

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

INFRASTRUCTURE COMMITTEE

Thursday, December 7, 2023
7:00 P.M. – City Council Chambers

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Infrastructure Committee of November 2, 2023
3. Public Participation / Presentations
4. Items for Consent
 - A. Resolution No. 23-R-0089 — Contract Extension – 2024 Forestry Maintenance Program with Steve Piper & Sons, Inc. in the amount not to exceed \$150,000.00
 - B. Resolution No. 23-R-0090 – Contract Award – Emerald Tree Care, LLC for the 2024 Emerald Ash Borer Insecticidal Treatment Program for an Amount Not to Exceed \$22,995.00
 - C. Resolution No. 23-R-0091 – Contract Award – Kramer Tree Specialists, Inc. for the 2024 thru 2026 Citywide Monthly Brush Collection Program for an Annual Amount Not to Exceed \$99,678.25
 - D. Resolution No. 23-R-0092 – Amendment No. 1 – Professional Engineering Services – Thomas Engineering Group for the Lift Station 5 and Forcemain Project in an Amount Not to Exceed \$34,409.98
 - E. Resolution No. 23-R-0095 – Contract Award – Crystal Maintenance Services Corporation – 2024 Janitorial Services for Municipal Buildings in an amount not to exceed \$71,520.00
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Adjournment

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

Draft

MINUTES

INFRASTRUCTURE COMMITTEE

November 2, 2023 7:00 P.M.

1. **Call to Order, Roll Call, and Establishment of a Quorum.** Chairman Morano called the meeting to order at 7:00 P.M. Roll call found Aldermen Dan Beebe, Sandra Dimas, Alton Hallett, Joe Morano, and John C. Smith, Jr., present. Alderman Heather Brown attended via teleconference. Alderman Jeanne Short arrived after roll call at 7:01.

Staff present included Director of Public Works, Mehul Patel, Assistant Director of Public Works, Dave Shah, and Administrative Assistant, Ashley Heidorn.

2. **Approval of Minutes**

A. **Infrastructure Committee Minutes of September 7, 2023.** Alderman Beebe made a motion, seconded by Alderman Smith to approve the Meeting Minutes of September 7, 2023.

Roll call found the vote unanimous for approval. Voting Yea: Aldermen Beebe, Brown, Dimas, Hallett, Morano, and Smith. Voting Nay: 0.

3. **Public Participation / Presentations.** None.

4. **Items for Consent.** Alderman Dimas made a motion, seconded by Alderman Hallett to approve:

- A. Resolution No. 23-R-0084 – Contract Award – Mississippi Lime Company – Hydrated Lime For Fiscal Year 2024 in an amount not to exceed \$419,302.00
- B. Resolution No. 23-R-0085 – Contract Award – MacCarb – Carbon Dioxide for Fiscal Year 2024 in amount not to exceed \$54,000.00
- C. Resolution No. 23-R-0086 – Contract Award – Rowell Chemical – Liquid Sodium Hypochlorite For Fiscal Year 2024 in an amount not to exceed \$93,366.00

Roll call found the vote unanimous for approval. Voting Yea: Aldermen Beebe, Brown, Dimas, Hallett, Morano, Short, and Smith. Voting Nay: 0.

5. **Items for Discussion.** None.

6. **Unfinished Business.** None.

7. **New Business. A. 2024 Capital Projects and Motor Fuel Tax Funds & B. Fiscal Years 2024-2024 Capital Improvement Program.** Mr. Patel reviewed the status of the City's major 2023 Projects and Programs. Some projects are still ongoing, but overall they are about \$600,000.00 under budget. He affirms that it has been a productive year and much has been accomplished. Mr. Patel also presented the 2024-2028 Capital Improvement Program to the Committee for review. Discussion followed. **Alderman Dimas made a motion, seconded by Alderman Hallett, to recommend approval of the FY 2024-2028 Capital Improvement and MFT Program and direct the City Administrator to include such in the 2024 proposed Budget.**

Roll call found the vote unanimous for approval. Voting Yea: Aldermen Beebe, Brown, Dimas, Hallett, Morano, Short, and Smith. Voting Nay: 0.

8. **Reports from Staff.** Mr. Patel explained that notices have gone out to owners of land adjacent to rights-of-way that the City has been maintaining. It explains that maintenance responsibilities would fall to them beginning in spring 2024. These locations have still been included in the 2024 Right-of-Way Maintenance bid as a precaution. Mr. Patel also noted that staff have been having difficulties with the contractor for the Lift Station No. 5 project, and work may need to be halted until spring.

