

CITY OF BATAVIA
100 N. Island Avenue, Batavia, IL 60510
(630) 454-2000 <http://cityofbatavia.net>

Committee of the Whole Agenda
Tuesday, January 30, 2018
7:30 PM Council Chambers 1st Floor

1. Roll Call
2. Approve Minutes For January 9, 2018

Documents:

[COW 18-01-09M.PDF](#)

3. Items Removed/Added/Changed
4. Matters From The Public (For Items NOT On Agenda)
5. Resolution 18-20-R: Batavia 34kV Rebuild Projects – Line Design Proposal – Main Sub Station To Paramount Sub Station (RBari 1/25/18) PU

Documents:

[RES 18-20-R APPROVING TASK ORDER 6-TRANSMISSION MAIN TO PARAMOUNT.PDF](#)

6. Resolution 18-19-R: Authorizing The Execution Of Task Order #15 With WBK For Area 3 Watermain Phase II Engineering (AMP 1/25/18) CS

Documents:

[RES 18-19-R AUTHORIZE EXEC TASK ORD 16 W WBK WATERMAIN REPLACEMENT.PDF](#)

7. Discussion: Solid Waste Contract (No Memo) CS
8. Project Status
9. Other
10. Adjournment

MINUTES
January 9, 2018
Committee of the Whole
City of Batavia

Please **NOTE:** These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

Chair Brown called the meeting to order at 7:30pm.

1. Roll Call

Members Present: Chair Brown; Ald. Russotto, Atac, Stark, Chanzit, Wolff, Salvati, O'Brien, Meitzler, Mallay, Uher, Cerone and McFadden

Members Absent: Alderman Callahan

Also Present: Mayor Schielke; Chief Deicke, Batavia Fire Department; Laura Newman, City Administrator; Wendy Bednarek, Director of Human Resources; Scott Buening, Director of Community Development; Gary Holm, Director of Public Works; Andrea Podraza, Senior Civil Engineer; Jeff Albertson, Building Commissioner; Drew Rackow, Planning; Anthony Isom, Administrative Assistant to the City Administrator; Timothy Grimm, Senior Civil Engineer; and Jennifer Austin-Smith, Recording Secretary

2. Items to be Removed/Added/Changed

There were no items to be removed, added or changed.

3. Matters from the Public (For Items NOT on Agenda)

There were no matters from the public at this time.

4. Consent Agenda

(The Consent Agenda is made up of items recommended by city staff that requires recommendation to the full City Council by the COW. This agenda is placed as a separate item on the COW agenda. The items on the Consent Agenda are usually minor items, already budgeted, standard non-policy activities or outgrowths of earlier meetings and are voted on as a "package" in the interest of saving time on non-controversial issues. However, any council member may, by simple request, have an item removed and placed on the "regular" agenda.)

- a. **Ordinance 18-02: Amending the Comprehensive Land Use Map. 315 S. River Street. Batavia Park District and the City of Batavia, co-applicants (Rackow 12/15/17) CD**
- b. **Ordinance 18-03: Amending the Official Zoning Map for the City of Batavia, 315 S River Street, Batavia Park District and City of Batavia, co-applicants (Rackow 12/15/17) CD**

- c. **Ordinance 18-04: Amending the Official Zoning Map for the City of Batavia, 711 Mather Lane, City of Batavia, Applicant (Rackow 12/15/17) CD**
- d. **Ordinance 18-05: Amending the Official Zoning Map for the City of Batavia, Fox River Island, 183B, City of Batavia, Applicant (Rackow 12/15/17) CD**

Motion: To approve the Consent Agenda as presented
Maker: McFadden
Second: Salvati
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

5. Presentation – Monthly Wastewater Treatment Plant Project Update - Trotter

Jerry Ruth, Trotter and Associates, presented the monthly wastewater treatment plant update. He overviewed the Phase 1 rehabilitation, project highlights, and showed pictures of the main building and project. The estimated progress is at 46%. They estimated that the digesters would start up again in nine to ten months.

6. Approval: Class D-1 Liquor License for Vito Brandonisio/ 35 North Water Street

There was no action to be made on the Class D-1 Liquor License for Vito Brandonisio, founder of Acquaviva Winery. Mayor Schielke expressed his support of the liquor license for Acquaviva Winery. Vito Brandonisio addressed the Committee and shared the success of his businesses in Maple Park and Sycamore. This will be his third location. A folder of information on Aquaviva Winery was distributed to the Committee. The folder consisted of a brochure, the menu, and the site plan for the restaurant created by Norris Architects Inc.

