



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held in Village Board Room
July 10, 2018**

AGENDA ITEM 1: Roll Call - Establish a Quorum

Present: Trustees Debby Sosine, John Spella, Janis Jasper, Jerry Glogowski, Laura Brehmer, Jim Steigert, and President Schmitt.

A quorum was established.

Staff Members Present: Village Manager, Tim Schloneger; Assistant Public Works Director, Michele Zimmerman; Deputy Chief, Ryan Markham; Detective, Mark Zahara; Village Clerk, Jerry Kautz; and Attorney, Kelly Cahill.

Trustee Sosine, Chairperson, called the Committee of the Whole meeting to order at 7:30 p.m.

AGENDA ITEM 2: Public Comment
None

AGENDA ITEM 3: Community Development
None

AGENDA ITEM 4: General Administration
None

AGENDA ITEM 5: Public Works & Safety
Reporting: Michele Zimmerman

A. Consider an Agreement with HR Green for Phase 1 & 2 Design Engineering Services for the Kelliher Park Parking Lot Expansion

Staff reviewed Proposals for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Kelliher Park Parking Lot Expansion (VoA16-11-04B) project in the Village of Algonquin. Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, workload, team makeup, and value. The following are comments and recommendation.

Proposal Review:

Following is the criteria I used in the Request for Proposal to evaluate the proposals submitted and formulate my recommendation.

- 1) Reviewed each proposal for conformance to the Request for Proposal requirements:
Each of the proposals met the minimum requirements and were delivered on time with all the necessary information.
 - HR Green \$24,385.00
 - Christopher B. Burke \$43,858.00
- 2) Reviewed the cost of each proposal to meet the scope of services outlined in Request for Proposal:
As the project only garnered two proposals, it is very difficult to review the costs against each other. The submitted information of both proposals did follow the appropriate line item calls outs and provide cost information as required.
- 3) Reviewed the technical aspects of the proposals, including any sub-consultants:

Both firms are technically capable of performing the scope of services. Both firms have the in house staff to conduct a vast majority of the work and thus neither have listed any significant sub-consultants within their proposals.

- 4) Other items: No other items of concern have been noted in the review of the proposals.

Budget Analysis:

The project is budgeted for \$20,000.00 in 06900300-42232.

There are a series of projects listed in 06900300-42232, including the Willoughby Farms Park Improvements Phase 1 & 2 design for \$100,000.00. The Public Works Department is recommending that \$5,000.00 be transferred from the Willoughby project to the Kelliher Park project. Ultimately, Willoughby Park will be reduced in scope during the Request for Proposal process and include only Phase 1 design work, which should provide a very close to balanced budget in this fund account. The transfer total is slightly over the bid amount just to provide buffer as to ensure another transfer is not required should minor adjustments to the contract become necessary.

Recommendation

Kelliher Park is a great success and with that, popularity comes waves of traffic. This project while within a park setting, is more or less a civil design project and as such the two proposers will likely provide a very similar result. It is well known that CBBEL is the Village Engineering firm of record and have completed countless stellar designs, however HR Green has also recently shown the Village can trust them with a project as they completed the Creek Crossing Park design project in addition, are in the midst of the very demanding design of the Scott, Souwanas, & Schuett project. All things being considered the Public Works Department feels very comfortable with the recommendation is that HR Green be considered for \$24,285.00.

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

B. Consider an Agreement with Christopher Burke Engineering for the Phase 1 & 2 Design Engineering Services for the Stoneybrook Park Reconstruction

Proposals for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Stoneybrook Park Reconstruction (VoA16-11-04C) project in the Village of Algonquin. Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, workload, team makeup, and value.

The following two firms have responded:

Proposal Review:

Following is the criteria I used in reviewing the Request for Proposals to evaluate the proposals submitted and formulate my recommendation.

- 1) Reviewed each proposal for conformance to the Request for Proposal requirements:
Each of the proposals met the minimum requirements and were delivered on time with all necessary information.
 - Planning Resources (PRI) \$69,965.00
 - Christopher B. Burke (CBBEL) \$30,324.00
- 2) Reviewed the cost of each proposal to meet the scope of services outlined in Request for Proposal:
As the project only garnered two proposals, it is very difficult to review the costs against each other. The submitted information of both proposals did follow the appropriate line item calls outs and provide cost information as required.
- 3) Reviewed the technical aspects of the proposals, including any sub-consultants:
Both firms are technically capable of performing the scope of services. However, it is important to note that CBBEL is a one stop shop and will handle all survey, design, permitting, etc. in house, while PRI will lean on their proposed civil firm, Eriksson Engineering & Associates, for most of the civil design elements.