9. **Adjournment.** At 7:27 P.M., Alderman Hallett made a motion to adjourn, seconded by Alderman Dimas. **Motion was unanimously approved by voice vote.**

Respectfully submitted,

Ashley Heidorn
Administrative Assistant of Public Works

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 23-R-0089 -- Contract Extension – 2024 Forestry Maintenance Program with Steve Piper & Sons, Inc. in the amount not to exceed \$150,000.00

AGENDA ITEM NUMBER:4.A.**COMMITTEE AGENDA DATE:** December 7, 2023**COUNCIL AGENDA DATE:** December 18, 2023**STAFF REVIEW:** Mehul T. Patel, P.E., CFM - Director of Public Works**SIGNATURE** _____**APPROVED BY CITY ADMINISTRATOR:** Michael L. Guttman**SIGNATURE** _____**ITEM SUMMARY:**

The Forestry Maintenance Program covers contractual trimming and removal of parkway trees. The Program is funded to enable completion of a five-year trimming cycle for the whole town, which is the recommended procedure by Arborists.

The City Council approved Resolution No. 22-R-0002 on January 17, 2022, awarding the contract for 2022 Forestry Maintenance Program to Steve Piper & Sons, Inc. A provision of the current Contract allows it to be extended for two additional years, through mutual agreement between Steve Piper & Sons, Inc. and the City, if pricing were held for each subsequent fiscal year, if the City were satisfied with services provided, and if approved by City Council. The contract was extended for 2023 Forestry Maintenance Program under this provision via Resolution No. 22-R-0071. Steve Piper & Sons, Inc. has agreed to hold its pricing for Fiscal Year 2024.

Additional funds were added to the Budget for the 2022 Forestry Maintenance Program with the intention of "catching up" on the trimming portion of the program by increasing the trimming area and to compensate for the steady rise in unit pricing for tree trimming, which has increased at an average rate of just over three percent each year since 2005. While the City was able to make significant headway in 2022 and 2023, it still has little ways to go.

It is staff's recommendation that a contract extension be awarded to Steve Piper & Sons, Inc. for services related to the 2024 Forestry Maintenance Program for an amount not to exceed the budgeted amount of \$150,000.00.

In FY 2024, there is \$150,000.00 budgeted for the 2024 Forestry Maintenance Program in account 08-34-53-4870.

ACTIONS PROPOSED:

Approve Resolution No. 23-R-0089 authorizing the Mayor to execute a contract extension with Steve Piper & Sons, Inc. of Naperville, Illinois, for the 2024 Forestry Maintenance Program, in an amount not to exceed \$150,000.00.

COMMITTEE RECOMMENDATION:

RESOLUTION NO. 23-R-0089

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT
EXTENSION WITH STEVE PIPER & SONS, INC. OF NAPERVILLE, ILLINOIS
FOR THE 2024 FORESTRY MAINTENANCE PROGRAM
IN AN AMOUNT NOT TO EXCEED \$150,000.00**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute a Contract extension with Steve Piper & Sons, Inc. of Naperville, Illinois, for the 2024 Forestry Maintenance Program, in an amount not to exceed \$150,000.00, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 18th day of December 2023.

AYES: _____

NAYES: _____

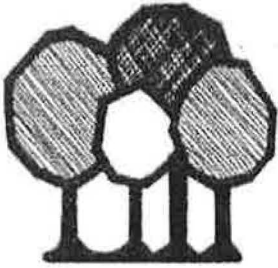
ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST:

Executive Office Manager, Valeria Perez



Steve Piper & Sons, Inc.

Tree Service

31W320 Ramm Drive

Naperville, IL 60564

630-898-6050 info@stevepiperandsons.com

October 27, 2023

City of West Chicago
475 Main St
West Chicago, IL 60185

Attn:

Mehul Patel
Director of Public Works

Re: 2022 Forestry Maintenance Program

Mehul,

Please let this letter serve as notice that we agree to extend the contract for 2022 another year into 2024 for the above mentioned at the same unit prices.

Sincerely,

Dan Engelhardt
Production Manager
Steve Piper and Sons Tree Service
630.898.6050

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 23-R-0090 – Contract Award – Emerald Tree Care, LLC for the 2024 Emerald Ash Borer Insecticidal Treatment Program for an Amount Not to Exceed \$22,995.00

AGENDA ITEM NUMBER:4.B.**COMMITTEE AGENDA DATE:** December 7, 2023**COUNCIL AGENDA DATE:** December 18, 2023**STAFF REVIEW:** Mehul T. Patel, P.E., CFM, Director of Public Works**SIGNATURE** _____**APPROVED BY CITY ADMINISTRATOR:** Michael L. Guttman**SIGNATURE** _____**ITEM SUMMARY:**

Emerald Tree Care, LLC has provided annual Emerald Ash Borer (EAB) treatment services related to the application of insecticidal treatments, in the form of trunk injections and Basil System Soil Injections, to manage the spread and negative impact of the EAB since 2011.

