



**Village of Algonquin  
Committee of the Whole Meeting Minutes  
Held in Village Board Room  
June 28, 2016**

**AGENDA ITEM 1:** Roll Call to Establish a Quorum

Chairman Jim Steigert called the Committee of the Whole meeting to order at 7:30 p.m. Present: Trustees, John Spella, Jerrold Glogowski, and President Schmitt Debby Sosine, Brian Dianis, Bob Smith. A quorum was established.

Staff Members Present: Tim Schloneger, Bob Mitchard, Russ Farnum, Diane LaCalamita, Kelsey Langelier, and Attorney Kelly Cahill. Village Clerk Jerry Kautz was also in attendance.

**AGENDA ITEM 2:** Audience Participation  
None

**AGENDA ITEM 3:** Community Development

Reported by Mr. Farnum:

**A. Consider Candidate Himes for Historic Commission Member**

Staff received interest earlier this month from an Algonquin resident Shari Himes, who is interested in joining the village's Historic Commission. Ms. Himes has been a resident in Downtown Algonquin for more than 15 years, and her qualifications are very good. Staff recommends the Committee move to appoint Ms. Himes to fill the seat of Louise Nee, who stepped down at the end of her term last month. Should the Committee concur; Ms. Himes will be eligible to join the commission as a sitting member in July. The Committee of the Whole consensus was to move this on for approval.

**B. Consider a Secondary Sign Request by CVS Pharmacy for Inside Target**

Ms. Tracey Diehl from Expedite the Diehl, on behalf of CVS Pharmacy, has submitted a petition for a variation to the Village's Sign Code (Chapter 29) to allow for a secondary business wall sign to the front exterior of the Super Target at 750 S. Randall Road. CVS Pharmacy wishes to utilize the wall sign area over the northern front entry to install a new 36" tall wall sign noting "CVS pharmacy" with a heart logo. There is currently an existing wall sign that consists of 30" letters noting the word "PHARMACY". The PUD approved for the Target development allowed for three exterior walls signs; the largest is centered on the front wall noting "Super Target" with the bullseye logo; the second sign notes "Grocery" over the southern entrance and the third noting "Pharmacy" over the northern entrance. Section 29.07.5(k)(II) of the Sign Code specifically states the following: The surface area of the secondary wall sign shall not exceed that of the primary wall sign and that the same style, color and content are used. Due to this requirement the Village has not permitted secondary businesses to have exterior wall signs. No hardship is proven as there are many similarly situated stores inside other large anchor stores throughout the Village. In order to achieve a uniform appearance of the adopted Sign Codes requirements, staff does not recommend approval of the Sign Variation as there is no apparent hardship. It would also seem unfair to other business owners that have abided by the Sign Code requirements without issue. Staff feels such wall signage should be used to simply identify the service of a pharmacy business being offered at this Target location and not serve as advertising. Mr. Doug Merritt, representing CVS was present to plead their case and answer questions. CVS signage would better serve the area so customers would know there is a full service pharmacy available that is not the case at Target before the two companies signed an agreement.

Trustee Smith said he had no problem letting CVS adding their name before the word pharmacy on the front side of the Target building. Trustees Sosine and Dianis disagreed. President Schmitt added the village sign code is very specific and does not think the change is needed. Following discussion, it was decided to let CVS and staff meet again to see if a compromise can be reached.

**C. Consider a Public Event Permit for the Algonquin Lions Club to host a 5k Run Turkey Trot  
Thanksgiving Day, November 24, 2016**

Mr. Kevin Gardeck, on behalf of the Algonquin Lions Club, has submitted a Public Event Entertainment License Application proposing to hold their first annual 5K Turkey Trot on Thursday, November 24, 2016 (Thanksgiving Day) from the hours of 8:00 a.m. to 9:30 a.m. The event would include a 5K Run leaving from Lifetime Fitness and ending back at Lifetime Fitness with the 5K route going into the residential neighborhood