7. Public Hearing: 7:35pm Annexation Agreement for 920 Main Street

8. Public Hearing: 7:35pm Annexation Agreement for 209 Whipple Avenue

9. Public Hearing: 7:35pm Annexation Agreement for 215 Whipple Avenue

The public hearings were opened for 920 Main Street, 209 Whipple Avenue, and 215 Whipple Avenue.

Buening stated that these are all separate but related properties that are all contiguous to each other. Staff has been working with the property owners to annex their properties into the City limits. Each agreement is slightly different with each other because they were negotiated at different periods of time. There was no public in attendance for comment.

Motion: To close the public hearing for annexation agreements for 920 Main Street, 209 Whipple, and 215 Whipple Avenue
Maker: Stark
Second: Russotto
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

10. Ordinance 18-06: Authorizing the Execution of an Annexation Agreement between Jedd P Theilk & J Nelson Couch and the City of Batavia for Property Located at 920 Main Street (Buening/Rackow 12/28/17)

Stark summarized the memo for Ordinance 18-06.

Motion: To recommend approval of Ordinance 18-06: Authorizing the Execution of an Annexation Agreement between Jedd P Theilk & J Nelson Couch and the City of Batavia for Property Located at 920 Main Street
Maker: Atac
Second: Wolff
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.
CONSENT AGENDA

11. Ordinance 18-10: Annexing and Zoning Property at 920 Main Street to the City of Batavia (Buening/Rackow 12/28/17) CD

Stark summarized the memo for Ordinance 18-10.

Motion: To recommend approval of Ordinance 18-10: Annexing and Zoning Property at 920 Main Street to the City of Batavia
Maker: Atac
Second: Wolff
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.
CONSENT AGENDA

12. Ordinance 18-07: Authorizing Execution of an Annexation Agreement with Nata-Leigh Foulkes & Kevin V. Preas for Property Located at 209 Whipple Avenue (Buening/Rackow 12/28/17) CD

Stark summarized the memo for Ordinance 18-07.

Motion: To recommend approval of Ordinance 18-07: Authorizing Execution of an Annexation Agreement with Nata-Leigh Foulkes & Kevin V. Preas for Property Located at 209 Whipple Avenue
Maker: Uher
Second: Wolff
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.
CONSENT AGENDA

13. Ordinance 18-11: Annexing and Zoning Property at 209 Whipple Avenue (Buening/Rackow 12/28/17) CD

Motion: To recommend approval of Ordinance 18-11: Annexing and Zoning Property at 209 Whipple Avenue
Maker: Uher
Second: Wolff
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

CONSENT AGENDA

**14. Ordinance 18-08: Authorization Of An Annexation Agreement For 215 Whipple Ave
(Buening/Rackow 12/ 28/17) CD**

Stark summarized the memo regarding Ordinance 18-08.

Motion: To recommend approval of Ordinance 18-08: Authorization Of An Annexation Agreement For 215 Whipple Ave

Maker: Atac

Second: Salvati

Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

CONSENT AGENDA

**15. Ordinance 18-12: Annexing And Zoning Property At 215 Whipple Avenue
(Buening/Rackow 12/ 28/17) CD**

Motion: To recommend approval of Ordinance 18-12: Annexing And Zoning Property At 215 Whipple Avenue

Maker: Atac

Second: Salvati

Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

CONSENT AGENDA

**16. Demolition: Certificate Of Appropriateness--27 North Prairie Street (Albertson 1/3/18)
CD**

Stark read the memo regarding Ordinance 18-11 to the meeting attendees. Albertson announced that the plans for the parking lot would be going to the Plan Commission (PC) for the approval process and it should be filed soon. Brown asked about water retention and if it has been considered. Andrea Podraza stated that they had their engineers at a meeting with City staff and water retention has been discussed. Currently, it is a preliminary concept. Albertson added that it would be reviewed as part of the approvals of the permits. Brown asked if there is a person interested in moving one of the houses. Jim Eby, Batavia Park District, answered that there is indeed one person interested in moving one of the houses and Eby will be meeting with the Board to discuss this possibility.