There are currently approximately 1,136 City-owned Ash trees that would require treatment in 2024. To date, there have been approximately 700 Ash trees lost since EAB treatment began in 2011, or about 38% of the original treatment set. Many of these trees were lost due to storm related damage or other reasons; however, the majority were removed due to failing health caused by early damage from the EAB. During the same time, the total diameter of ash trees has grown from 9,201 inches to 17,828 inches, which reflects 93.76% growth.

Daniel Miraval, a board certified arborist, of Emerald Tree Care has provided the City with his recommendation for continuing with a monitor and treatment program for the City's Ash trees. Furthermore, Mr. Miraval recommends the continued use of Boxer for trunk injections bi-annually and soil treatment using "Imidicloprid" on an annual basis.

In FY 2023, Emerald Tree Care, LLC provided annual soil treatment of "Imidicloprid" and the bi-annual trunk injections using Boxer (a.k.a. Emamectin Benzoate) for protection against the EAB. In 2024, the EAB program only requires the annual soil treatment of "Imidicloprid". Emerald Tree Care has provided a proposal for the scope of work in 2024, in the amount of \$22,995.00. Please see attached for additional information.

Staff recommends continuing annual soil treatment in Fiscal Year 2024, along with continued monitoring of the City's Ash trees and conducting an evaluation of all remaining Ash trees to assess the benefits of continuing application of insecticidal treatments for the EAB.

In FY 2024, there is \$40,000.00 budgeted for the 2024 EAB Insecticidal Treatment Program in the Capital Projects Fund Account 08-34-53-4886.

ACTIONS PROPOSED:

Approve Resolution No. 23-R-0090 authorizing the Mayor to execute a Contract with Emerald Tree Card, LLC of Roselle, Illinois, for the 2024 Emerald Ash Borer Insecticidal Treatment Program for an amount not to exceed \$22,995.00

COMMITTEE RECOMMENDATION:

RESOLUTION NO. 23-R-0090

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
A CONTRACT AGREEMENT WITH
EMERALD TREE CARE, LLC FOR SERVICES OF ROSELLE, ILLINOIS, FOR
THE
2024 EMERALD ASH BORER INSECTICIDAL TREATMENT PROGRAM
IN AN AMOUNT NOT TO EXCEED \$22,995.00**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute a contract with Emerald Tree Care, LLC of Roselle, Illinois, for the 2024 Emerald Ash Borer Insecticidal Treatment Program in the amount not-to-exceed \$22,995.00, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 18th day of December 2023.

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST:

Executive Office Manager, Valeria Perez



Emerald Tree Care

60 Monaco Dr | Roselle, IL 60172
Office: 630-480-4090 | www.emeraldtreecarellc.com

November 21, 2023

City of West Chicago
Attn: Dept. of Public Works
475 Main Street
West Chicago, IL 60185

To Mr. Mehul Patel -

The Emerald Tree Care firm finds it imperative to continue treating the City's Ash population for Emerald Ash Borer control. Without continued treatments, the preservation efforts the City has put forth thus far would be at risk. There are various research entities (Michigan State University; Ohio State University; the Morton Arboretum) that have identified that a second wave of Emerald Ash Borer is on its way due to a surge of Ash saplings in naturalized (or unmanaged) areas.

The treatment program has yielded successful results. For the 2024 Season, there are 1,136 Ash on the treatment list for preservation. These Ash had a total of 9,201 diameter inches in 2010. These Ash now have a total of 17,828 diameter inches, which reflects an 93.76% increase in growth. While the City is aware, it is nice to reiterate the many benefits these municipal trees offer – to the residents, the community, and the environment. These benefits include reducing air pollution, conserving water, reducing soil erosion, providing shade, and providing a place for wildlife.

The 2024 Season recommendation is to continue Ash treatment by way of a soil drench. The soil drench is a mixture of fertilizer (18-3-6), bio-root stimulant (Vegemin 2-1-3), and insecticide (a.i. imidacloprid) that is applied in the Spring. The trunk injections were performed in 2023, and therefore are not 'due' in 2024, as the chemical (a.i. emamectin benzoate) is labeled for two-year control. Injections are done in the Summer.

