's quantity, and price cannot increase more than 10% of last season's price. Other Terms & Conditions of Contract will remain the same as last year. Please Check Contract # Below:		

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

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

Michael Shortall
SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

INVENTORY DIV. MANAGER.
TITLE



October 1, 2019

Dear Joint Purchasing Participant:

Subject: 2019 - 2020 Rock Salt, Bulk Contract Information

In completing the 2019 – 2020 Rock Salt season contract re-procurement the State of Illinois did encounter supply-related issues experienced in previous seasons, which resulted in significantly higher pricing. We have made every effort to secure Road Salt at the best available price for participants in our contract solicitation and gladly report the State was able to obtain an offer for your location requirements through the State's procurement efforts.

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

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

BidBuy PO# 20-416CMS-BOSS4-P-12695

Term: 09/27/2019 – 09/26/2020

Compass Minerals America Inc.

FEIN Number: 48-1047632

9900 West 109-th. Street

Overland Park, KS 66210

Phone (800) 323-1641 or (913) 344-9330 Contact Name: Sean Lierz

Your unit is **Contract Line No: _ 154 _ / Price per ton F.O.B. destination, is \$ 81.25**

Emergency pickup of salt from vendor's warehouse is not made available in this contract.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors was not provided for by this vendor in this season's procurement process.

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

Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment (as noted on your Requisition) is met before the end of the winter season, June 30, 2020. The vendor is required to furnish not less than 120-percent (if needed) of the contract quantity by March 1, 2020. Your governmental unit is responsible for processing vendor invoices in a timely manner.

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2019 through April 1, 2020 shall not exceed seven working days, unless as modified in the Order Guidelines herein.

For orders placed between December 1, 2019 and April 1, 2020, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain as liquidated damages, not as a penalty, 5.% per working-day on the undelivered portion of the order, but not to exceed 50.%. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven-day delivery period.

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

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

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

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

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

In December 2019, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2020 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

Enhanced Rock Salt 2019 - 2020 season availability:

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

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

Sincerely,

Wayne Ilsley, CPPB, Buyer
Bureau of Strategic Sourcing

Joint Purchasing Participant.

BidBuy is the new procurement system implemented by the State Of Illinois, in which this Master Blanket Purchase Order (Master Contract) was re-established.

As a municipality, you do not need to register in BidBuy. To access master contracts you only need to follow the steps outlined in the following document.

Locating State Wide Master Contracts (without registration in BidBuy)
(To begin you just click on the 'Contract & Bid Search' as shown below.)

Screen	Task
To BidBuy Homepage	 https://www.bidbuy.illinois.gov/bs/
BidBuy Homepage	 Click Contract & Bid Search at bottom of screen
Advanced Search	 Select radio dial next to Contracts/Blankets
Advanced Search	 Enter Search Criteria or enter nothing to receive all contracts  Click Find It
Advanced Search	 Click on Contract/Blanket# (underlined) to show contract information
Master Blanket Purchase Order Under Header Information	Verify Field " Master Contract? " = Yes  Click on Copy of contract (underlined) next to Agency Attachment field to download contract document
To Exit	In BidBuy  Click Exit at bottom of screen
Advanced Search	 Click Exit at bottom of screen to return to BidBuy homepage



October 08, 2019

~~Accounts Payable~~

City of St. Charles
2 E Main St
St Charles, IL 60174-1984

Customer #: H705421

Compass Minerals America Inc. appreciates the opportunity to service your deicing salt requirements for the upcoming season.

You can order via Email (Recommended) or Phone at:

Order Contact

Compass Minerals
Email: highwayorders@compassminerals.com
Tel: 800-323-1641 x1
Fax: 913-433-9616
Hours: M-F, 8:00 - 5:00 pm CST

Depot: Chicago - Calumet
Chicago Export Terminals, LLC
10730 S Burley Ave
CHICAGO, IL 60617
Tel: 773-933-1400

Ship To: City of St. Charles-Kane CO-
Devereaux WA
200 Devereaux Way
St Charles, IL 60174

Destination #: H761606

Ship To: City of St Charles-Kane CO-Lincoln
Hwy
3805 Lincoln Hwy
St Charles, IL 60174

Destination #: H811622

Ship To: City of St Charles - S 7Th Ave
1405 S 7Th Ave
St Charles, IL 60174-1984

Destination #: H969655



Maintaining a sufficient supply of deicing salt is an important step towards a successful winter maintenance program. Frequent and early ordering ensures you have inventory on hand to meet the next snowfall and assists your servicing facility in arranging deliveries at a time convenient to your operation. CUSTOMER PICK UP ORDERS WITH REMAINING BALANCES AFTER 14 DAYS WILL BE SYSTEMATICALLY CANCELLED.

If you would like to receive an order acknowledgement, shipment notification as trucks are shipping and/or invoices via e-mail, please e-mail ACCOUNTDATA@COMPASSMINERALS.COM with the CUSTOMER and DESTINATION number(s) for your account and recipient e-mail address per destination.

Compass Minerals America Inc. recognizes the importance of safe and clean roads. The goal of our organization is to consistently exceed your service and product quality expectations. Please help us to serve you better by contacting the Highway Sales Department at (800) 323-1641 with any questions or comments. Also, if any of the above customer information is incorrect or has changed, please notify us. Thank you again for your business!

Sincerely,
Compass Minerals America Inc.
Highway Sales Department