Motion: To recommend approval of Demolition and Certificate Of Appropriateness--27 North Prairie Street

Maker: Salvati

Second: Meitzler

Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

**17. Demolition: Certificate Of Appropriateness--13 North Prairie Street (Albertson 1/3/18)
CD**

Motion: To recommend approval of Demolition and Certificate Of Appropriateness--13 North Prairie Street
Maker: Salvati
Second: Meitzler
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

18. Discussion – City Hall Main Staircase (Gary Holm 12/20/17) CS

Holm reported that there are a number of safety issues associated with the City Hall main staircase. The staircase would not be up to code if built today. Fiscally, it would be very expensive to remove and replace the staircase. The cost was over one hundred thousand dollars. Since the improvements to the staircase were so costly, City staff looked into making improvements to City Hall by relocating the staircase and moving all public services to the first floor of the building. Funding for these renovations was approved in the City's budget, but staff was asked to suspend the project to be reconsidered after mid-year. Holm stated that as long as no major improvements are done to the staircase, the City could probably avoid any ADA and EBA issues. Temporary fixes were discussed.

Holm informed the Committee in order to address the openings of the balusters the City could install glass, which is a temporary fix that could help to reduce the City's liability. This improvement would cost less than \$20,000. City staff is looking for the Committee's direction on this at this time. Wolff stated that if we are to do this we should do this right and not put a band-aid on the situation. Newman stated that there was a phased project and the first phase was to move the stairway to where the reception area is currently. The second phase would be moving the reception area and moving utility billing downstairs so all of the entities that the public utilizes be down on the main floor of the building. Stark asked if we could remove the staircase completely and have people use the elevators rather than rebuilding something. Albertson stated that there are code implications with that. All of our stairways, other than the main stairway, are non-public at this point and there are egress concerns.

O'Brien stated that until we are ready to do the whole project we should invest money to get this fixed. He noted that staff has been spending a lot of time on this issue. Brown stated that staff's recommendation is to do the entire project but we do not want to spend the money. Staff is concerned about the liability of the staircase. Holm stated that staff is looking for direction from the COW for this temporary fix.

Motion: To direct staff to proceed with the installation of glass on the City Hall main staircase
Maker: Brown
Second: Meitzler
Roll Call Vote: **Aye:** O'Brien, Meitzler, Malay, Uher, Cerone, McFadden, Russotto, Salvati
Nay: Brown, Atac, Stark, Chanzit, Wolff

8-5 Vote, 1 Absent, Motion carried.

19. Resolution 18-03-R: Authorizing Task Order #15 With WBK For Phase II Engineering For Watermain Replacement In The Area 3 Storm Sewer Separation Plans In The Amount Not To Exceed \$44, 139.00 (A Podraza 1/3/18) CS

Podraza overviewed the project to the COW.

Motion: To recommend approval of Resolution 18-03-R: Authorizing Task Order #15 With WBK For Phase II Engineering For Watermain Replacement In The Area 3 Storm Sewer Separation Plans In The Amount Not To Exceed \$44,139.00

Maker: Salvati

Second: Uher

Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

20. Resolution 18-04-R: Authorizing Execution Of A Contract With Steve Piper & Sons, Inc. For Removal Of Trees On Various City Properties In The Amount Not To Exceed \$21,045 (Chris Bong 1/5/18) CS

Wolff summarized the memo. Podraza discussed the project with the COW. O'Brien stated that this is not a good area to mulch it up and leave it. Mahoney creek behind those homes needs to be dredged. The creek continues to gather soil, leaves and brush. He asked what the City is planning on doing for that section of Mahoney Creek. Podraza answered that they are planning on putting in a detention basin on the west side of Kirk Road.

Motion: To recommend approval of Resolution 18-04-R: Authorizing Execution Of A Contract With Steve Piper & Sons, Inc. For Removal Of Trees On Various City Properties In The Amount Not To Exceed \$21,045

Maker: O'Brien

Second: Salvati

Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

21. Resolution 18-01-R: Authorizing Execution Of A Contract With Engineering Resource Associates For The College Ave And Wilson Street Storm Sewer Phase II Engineering Services In The Amount Not To Exceed \$39,908.85 (Timothy Grimm 1/3/2018) CS

Timothy Grim overviewed the project with the Committee. Podraza stated that this area has natural filtration and it does not necessarily have to have as big of a pipe because it infiltrates naturally through the ground. Staff did review the sizes of pipes but the numbers were not consistent to what they see in that area.