The continued treatment efforts have contributed to a healthy and diverse municipal canopy.

Sincerely,

Daniel M. Miraval

Board Certified Master Arborist, MA-5617B
Emerald Tree Care LLC



Emerald Tree Care

Family Owned and Operated Since 2005
Celebrating over 15 years of quality tree care!

Contact Information:
60 Monaco Dr | Roselle, IL 60172
emeraldtreecarellc@gmail.com
www.emeraldtreecarellc.com
630-480-4090

Customer Contact:
630-293-2255 W
MPatel@westchicago.org

City of West Chicago
Attn: Dept. of Public Works
475 Main Street
West Chicago, IL 60185

2024 Tree Care Quote

Quote No: 2023-2282 Issued: 11/21/2023

Qty	Tree Care Description	Cst/Unit	Total
	Your 2024 Tree Care Quote is below.		
18,396	total diameter inches of Ash to be SOIL treated with Imidacloprid for the control of the Emerald Ash Borer. This soil application includes balanced fertilizers, micronutrients, and organic bio-stimulants to support plant functions, promote root growth, and improve overall plant health.	1.25	22,995.00
0	Boxer is labeled for 'up to two year control.' Trunk injections are not needed until 2025. total diameter inches of Ash to be TRUNK injected (non-drill) with Boxer (a.i. emamectin benzoate) for the control of the Emerald Ash Borer and native Clearwing Borers. Provides 'up to two year' control.	3.20	0.00
		Total:	\$22,995.00

Thank you for choosing the Emerald Tree Care team as your preferred tree care provider!
CHECK PAYMENT PREFERRED | CREDIT CARDS ACCEPTED

Customer Signature

By signing above, I authorize Emerald Tree Care, LLC to proceed with the work described above.

Daniel M. Miraval

ISA Board Certified Master Arborist, MA-5617B
ISA Tree Risk Assessment Qualified



CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 23-R-0091 – Contract Award – Kramer Tree Specialists, Inc. for the 2024 thru 2026 Citywide Monthly Brush Collection Program for an Annual Amount Not to Exceed \$99,678.25

AGENDA ITEM NUMBER:

4.C.

COMMITTEE AGENDA DATE: December 7, 2023
COUNCIL AGENDA DATE: December 18, 2023

STAFF REVIEW: Mehul T. Patel, P.E., Director of Public Works

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

Since 1995, the City annually contracts for its Citywide Brush Collection Program. For seven months, from May thru November, during the first week of each month, residents are allowed to place brush in their parkways and an independent contractor of the City removes and disposes of said brush. Brush is limited to tree trimmings and/or minor storm damage and brush typically expected from homeowners while working around their yards. It is neither the intent of the Program, nor the expectation of the City's hired contractor, to take/pick up large volumes of brush from the City's right-of-way that obviously resemble whole tree removals, deposits from other forestry contractors, and/or brush, limbs, logs resulting from major storm damage. Under ideal conditions, the City strives to have all brush removed from the City's rights-of-way within five working days.

In the past, contracts have been awarded as a result of either a public competitive bidding process, by extending existing contracts if prior year's pricing was held and satisfactory performance was observed during the previous contract year(s), and in some years the City has waived competitive bids (2009, 2012, 2018 and 2021) and awarded multi-year contracts to Kramer Tree Specialists, Inc. Over the past 29 years, Kramer Tree Specialists, Inc. of West Chicago has performed brush collection for 24 of the 29 years.

For Fiscal Years 2008 and 2015 competitive bids were sought and awarded to the contractor determined to be lowest responsible bidder. The Contractors (American Ground Cover, LLC. in 2008, and Arborworks, LLC. in 2015 and 2016) completed all work as specified per the contract documents, however there were numerous calls from residents each month during the program periods concerning the inadequate levels of service provided. In 2016 Arborworks, LLC. hired Kramer Tree Specialists, Inc. as a subcontractor to complete the final year of its contract obligation.

On February 1, 2018, after much discussion during several Infrastructure Committee meetings prior, the Infrastructure Committee voted to waive competitive bids and directed staff to prepare Resolution No. 18-R-0018 authorizing the Mayor to execute a three-year contract with Kramer Tree Specialists, Inc. for Citywide monthly brush collection services in the amount of \$79,975.00 for Fiscal Year 2018, \$87,850.00 for Fiscal Year 2019, and \$96,775.00 for Fiscal Year 2020. On October 20, 2020, Kramer Tree Specialists, Inc. submitted a proposal to City staff offering to provide services for the City's Citywide Monthly Brush Collection Program for Fiscal Years 2021, 2022, and 2023, at the 2020 price of \$96,775.00 per year, which was authorized by the City Council under Resolution No. 20-R-0060.