just west of Lifetime Fitness. Proceeds from the \$20 to \$30 entry fee to participate in the event will be donated to the Algonquin Food Pantry as well as charity organizations associated with the hearing and vision impaired. Due to the use of the public streets, the event is in need of Village Board approval. The Algonquin Police Department and Public Works Department have reviewed and approved the proposed route and event. Parking for participants will be available within the Lifetime Fitness parking lot and within the residential neighborhood public streets adjacent to the event location, if needed. The Algonquin Lions Club has contracted with the Algonquin Police Department to have at two uniform officers on site during the event to assist with the directing of traffic on Huntington Drive as well as assist with the crossing at Hanson Road during the run. The event coordinator has been advised to contact the Algonquin/Lake in the Hills Fire Protection District should they wish to have an EMS service on site. All debris will be cleared by volunteers and all such debris will be disposed of off-site. No alcohol will be permitted. The Algonquin Lions Club has provided the necessary Certificate of Insurance naming the Village of Algonquin as additional insured as well as the Hold Harmless Agreement.

Consensus of the Committee of the Whole was to move this item on to the Board for approval

#### **D. Consider Algonquin Commons Public Event – Rock and Shop July Concert Series**

This item is time sensitive and added to tonight's agenda.

The Algonquin Commons Property Manager, Susan Mann, has submitted a request wishing to hold a series of outdoor concerts on Saturdays and Sundays during the month of July (July 9, 10, 16, 17, 23, 24, 30 and 31, 2016). Bands would be set up on the front walk area in front of the guest services area with a 20' x 20' tent and a 16' x 20' stage and play from 3 pm to 6 pm. A list of musicians has not been provided but it not expected to be a large scale event. The mall would be providing their own security for the event. Due to there being outdoor amplified music involved, Village Board approval is necessary. There would be no admission fees and the event is open to the public. A Certificate of Insurance has not been provided nor has the Hold Harmless Agreement. There will be a \$50.00 permit fee charged for each date; \$400.00 total.

Consensus was to approve the request at the next Board meeting.

#### **AGENDA ITEM 4: General Administration**

None

#### **AGENDA ITEM 5: Public Works & Safety**

Reported by Ms. Langelier and Mr. Mitchard:

#### **A. Consider an Agreement with Shogren Fence, Inc. to Replace Baseball Field Back Stops**

As part of the 2017 budget, staff allotted funds for the replacement of three baseball field back stop fencing structures; one for Algonquin Lakes Park, and two for Kelliher Park. We solicited proposals from three different vendors to provide these installations. It is the recommendation to have these installed by Shogren Fence, Inc. of Round Lake, IL. (the lowest cost proposal) for the amount of seventy-nine thousand three hundred and ninety-two dollars (\$79,392). Mr. Mitchard added that the back stops have shown much wear and one actually collapsed during a heavy snow storm last winter.

The Committee of the Whole consensus was to move this item on for approval.

#### **B. Consider an Agreement with Lorig Construction for Copper Oaks Subdivision Improvements**

This project will entail grinding of the existing surface and binder, assessment and repair of any failed granular subbase, patching of curb and gutter where needed, replacement of driveway aprons as necessary, replacement of failed sidewalk and repair of storm sewer structures, and installation of a new asphalt driving surface. This project also addresses some of the drainage back-ups of the subdivision by correcting the stormwater flow as it enters the detention basin behind the fire station and continues through a ditch and under Route 62. Lorig Construction Company was the low bidder on the project with a bid price of \$1,706,990.73 and Spaceco believes their bid to be in good order. Lorig has previously performed work for the Village and they exceeded our expectations. They are also within the budgeted amount of \$1,800,000.00.

Consensus of the Committee of the Whole was to move this item on to the Board for approval.

#### **C. Consider an Agreement with Christopher B. Burke Engineering, Ltd. for the Surrey Lane Drainage Improvement Inspection Services**

Per the RFP all firms submitted a cost based on the RFP for observation & documentation, as well as management of Material Testing. Utilizing the modified decision matrix, the firm that provided the best value was Christopher B. Burke Engineering, Ltd. This firm listed the top rated inspector and had one of the lowest costs. In addition, CBBEL has listed AES as the ecological sub-consultant for this project, a firm that is very

familiar with the Village and the design of this project. Based on all the above mentioned information it is my recommendation that you consider Christopher B. Burke Engineering, Ltd for this project. The Village budgeted an amount of \$170,000.00 in 04900300-42232. The estimated cost of services of the recommended firm is in the amount of \$98,940.00.