Motion: To recommend approval of Resolution 18-01-R: Authorizing Execution Of A Contract With Engineering Resource Associates For The College Ave And Wilson Street Storm Sewer Phase II Engineering Services In The Amount Not To Exceed \$39,908.85

Maker: O'Brien

Second: Uher
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

22. Resolution 18-07-R: Purchase A Zoll Cardiac Monitor Not To Exceed \$26,000 (Chf. Deicke 1/3/18) CS

Chief Deicke reported that this falls into the 2018 budget year and is the same memo presented in December and costs the same as well.

Motion: To recommend approval of Resolution 18-07-R: Purchase A Zoll Cardiac Monitor Not To Exceed \$26,000
Maker: Meitzler
Second: Salvati
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

23. Discussion: Thomle Building Disposition (Laura Newman 1/4/18) CD

Aiston reported that last fall we were at the point of extending the Fawn Gifts lease for their incubator time at the 2 East Wilson Thomle Building. There was a discussion on what was the long-term vision for the building. Staff evaluated and there are a number of things that could be done with the building: surplus property, continue the incubator program, sell it with no conditions, sell the building with conditions, or put out an RFP to see what a developer would propose. Back in the fall an RFP was presented to the Council. Staff was then directed to find a broker to sell the building in late November. Staff went out to half a dozen brokers and asked for them to submit a proposal with the criteria that they did not own any buildings or are currently selling any buildings in the downtown area. Staff executed an agreement with Kevin O'Donnall. Upon further review, it was thought it would behoove the City to put a condition on the purchase of the building. Aiston stated that if the City were to put a condition on the sale of the building it needs to be done now before the City starts brokering the building. He stated that he told the broker to stall on moving forward so that he could talk to the Council one more time to see what the COW specifically wants.

The Committee discussed the options for the Thomle building. Mayor Schielke shared that he has had people interested in buying the building but they had no idea what they would want to do with the property. They were interested in the river frontage and some asked if the City of Batavia would provide a strong incentive to redevelop this property. Mayor Schielke stated that his opinion is to hold onto the Thomle building until the right deal comes along. Stark asked if communities participate in controlled development and should the City be in the real estate development business. Aiston responded that it is not uncommon for municipalities to put a plan in place to acquire land when it comes available if the long range plan is to acquire the land to have a purpose for it such as open space, stormwater management or to turn over to a private developer so that they could invest in it. Municipalities usually do not purchase a building to become a landlord. It is not unusual for a municipality to purchase a blighted building that becomes available when the market does not have a demand for it. Aiston continued that the incubator is not very common but a non-profit group, such as MainStreet, could be charged with it.

After discussion the COW directed staff to set up an RFP and use the Thomle building as an incubator space during that time. Aiston stated that there was one individual interested in the incubator space and that he would begin work on the RFP.

24. Ordinance 18-01 Amending Title 8 Of The Batavia Municipal Code Relating To Electric Service Rates (Gary Holm 12/20/17) PU

O'Brien summarized that this is to amend the code in regards to electric rates for vehicle charging stations.

Motion: Recommend to Council approval of Ordinance 18-01 Amending Title 8 Of The Batavia Municipal Code Relating To Electric Service Rates

Maker: Meitzler

Second: Uher

Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

25. Project Status

Newman reported on following:

- Mobile Stroke Unit purchased by CDH
- Windmill Lakes Shopping Center has had a lease executed with Frenzy Furniture
- No update on the Indoor Farming Operation from the State of Illinois
- Strategic Planning will be on the 1-23-18 Agenda
- The 2-13-17 COW will have the annual Staff Reports
- The City has obtained software that will allow the City to monitor all media sources for news that is mentioning the City of Batavia and/or other topics that are a concern to us
- Accommodations from the police department for life saving efforts for several members of our police department have been sent to the COW. The Police Department has been provided with Naloxone that saves members of our community from a potential heroin overdose. There have been four incidences in the fourth quarter. The superintendent of our School District is interested in participating in community discussion and education on the opioid epidemic and its impacts.
- The One Washington Place redevelopment agreement is fully executed and an updated timeline is being worked on and when available it will be distributed.
- Proper placement of garbage cans and recycling carts was reviewed.
- January 16th City Council meeting will begin at 7pm to honor the State Champions Batavia Bulldogs
- January 30th is an extra Tuesday and the COW meeting will be scheduled.