On October 23, 2023, Kramer Tree Specialists, Inc. submitted a proposal to City staff offering to provide services for the City's Citywide Monthly Brush Collection Program for Fiscal Years 2024, 2025, and 2026, at a small one-time three percent (3%) increase bringing the annual contract price to \$99,678.25. Kramer Tree Specialists has performed satisfactory work in the past. Kramer has extensive knowledge and familiarity of the Program requirements. Based on such, staff recommends waiving competitive bids and approving Resolution No. 23-R-0091 authorizing the Mayor to execute a three-year Contract with Kramer Tree Specialists, Inc. for Citywide monthly brush collection services, in the annual amount of \$99,678.25, for Fiscal Years 2024, 2025, and 2026.

CITY OF WEST CHICAGO

ACTIONS PROPOSED:

Waive competitive bids and approve Resolution No. 23-R-0091 authorizing the Mayor to execute a three-year Contract with Kramer Tree Specialists, Inc. for Citywide monthly brush collection services, in the annual amount of \$99,678.25, for Fiscal Years 2024, 2025, and 2026.

COMMITTEE RECOMMENDATION:

RESOLUTION NO. 23-R-0091

**A RESOLUTION AUTHORIZING THE WAIVING OF COMPETITIVE BIDS
AND AUTHORIZING THE MAYOR TO EXECUTE A
CONTRACT AGREEMENT WITH KRAMER TREE SPECIALISTS, INC.
FOR SERVICES RELATED TO THE
2024 THRU 2026 CITYWIDE MONTHLY BRUSH COLLECTION PROGRAM
IN AN ANNUAL AMOUNT NOT-TO-EXCEED \$99,678.25**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that competitive bids are hereby waived and the Mayor is hereby authorized to execute a three-year Contract with Kramer Tree Specialists, Inc. for Citywide monthly brush collection services, in the annual amount of \$99,678.25, for Fiscal Years 2024, 2025, and 2026., in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 18th day of December 2023.

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST:

Executive Office Manager, Valeria Perez



Kramer Tree Specialists, Inc.
300 Charles Ct.
West Chicago, IL 60185

October 23, 2023

City of West Chicago
Attn: Jake Whiteaker
475 Main Street
West Chicago, IL 60185

Renewal of Brush Collection Contract

Thank you for the opportunity to present to the City of West Chicago a proposal for the renewal of the Brush Collection Contract.

The current contract price of \$96,775 annually includes (7) collection cycles (May, June, July, August, September, October, and November). Each cycle begins the 1st Monday of the month. The current contract will expire on November 30, 2023.

Kramer Tree Specialists, Inc. is proposing that the contract be renewed for a period of (3) years from May 1, 2024, to November 30, 2026. We are proposing to renew the contract with a 3% increase on the current contract pricing. This price will be held for the term of the 3-year contract (\$99,678.25 per year).

We look forward to a continued successful working relationship with the City of West Chicago.

Sincerely,

Jeff Kramer
Vice President
ISA Certified Arborist #0726A

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 23-R-0092 – Amendment No. 1 –
Professional Engineering Services – Thomas Engineering
Group for the Lift Station 5 and Forcemain Project in an
Amount Not to Exceed \$34,409.98

AGENDA ITEM NUMBER:4.D.**COMMITTEE AGENDA DATE:** December 7, 2023**COUNCIL AGENDA DATE:** December 18, 2023**STAFF REVIEW:** Mehul T. Patel, P.E., CFM – Director of Public Works**SIGNATURE** _____**APPROVED BY CITY ADMINISTRATOR:** Michael L. Guttman**SIGNATURE** _____**ITEM SUMMARY:**

The reconstruction project for the City's Sanitary Lift Station #5 and associated forcemain (located at 244 S. Neltnor Boulevard, behind the Burger King restaurant) began May 16, 2022 (Resolution No. 22-R-0027) with the project being awarded to Integral Construction, Inc (Integral). of Romeoville, Illinois. The scope of work includes approximately 1,000 lineal feet of new sanitary forcemain, new wet well, pumps, electrical upgrades, mechanical upgrades, on-site generator, and a new building to house all the lift station equipment. On August 15, 2022 (Resolution No. 22-R-0039), the City Council awarded construction oversight services for this project to Thomas Engineering Group (TEG), based on its knowledge, past experience and familiarity with City's construction standards.