The Committee of the Whole consensus was to move this on for approval.

**D. Consider an Agreement with Christopher B. Burke Engineering, Ltd. for the Phase 1 & 2 Design Engineering Services for Dry Utility Relocation/Undergrounding within the Downtown Streetscape Project**

Staff has reviewed the Work Order Agreement for the Phase 1 & 2 Design Engineering Services that as was informally requested for the Dry Utility Relocation/Undergrounding within the Downtown Streetscape project in the Village of Algonquin. The proposal was reviewed with an emphasis on the firm's qualifications, expertise, work load, team makeup, and value. CBBEL has the experience and is the acting managing consultant to the Downtown Streetscape project. CBBEL's position provides the Village with comfort that they will provide a product that takes into account all aspects of the various contracts within this large and complex downtown reconstruction. The cost of the CBBEL proposal is a Not to Exceed total of \$87,600.00. This cost is based on an unknown amount of man hours and direct fees.

The Committee of the Whole consensus was to move this on for approval.

**E. Consider an Agreement with Christopher B. Burke Engineering Services for Phase 1 and 2 Engineering Service for the Countryside, Par, & Huntington Resurfacing Project**

Staff reviewed the Proposals for the Phase 1 Design Engineering Services as indicated in the Request for Proposal for the Countryside, Par, & Huntington Resurfacing (VoA16-01-14D, E, & J) project in the Village of Algonquin. This RFP only was sent to the listed consultant below. The proposal was reviewed with an emphasis on the firm's qualifications, expertise, work load, team makeup, and value. Following is the criteria used for those mentioned in the RFP for recommendation. 1) CBBEL has met all minimum requirements for the proposal. 2) CBBEL is qualified to perform the scope of work. 3) CBBEL is very familiar with the Village standard of design. The cost of the proposal is a not to exceed total of \$33,196.00. Mr. Mitchard added that some field work and aerial photography will be needed.

The Committee of the Whole consensus was to move this on for approval.

**F. Consider an Agreement with Chastain & Associates, LLC of Chicago for Phase 1 and 2 Engineering on the Boyer & County Line Road Rehabilitation Project**

Staff reviewed the Proposals for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Boyer & County Line IMS (VoA16-01-14A & C) project in the Village of Algonquin. Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, work load, team makeup, and value. Following is the criteria used in the RFP for staff's recommendation.

1) Reviewed each proposal for conformance to the RFP requirements: Eliminated was V3 due to lack of Non-Collusion & No Conflict of Interest forms. Strand has requested quite a few alterations to the proposed contract, thus making them an outlier. HR Green had a handful of alterations to the insurance requirements, but nothing to significant. 2) Reviewed the cost of each proposal to meet the scope of services outlined in RFP: The average cost of the proposals received was \$86,433.26. When throwing out the high and low the average was \$84,576.03. The three low bid average is \$67,290.67. 3) Reviewed the technical aspects of the proposals, including any sub-consultants. Most firms included a Phase 1 ESA sub-consultant however a few firms (CBBEL, HLR, & V3), have indicated they have qualified internal personnel to conduct environmental scope of service. However, HR Green failed to list a sub-consultant or provide company information that indicted they were qualified to conduct the environmental scope of services. Considering the review of the above, the decision was left between Chastain, CBBEL, & HLR. The total price proposal of Chastain & Associate, LLC was nearly 22K cheaper than CBBEL and 34K cheaper than HLR. The cost of the Chastain & Associates, LLC proposal is a Not to Exceed total of \$55,805.00.

The Committee of the Whole consensus was to move this on for approval.