26. Other

Mayor Schielke shared that the liquor fine money would be used towards the post-prom party and will be utilized towards a prescription drug abuse education program in Batavia Schools with the assistance of the School Superintendent.

27. Executive Session: Collective Bargaining and Setting Price of Land for Sale

Motion: To enter into Executive Session for collective bargaining and setting the price of land for sale
Maker: Meitzler
Second: Uher
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.

The executive session portion of the meeting began at 9:42pm and exited at 10:19pm.

28. Adjournment

There being no other business to discuss, Chair Brown asked for a motion to adjourn the meeting at pm; Made by O'Brien; Seconded by Uher. Motion carried.

Minutes respectfully submitted by Jennifer Austin-Smith

CITY OF BATAVIA

DATE: January 25, 2018
TO: Committee of the Whole - PU
FROM: Rahat Bari
SUBJECT: Resolution 18-20-R Approving Task Order #6 –34 kV Transmission Line Replacement: Min Sub to Paramount Sub - with Power System Engineering, Inc.

The Main to Paramount 34kV transmission line originates at the Main Street substation and extends north then east across the Fox River. The line is then joint on ComEd lattice facilities along the river for several spans. At North River Street, the line moves to Batavia-owned facilities extending to the north. The line continues north to Douglas Road where it turns east toward the Northeast Industrial Park until terminating at the Paramount substation. The total length of this line segment is approximately 3.75 miles, and is 1967, 1970, and 1980 vintage construction. Due to the age of these poles, wires and other infrastructures, the City needs to rebuild this outdated and overstressed transmission line segments.

This line was identified in the 5-year capital plan as needing to be replaced. The 2018 budget includes funds for engineering of pole, wire and transformer replacements along this transmission line. Construction of the improvements is projected to occur in Starting in fall 2018 to Spring 2019. This task order #6 will cover design engineering and construction engineering services for this project.

Staff is recommending Resolution 18-20-R approving Task Order #6 with Power System Engineering, Inc. for engineering of the Transmission Line Improvements for the not-to-exceed amount of \$66,505.00.

CITY OF BATAVIA, ILLINOIS RESOLUTION 18-20-R

VOTE:	Ayes	Nays	Absent	Abstentions
Total holding office: Mayor and 14 aldermen				

ATTEST:

Ellen Posledni, City Clerk

EXHIBIT "B"

TASK ORDER NO. 6

REGARDING GENERAL AGREEMENT BETWEEN CITY OF BATAVIA

AND

POWER SYSTEM ENGINEERING, INC.

Project Description: Batavia 34kV Rebuild Projects – Line Design proposal – Main Sub Station to Paramount Sub Station

Scope of Services: See Attached Proposal

Time of Performance: See Attached Proposal

Estimated Fee for Services: Not-to-Exceed \$66,505.00

Proposed: _____

Date

Approved:

City of Batavia

Date

September 7, 2017 [revised 10/5/17]

[sent via email: rrogde@cityofbatavia.net]

Mr. Robert Rogde
Senior Project Engineer
City of Batavia
Municipal Electric Utility
200 N Raddant Road
Batavia, IL 60510

Subject: Batavia 34kV Rebuild Projects – Line Design Proposal – Main to Paramount

Dear Bob:

Power System Engineering, Inc. (PSE) is pleased to provide the following proposed scope of work and cost estimate for providing the City of Batavia, IL (“Batavia” or “the City”) with professional engineering line design services. Tasks covered under this proposal include design and construction phase services for the Main to Paramount line segment. We understand that this project is tentatively scheduled for design in 2018 with construction starting after Labor Day. We are able to commit the resources required to support Batavia with this effort upon agreement of the proposal.

Background and Project Description

The City has initiated a system upgrade program to rebuild outdated and overstressed transmission line segments. Two 34kV line segments have been identified as priority for reconstruction, including the Main to Paramount line.

The Main to Paramount 34kV transmission line originates at the Main Street substation and extends north then east across the Fox River. The line is then joint on ComEd lattice facilities along the river for several spans. At North River Street, the line moves to Batavia-owned facilities extending to the north. The line continues north to Douglas Road where it turns east toward the Northeast Industrial Park until terminating at the Paramount substation. The total length of this line segment is approximately 3.75 miles, and is 1967, 1970, and 1980 vintage construction.