Once the majority of the key components for the lift station were delivered to the site, the construction portion of the project officially kicked off with the notice to proceed being issued to Integral Construction, effective 5/30/23. Despite the best efforts of City staff and TEG, through November 2023 Integral has only completed portions of the project. Additional time and effort have been required to facilitate this project as well as to ensure quality and compliance with the Contract. TEG has spent more time than anticipated for material submittal and shop drawing reviews, unexpected design changes, and unpredictable contractor performance. The original contract prescribed 180 days for completion of this project from the issuance of Notice to Proceed.

There are several weeks of work remaining on the critical portions of the project. Staff recommends approving Change Order No. 1 to TEG's original contract for the Lift Station No. 5 and Force Main Replacement Project Oversight in the amount not to exceed \$34,409.98, bringing the total contract value to \$109,928.96. TEG's change order will be funded through available fund balances in Sewer Fund account no. 05-34-43-4410 where approximately \$40,000.00 of saving are available from the Sanitary Sewer Rehabilitation Project.

ACTIONS PROPOSED:

Approve Resolution No. 23-R-0092 authorizing the Mayor to execute an Amendment No. 1 for the Professional Engineering Services contract with Thomas Engineering Group for the Lift Station No. 5 and Force Main Replacement Project in an amount not to exceed \$34,409.98

COMMITTEE RECOMMENDATION:

RESOLUTION NO. 23-R-0092

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
AMENDMENT NO. 1 FOR PROFESSIONAL ENGINEERING SERVICES
WITH THOMAS ENGINEERING GROUP FOR
THE LIFT STATION 5 AND FORCEMAIN PROJECT
IN AN AMOUNT NOT TO EXCEED \$34,409.98**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute an Amendment No. 1 for the Professional Engineering Services contract with Thomas Engineering Group. for the Lift Station No. 5 and Forcemain Replacement Project in an amount not to exceed \$34,409.98, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 18th day of December 2023.

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST:

Executive Office Manager, Valeria Perez

November 22, 2023

Mr. Mehul T. Patel, P.E., CFM
Director of Public Works
City of West Chicago
1400 Hawthorne Lane
West Chicago, IL 60185

**Re: Amendment #1 – Construction Engineering Services Proposal for the Lift Station
No. 5 and Force Main Replacement Project**

Dear Mr. Patel:

Thomas Engineering Group, LLC (TEG) proposes to provide additional professional engineering services related to Construction Engineering Services for the City's Lift Station No. 5 and Force Main Replacement Project. This Change Order is based on the additional effort required to complete the project as directed by the City of West Chicago.

A CECS for only the additional work and scope narrative is attached to Amendment request. Generally, additional time and effort was needed to facilitate the construction project and ensure quality and compliance with the contract, while working with a general contractor that lacked experience, efficiency, and competence for the prosecution of the construction of a municipal wastewater lift station. The amount of the requested change is summarized below:

ORIGINAL CONTRACT:	\$75,518.98
AMENDMENT #1:	<u>\$34,409.98</u>
AMENDED CONTRACT:	\$109,928.96

If you have any questions or require additional information, please call me at (847) 815-9500 or by e-mail at kevinv@thomas-engineering.com.

Sincerely,
thomas engineering group, llc



Kevin C. VanDeWoestyne, P.E., ENV SP
Municipal Department Head

Attachments





Lift Station No. 5 and Force Main Replacement Project

City of West Chicago

Phase III Construction Oversight Services

Scope of Work Narrative – Amendment 1

Thomas Engineering Group, LLC (CONSULTANT) was hired by the City of West Chicago (CITY) to provide Phase III Construction Oversight Services related to the CITY'S Lift Station No. 5 and Force Main Replacement Project.

Additional time and effort were needed to facilitate the construction project and ensure quality and compliance with the Contract Documents, while working with a general contractor that lacked experience, efficiency, and competence for the execution of the construction of a municipal wastewater lift station. The justification for this request is based on additional time needed for material submittal and shop drawing reviews, extended construction duration, designer errors and omissions, and unpredictable contractor performance.