**G. Consider an Agreement with HR Green for Phase 1 & 2 Design Engineering Services for Creeks Crossing Park & Drainage Improvements**

Staff reviewed the Proposals for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Creeks Crossing Park & Drainage Improvement project in the Village of Algonquin. Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, work load, team makeup, and value. 1) Based on review of each proposal in conformance to the RFP requirements. As such 3 firms do not exactly meet the requirement of partnering with an ecological firm. HLR & V3 both have "in house" ecological services, however as the Village has not utilized them in the past for this type of work it is difficult to determine

if they have sufficient capabilities to meet our stringent expectations. The other oddity regarding ecological firm representation is in the teaming up of PRI & Strand in a proposal. PRI would be the design lead and utilize Strand for ecological services, however much like HLR & V3, Strand is primarily a civil engineering firm that has not had any ecological design experience with the Village. 2) I noted that prices of the lowest 4 firms were within approximately 17K of each other in fee totals. This indicates to me that these firms have a strong and similar understanding of the requirements. With that staff determined that Ciorba, HLR, & V3 have weaker faith in their ability to meet the requirements of the scope and thus must have buffered their costs to meet what they feel are unknowns. This left the decision down to Chastain, CBBEL, & HR Green. Ultimately, HR Green is being selected over Chastain & CBBEL for a few simple facts. 1) They visited the site and have already (in proposal) provided excellent insight into project options. 2) They provided a clear cost advantage, and also proposed alternative cost options for design work. The RFP for this project was written to get pricing to complete engineering design. However, staff only budgeted money this year for a concept plan on this project in the amount of \$20,000. Therefore, staff has negotiated with HR Green on the services provided in the RFP to reduce the scope and bring this proposal closer to our budgeted number and original intention for this fiscal year, which is a concept plan with some preliminary Phase 1 engineering components. The Village negotiated price is \$27,233. We are under budget for the Snapper Field Court Improvements so we will transfer money from that project to cover our negotiated price for this contract. It is the recommendation that the Committee of the Whole take the necessary action to authorize the Board of Trustees to enter into an agreement in the above amount with HR Green of McHenry, IL. The Committee of the Whole consensus was to move this item on for approval.

#### **H. Consider an Agreement with Arrow Road Construction for Stonegate Roadway Rehabilitation Project**

Bids received Stonegate Roadway Rehabilitation (VoA15-10-20A) project that the Village of Algonquin is proposing. Each bid was reviewed to ensure conformance with the bid specifications (certification, security, cost, etc...). Per the bid requirements all firms submitted a cost based on forty-three line items. This project has an engineer's estimate of cost at \$742,997.50. The project is budget line item 04900300-43370 in the amount of \$1,500,00.00. This project does have a relatively small spread in costs, as there is only a 16% cost difference from the max and min bids received. The 3 low bids fell within 10% of each other, thus indicating great consistency when competitive. In fact, in throwing out the lowest bid, the next 4 bids came in within \$30,000.00 of each other. This is a clear indication that pricing on the base bid low end was ultra-competitive. Arrow Road construction was the low bidder at \$588,744.40, is very familiar with the Village, typically completing 2-3 jobs per year, and has a great name in the road building business. It is for those reasons and the analysis conducted that staff recommends Arrow Road Construction, Co. for award of the contract. The Committee of the Whole consensus was to move this item on for approval.

**AGENDA ITEM 6:** Executive Session  
None

**AGENDA ITEM 7:** Other Business

Presented by Mr. Mitchard

#### **1. Consider Phase 1, 2, & 3 Design Engineering Services for the HSP Motor Replacements at WTP NO. 2 & 3 (VoA16-0406A) & MCC Replacement at WTP NO. 1 (VoA15-11-23A)**

Mr. Mitchard reported these are very important motor control panels and high service water pumps. The proposal submitted by EEI has met all of the necessary requirements. With that staff has determined that EEI due to the familiarity with the Algonquin water treatment and distribution system, be recommended for the scope of service listed in the RFP. The cost of the proposal is a not to exceed total of \$58,712.00. This cost is based on an unknown amount of EEI man hours. The Village budgeted amount in Utilities fund code 12900400-42232 is \$22,000.00 for the HSP work & in Utilities fund code 0700400-42232 is \$46,000.00 for the MCC work. The combined budget total is \$68,000.00, which covers the cost of the proposal. Recommendation from staff is to accept the proposal. The Committee of the Whole consensus was to move this item on for approval.

**AGENDA ITEM 8:** Adjournment

There being no further business, Chairman Steigert adjourned the Committee of the Whole meeting at 8:30 p.m.

Submitted: Jerry Kautz, Village Clerk