It is the future intention of the City to remove the lattice structures along the Fox River, so Batavia will vacate the joint right-of-way at this time. As such, new line sighting will be required for a portion of this line.

Proposed Scope of Work and Deliverables

High-level tasks include project kickoff, field survey, design, permitting support, labor and material procurement, construction staking, and construction support. It is our understanding that survey efforts will be focused one project at a time, and it is recommended that right-of-way maintenance be completed ahead of the survey.

1. Project Kickoff Meeting

Scope of Work

A project kickoff meeting will be held at the City's Public Works Building. The purpose of this meeting will be to discuss design parameters, specific requirements of the line configuration, and project scheduling.

Deliverables

- Kickoff meeting with City electric utility staff.
- Initial field review.

Assumptions

- The City will provide plan and profile documentation of the existing line.
- The City will provide preferred construction standards and specifications.
- The City will provide necessary contact information for all stakeholders and interested parties (i.e. ComEd, communication attachment owners, Department of Transportation, etc.).

2. Line Sighting

Scope of Work

Given the desire to remove transmission facilities from the banks of the Fox River, a partial reroute will be designed for the Main to Paramount line. PSE will sight up to three primary options for the new route. The City may suggest a preferred route, and PSE will review this option along with the other suggested options. PSE will present route preferences, obstacles, and high-level cost estimates for each route to the City.

Deliverables

- Presentation of line route options.

Assumptions

- Duct bank exists between the Main sub and Webster Street, so the new overhead portion of this line segment will originate on the east side of the river.
- The City will select one of the recommended line routes for design and construction.

3. Line Route Survey

Scope of Work

The design will be dependent on a topographical survey. The PSE project team will use Trimble survey equipment to collect elevation data along the line route. The existing line inventory and publicly available aerial photo imagery will be referenced, as needed. The survey data will be imported to PLS-CADD software as part of the design.

Deliverables

- Topographical survey.

Assumptions

- A property boundary survey is not required for this project.

4. Line Design

Scope of Work

Initial tasks for the design effort include establishing design standards, developing the preliminary design within PLS-CADD, and identifying anchoring requirements. The design standards will be based on C2-2017 NESC Grade B construction, associated loading factors, RUS Bulletin 1724E-200 Design Manual for High Voltage Transmission Lines, and the City's preferred design criteria. The design standards will be documented within a summary table that will be referenced throughout the project and made available to the City as part of the final deliverables. The main design document will be in the form of a plan and profile generated in PLS-CADD and staking sheets generated in a spreadsheet format.

PSE will develop the preliminary design using topographical data, and will perform a field review to compare the preliminary design to actual field conditions. After the field review, the design will be modified as needed.

Custom structure drawings, retirement staking sheets, and construction staking sheets will be developed by PSE. Framing and guying guides, sag and tension tables, and construction assembly guides will also be provided to the City. PSE will also develop a bill of material needed for construction of the line. PSE will provide a recommended manufacturer's part number for each item on the bill of material. PSE will also be available to review material substitutes as needed. A construction book will be assembled by PSE containing the items noted above.

Deliverables

- Design within PLS-CADD.
- Structure drawings.
- Retirement and construction staking sheets.
- Bill of material with part numbers.
- Construction book.

Assumptions

- No self-supporting structures are included with this design. If the need for self-supporting structures is determined, PSE will develop additional cost estimates.

5. Permitting

Scope of Work

Permits, including highway, railroad, and DNR will be coordinated by PSE. PSE will contact the necessary permitting agencies and develop any project information and documentation needed to obtain the required permits. PSE will draft the necessary documentation for the City to file permits. New easements are not anticipated for the portions of the project following established line routes. If new easements become necessary for rerouted line sections, PSE will provide design documentation, but filing of new easements and/or adjustments to existing easements will be the responsibility of the City.

Deliverables

- Development of permit documents.

- Development of design documents to assist with obtaining easements.

Assumptions

- The City will be responsible for filing all permits.
- The City has either obtained or will obtain and record all necessary easements.