Submittal and Shop Drawing Reviews

Additional time and effort were needed to administer the submittal and review of material sources and suppliers. The general contractor admittedly lacked knowledge of underground and lift station construction. This lack of knowledge and poor communication amongst subcontractors, vendors, and material suppliers resulted in excessive, incomplete, and unacceptable material submittals. CONSULTANT assumed that the submittal process would be like past lift station construction projects in the CITY, such as Lift Station #1, whereby approved materials and plans would be submitted promptly in conformance with the contract requirements. Multiple items, including site piping appurtenances, restrained joints, polymer concrete sanitary manholes, cleanout valve appurtenances, temporary bypass pumping plans, and traffic control plans were resubmitted repeatedly with alternate materials, although approval had already been given for other sources. CONSULTANT performed extra reviews as the contractor continually revised their means and methods of construction and list of subcontractors performing the work. To date, over 70 submittals have been submitted to the CONSULTANT for review, while Short-Circuit & Protective Device Coordination and Arc Flash Studies have not yet been submitted by the contractor.

Extension of Time

Exhibit A found within the Professional Services Agreement for Phase III Construction Oversight Services related to the CITY'S Lift Station No. 5 and Force Main Replacement Project, as prepared by Kevin C. VanDeWoestyne, P.E., ENV SP, Municipal Department Head, dated July 12, 2022, includes the following, "It is anticipated that construction will tentatively begin in early June, following contract award, execution, and preconstruction meeting. According to the engineer's estimate of time, 150 calendar days are required to complete all site civil and utility work shown on the final engineering plans. Our not-to-exceed fee estimate, provided herein, includes construction engineering hours based on having a full-time Resident Engineer and support staff over a period of 150 calendar days (approximately 21 weeks) to oversee the construction of the Lift Station No. 5 and Force Main Replacement Project. It is anticipated that all construction activities will be completed by September 2023."



The original scope includes Phase III Construction Oversight Services over a duration of 150 calendar days. The Notice to Proceed was issued by the CITY on May 18, 2023. Based on the date of the Notice to Proceed, the original construction duration and substantial completion date expired on October 15, 2023. The contractor has continued working beyond the original completion date and beyond CONSULTANT's anticipated completion in September 2023.

Designer Errors and Omissions

During construction, it was discovered that the approved engineering plans included errors and omissions which resulted in additional time and effort by the CONSULTANT. Additional engineering, that wasn't budgeted in the original contract, included further examination and extra work to correct, revise, or complete the design engineering associated with components such as the designer's recommended sequence of construction, site piping, valve vaults, cleanout valve appurtenances, train station grinder pump, pit, and force main, and traffic control plans. In addition, the CONSULTANT was directed by the CITY to coordinate issues with the designer of record and specified pump suppliers to resolve discrepancies between the contract documents. CONSULTANT continues to work with the CITY to facilitate the construction project and ensure quality and compliance with the contract and industry practices.

Unpredictable Contractor Performance

Exhibit A found within the Professional Services Agreement for Phase III Construction Oversight Services related to the CITY'S Lift Station No. 5 and Force Main Replacement Project assumes contract administration by CONSULTANT for the prosecution and completion of work by a qualified contractor who possesses experience, ability, and competence to complete the work on time. CONSULTANT is responsible for determining if the work is proceeding in accordance with the Contract Documents. At the time of the submittal for Professional Services, CONSULTANT assumed that the general contractor possessed experience, integrity, and competent workers for the proper execution of the work and recognize the Standard Specifications for Sewer and Water Main Construction in Illinois or Standard Specifications for Road and Bridge Construction, both of which are industry standard and integral to the Contract Documents. However, the general contractor does not meet the requirements and the completion date was not met. The general contractor's poor performance, organization, prosecution, and cooperation has resulted in additional time and effort by the CONSULTANT.

Amendment 1 Summary – Additional Phase III Construction Oversight Services

The original construction duration and substantial completion date expired on October 15, 2023. The CITY's contractor has continued working beyond the original completion date and beyond CONSULTANT's anticipated completion in September 2023. The CONSULTANT has been asked by the CITY to continue to provide construction engineering services without delay or interruption to service. CONSULTANT proposed to provide construction engineering services for the duration of construction. The CITY'S contractor anticipates substantial completion by January 31, 2024. CONSULTANT will provide additional Phase III Construction Oversight Services on a not to exceed basis for the remainder of 2023 and until January 31, 2024. The total additional effort is based on providing part-time Phase III Construction Oversight Services between November 15, 2023, and January 31, 2024, to oversee the remaining construction of the Lift Station No. 5 and Force Main Replacement Project.