Budget Analysis:

With regards to the Village budget it appears that there was an issue with the carry over and calculation of the project costs. In the FY2017/18, the Village intended to get a conceptual plan in addition, cost put together for this project however, other project took precedence and that line item was to be carried over to

the FY2018/19 and be added to the planned Phase 1 & 2 Design fee budget. It appears that only the conceptual design fee was put in the budget and that the additional 45K that was estimated for the budget was left off. The combination of the 8K from conceptual and the 45K for the Phase 1 & 2 would have provided a budget of 53K. That estimated number would have split the proposals received, indicating a well-defined scope.

The project is budgeted for \$8,000.00 in 06900300-42232.

There are a series of projects listed in 06900300-42232, including the Willoughby Farms Park Improvements Phase 1 & 2 design in the amount of \$100,000.00. The Public Works Department is recommending that \$62,000.00 be transferred from the Willoughby project to the Stoneybrook project. Ultimately, Willoughby Park will be reduced in scope during the Request for Proposal process and include only Phase 1 design work, which should provide a very close to balanced budget in this fund account.

Recommendation:

Stoneybrook Park has long suffered from a poor design and lack of interesting elements, combined with playground equipment, that has exceeded its useful life. Public Works prefers that this site not only be refreshed but be reinvigorated with a total makeover. While PRI has shown their creative touch on parks such as Cornish & Spella, CBBEL assigned design Doug Gotham was responsible for the vision of Pioneer and Riverfront Parks. All things being considered the Public Works Department feels very comfortable with the recommendation is that Christopher B. Burke Engineering, Ltd. be considered by the Committee of the Whole in the amount of \$30,324.00. This cost is based on a not to exceed schedule of values as outlined in the Request for Proposal.

During discussion, it was noted that the playground and volleyball courts would be the main improvements with the addition of a court. Parking will still be on street with parking lot not being considered at this time.

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

C. Consider an Agreement with Trotter & Associates for the Gaslight Drive Roadway Rehabilitation Infrastructure Maintenance System (IMS)

The Village received proposals for the Request for Proposals on the Gaslight Drive Roadway Rehabilitation Infrastructure Maintenance System project in the Village of Algonquin. Please recall that you short-listed the Request for Proposal to be delivered to the firms shown below. Each proposal was reviewed with an emphasis on each firm's qualifications, expertise, and work load, team makeup, and value.

In total thirteen firms were sent the Request for Proposal, only three responded:

- Christopher B. Burke Engineering, Ltd. \$63,326.00
- Engineering Enterprises, Inc. \$79,590.00
- Trotter & Associates \$73,391.50

Proposal Analysis:

Per the RFP all firms submitted a cost based on the Request for Proposal for observation & documentation, as well as management of Material Testing. Utilizing the modified decision matrix, the firm that provided the best value was Trotter & Associates. This firm listed the top rated inspector and had the mid-level costs.

Budget Analysis:

The Village budgeted an amount of \$80,000.00 in 04900300-42232. The estimated cost of services of the recommended firm is in the amount of \$73,391.50.

Recommendation:

Based on all the above-mentioned information it is Staff's recommendation that the Committee of the Whole consider Trotter & Associates, Inc. for this project in the amount of \$73,391.50.

Ms. Zimmerman explained that even though Trotter & Assoc. was not the lowest bidder, they are best suited for this type of project doing work for the Village in the past.

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

D. Consider an Agreement with the Illinois Department of Revenue, Liquor Control Commission to Continue with the LC13 Program

Deputy Chief Markham and Detective Zahara reporting:

The Village of Algonquin Police Department has been working with The Illinois Department of Revenue, Liquor Control Commission, with their new program. The LC 13 Program has made it possible for the Village's Liquor Compliance Officers to complete compliance checks in a manner that is more detailed than the simple sale compliance checks that were previously conducted. As with the last agreement, the IDR will be paying the department a rate of \$75.00 per liquor license issued by the Village with the expectation that all establishments will go through the more detailed compliance check. Upon approval, the Police Department will continue with the program through May 31, 2019. The Police Department requests consideration to approve this item at the next Board meeting.

During discussion, it was asked if Detective Zahara let the businesses know what specific State of Illinois checklists contain. He explained that when he is finished with a compliance check he gives the businesses a copy of the list as a receipt. This way they know what to expect what the next annual check will involve. President Schmitt suggested that when our local license holder reapplies each year for a local liquor license, they should receive a copy of the State requirements so they know what to expect. Ms. Brehmer asked if the Police Department is going to be shorthanded by having Detective Zahara spend time doing the compliance checks and having two resource officers assigned at middle schools. He replied he works on the compliance checks within his normal duties and there are no patrol officers taken off the streets.

Following discussion, it was the Committee of the Whole consensus was to move this item forward to the Board for approval.

AGENDA ITEM 7: Executive Session
None

AGENDA ITEM 8: Other Business

(1) It was asked where the a5 Marketing studies stands. Mr. Schloneger replied that they would be coming forward with their presentation in the near future.

AGENDA ITEM 9: Adjournment

There being no further business, the Committee of the Whole meeting was adjourned at 7:59 p.m.

Submitted: Jerry Kautz, Village Clerk