6. Contract Labor Procurement

Scope of Work

PSE will develop and provide the necessary documentation for the bidding process. We intend to follow City and State procurement policies and procedures for issuing and evaluating all construction contracts. PSE will release the bidding documents to prospective contractors and will assist the City with the review and evaluation of bids, as well as with providing a recommendation to award the contract based on the evaluation. After the project has been awarded, PSE will coordinate contract execution and will provide copies of the executed contract to all parties.

Deliverables

- Development of bidding documents which will be issued to prospective contractors.
- Public announcement documentation will be provided to the City.
- Review and evaluation of bids received and a recommendation to award.
- Contract execution including printed copies of the contract.

Assumptions

- The bid opening will be held at the City's Public Works building.

7. Preconstruction Meeting

Scope of Work

PSE will attend an onsite meeting between Batavia, the Contractor, and additional interested parties. PSE will provide support on engineering related questions, and will be available for field review of the line if deemed necessary.

Deliverables

- Onsite pre-construction meeting.

8. Develop "For Construction" Drawings

Scope of Work

PSE will complete any remaining design tasks, including review of known field comments following the preconstruction meeting. A final set of "For Construction" drawings will be developed and provided to the City and the Contractor.

Deliverables

- For Construction plan and profile drawings.
- For Construction staking sheets.

9. Construction Staking & Alignment

Scope of Work

PSE will field stake the construction locations for the entire line route. At this time, it is assumed that a single staking trip will be appropriate for the line segment, and will occur just prior to construction starting. Included in this proposal is one staking refresh trip, to be used if a significant number of stakes go missing. PSE anticipates staking efforts will be completed after and necessary right-of-way clearing so the loss of stakes is less likely. PSE will place wooden lath and metallic hub pins at each construction location.

Deliverables

- 4' lath and metallic hubs at all pole and anchor locations.
- Flagging of salvage poles.

Assumptions

- Right-of-way clearing will be completed prior to final staking and alignment.

10. Construction Phase Support and Contract Closeout

Scope of Work

PSE will participate in construction status update meetings between the City and the Contractor. These meetings are anticipated to be held each week throughout construction. PSE anticipates that many of the project status meetings will be held over the phone rather than in person, but if additional site visits are deemed necessary, PSE standard rates will apply. PSE will also be available for remote construction support via phone or email throughout the duration of the project. PSE will complete field reviews of the line section to verify that construction follows the design documents. PSE will make an initial inspection early in construction as well as a final inspection. Any noted deficiencies in construction will be compiled in a punch-list for the Contractor to remediate. Following satisfactory completion of the project, PSE will develop the necessary contract closeout documents.

Deliverables

- Participate in project progress meetings when deemed necessary by Batavia.
- “25% Progress” construction inspection.
- Final construction inspection.
- Construction punch-list items.
- Preparation of contract closeout documents.

Cost Estimate for the Above Scope of Work and Deliverables

The table below outlines the costs to complete the abovementioned scope of work and deliverables. PSE will attempt to participate in multiple tasks during any site visits in order to reduce travel expenses (e.g. a construction inspection will be scheduled for the same day as a project progress meeting).

Professional Services	Hours	Rate	Estimated Cost
Project Manager	125	\$165	\$20,625.00
Design Engineer	217	\$135	\$29,295.00
Design Tech	66	\$110	\$7,260.00
Senior Drafter	28	\$125	\$3,500.00
Project Coordinator	18	\$110	\$1,980.00
		Professional Services Subtotal	\$62,660.00
Reimbursable Expenses			Estimated Cost
Travel			\$1,800.00
Meals			\$720.00
Lodging			\$750.00
Equipment			\$550.00
Postage			\$25.00
		Reimbursable Expenses Subtotal	\$3,845.00
		Total Not-to-Exceed Estimate	\$66,505.00

Please feel free to contact me if you have any questions, need additional information, or would like us to redefine our proposed scope of work and deliverables in any way.

Sincerely,



Michael H. Mezera
Manager – Line Design

CITY OF BATAVIA

Date: January 25, 2018
To: Committee of the Whole (CS) – January 30, 2018
From: Andrea M. Podraza, P.E., CFM – Assistant City Engineer
Re: **Resolution 18-19-R - Authorizing execution of Task Order #16 for Ward 1 Watermain Replacement Phase II Final Engineering with WBK Engineering, LLC for an amount not-to-exceed \$39,072.79**

In 2016, WBK Engineering completed a drainage study for Ward 1 to determine the improvements needed to alleviate drainage concerns that were reported during the June 2015 rain event. The study concluded that 59% of the mainline (trunk sewer) pipes within the project were undersized for a 10-year storm event. This caused the storm water from high intensity rain events to backup into some residences. As a result of this study, the City is now planning to upgrade the existing storm sewer so that in future the system has the capability to handle 10 year storm event.