Total Additional Effort = 252 Hours

EXHIBIT "A"

Schedule of Services and Fees - Amendment #1

Prepared 11/22/2023

To: Mr. Mehul T. Patel, P.E., CFM
 Director of Public Works
 City of West Chicago
 1400 Hawthorne Lane
 West Chicago, IL 60185



Thomas Engineering Group, LLC.		Lift Station #5 Replacement Project										TOTAL	
		2023			2024								
		NOV	DEC		JAN	FEB	MAR	APR	MAY	JUN			
CLASSIFICATION	Month Ending RATE	>>> 30-Nov HOURS	31-Dec		31-Jan HOURS	1-Feb HOURS	31-Mar HOURS	30-Apr HOURS	31-May HOURS	30-Jun HOURS		JOB HOURS	JOB SALARY
PROJECT PRINCIPAL	\$ 70.00	4	4		4							12	\$ 840.00
RESIDENT ENGINEER (SV)	\$ 51.64	80	80		80							240	\$ 12,394.61
		84	84		84	0	0	0	0	0		252	

Assumptions:

Substantial Completion by January 31, 2024

City to Assume Engineer Responsibilities following January 31, 2024

SUBTOTAL DIRECT LABOR \$ 13,234.61

TOTAL DIRECT LABOR \$ 13,234.61
DIRECT LABOR X 2.6 MULTIPLIER \$ 34,409.98
DIRECT COSTS \$ -

In-House Direct Costs						
Phones	0.00	Months		@ \$70	\$	-
Vehicles	0.00	Days		@ \$65	\$	-

TOTAL Not to Exceed \$ 34,409.98

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 23-R-0095 – Contract Award – Crystal Maintenance Services Corporation – 2024 Janitorial Services for Municipal Buildings in an amount not to exceed \$71,520.00

AGENDA ITEM NUMBER: 4.E

COMMITTEE AGENDA DATE: December 7, 2023

COUNCIL AGENDA DATE: December 18, 2023

STAFF REVIEW: Mehul T. Patel, P.E., Director of Public Works

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

Professional janitorial services are contracted for eight City-owned and maintained facilities: City Hall, Police Station, Water Treatment Plant, METRA Station, Museum, Street Division’s Grandlake Boulevard Facility, Fleet Maintenance Division’s Blakeley Street Facility, and Facilities Management Division’s Church Street Facility. Professional janitorial services for Fiscal Year 2024 were sought via the competitive bidding process. The process included the development of detailed cleaning responsibilities and frequencies for each facility, preparation of bid specifications, hosting of a pre-bid meeting, verification of references, and awarding of a one-year contract to a company determined to be lowest responsible bidder. The bid document also includes a provision for up to two (2) contract extensions with allowance for small increase due to inflation for each subsequent fiscal year, if the City is satisfied with services provided, and if approved by City Council.

The request for bids was advertised in the Daily Herald as well as on an online bidding platform QuestCDN on November 7, 2023, and bids were opened on November 28, 2023. A mandatory pre-bid walkthrough of all the facilities with prospective bidders was conducted on November 16, 2023. The bid results are shown below.

Contractor	Bid Amount	Rank
Crystal Maintenance Services	\$71,520.00	1
Bravo Services, Inc.	\$88,512.00	2

Crystal Maintenance Services currently provides janitorial services for all municipal buildings for the City and staff is satisfied with their performance.

It is staff’s recommendation that a contract be awarded to Crystal Maintenance Services Corp. of Mt. Prospect, IL, for professional janitorial services during Fiscal Year 2024 of eight City-owned and maintained facilities, in an amount not to exceed \$71,520.00.

Janitorial services are budgeted and paid from various funds, depending on location for services. For Fiscal Year 2024, the proposed budget includes \$49,900 in 01-09-21-4219; \$25,800 in 06-34-48-4219; and \$3,900 in 43-34-76-4219 for a total budget of \$79,600.

ACTIONS PROPOSED:

Approve Resolution No. 23-R-0095 authorizing the Mayor to execute a contract with Crystal Maintenance Services Corporation of Mt. Prospect, IL, for 2024 Janitorial Services for municipal buildings, in an amount not to exceed \$71,520.00.

COMMITTEE RECOMMENDATION:

RESOLUTION NO. 23-R-0095

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
A CONTRACT AGREEMENT WITH CRYSTAL MAINTENANCE SERVICES
CORPORATION OF MT. PROSPECT, IL, FOR
2024 JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS
IN AN AMOUNT NOT TO EXCEED \$71,520.00**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute a contract with Crystal Maintenance Services Corporation of Mt. Prospect, IL, for 2024 Janitorial Services for municipal buildings, in an amount not to exceed \$71,520.00, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 18th day of December 2023.

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST:

Executive Office Manager, Valeria Perez