In the spring of 2017, the City sought out qualifications and a cost proposal from consultants to survey, prepare final engineering plans, coordinate utilities, complete hydraulic modeling, and prepare construction documents for the entire project limits. WBK Engineering, LLC received the job and have started final engineering plans and quantities that have been prepared so that they can be broken down per sheet to allow easier phasing of the plans.

During the preparation of the plans, staff decided due to the age and condition of the existing watermain in Ward 1 that it would be best to replace the watermain as part of this project. Typically when an older watermain has vibrations from nearby construction it tends to cause additional problems shortly thereafter. There have been numerous water main breaks and spot repairs in this area over the last 15 years due to thinner, cheaper class 50 pipes being used. The replacement of the existing water main will include class 52 pipe, upsizing of some water mains to match the City's water master plan greatly improving fire flows, and removing older watermain that were used to phase Cherry Park as it was constructed.

The City previously authorized WBK to design for watermain replacement on Giese Road from Kirk Road to Larkspur. WBK has completed that section of improvements that will be included in the first phase of construction going to bid in February. WBK will proceed to complete the remainder of the plan sheets and area immediately. Throughout the Ward 1 and Area 3 Phase II Final Engineering task orders, the City has found WBK to be responsive, responsible and timely in finishing submittals.

Recommended Action:

Staff recommends that Committee of the Whole approve the following:

1. Resolution 18-19-R Authorizing execution of Task Order #16 for the Ward 1 Watermain Replacement Phase II Engineering with WBK Engineering, LLC. in the amount not-to-exceed \$39,072.79.

CITY OF BATAVIA, ILLINOIS

RESOLUTION 18-19-R

**AUTHORIZING EXECUTION OF TASK ORDER #16 FOR
WBK ENGINEERING LLC.**

WHEREAS, the City of Batavia has identified the need for additional final engineering construction documents for watermain replacement in Ward 1; and

WHEREAS, the City of Batavia had requested qualifications for initial final engineering documents for storm sewer improvements and sealed cost proposals on the project and reviewed and scored the submitted qualifications then opened the sealed proposal; and

WHEREAS, WBK Engineering LLC had submitted a proposal and was the most qualified based on both qualifications and costs for the project; and

WHEREAS, the engineering company of WBK Engineering LLC. has the appropriate expertise and experience necessary to provide surveying, watermain design services, permitting and construction documents additional services were requested to accompany ongoing construction documents; and

WHEREAS, the total cost of said surveying, watermain design services, permitting and construction documents is in the amount not to exceed \$39,072.79 and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BATAVIA AS FOLLOWS:

SECTION 1. That the Mayor and City Clerk are hereby authorized to execute Task Order #16 with WBK Engineering LLC of St. Charles, Illinois, for design services in the amount not to exceed \$39,072.79. The Task Order is attached hereto as Exhibit "A".

CITY OF BATAVIA, ILLINOIS RESOLUTION 18-19-R

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 5th day of February, 2018.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 5th day of February, 2018.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Salvati				
2	Callahan					Wolff				
3	Meitzler					Chanzit				
4	Malay					Stark				
5	Uher					Theilin Atac				
6	Cerone					Russotto				
7	McFadden					Brown				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Ellen Posdleni, City Clerk

EXHIBIT "A"

TASK ORDER NO. 16

REGARDING GENERAL AGREEMENT BETWEEN CITY OF BATAVIA

AND

WBK ENGINEERING, LLC

Project Description: Preparation of Watermain Replacement for Ward 1 project as part of the Ward 1 Storm Sewer Improvement Phase II Engineering.

Scope of Services: As an additional Scope Item related to WBK Engineering, LLC (WBK) Task Order No. 9, WBK to provide Professional Land Survey services required to locate additional field data, layout and design of proposed watermain, project permitting and meetings for the Ward 1 Storm Sewer Improvement project. See attached Exhibit "B" for full scope.

Time of Performance: Work to be completed with a final deliverable due 4/6/18.

Estimated Fee for preparation of Watermain Design: Not to Exceed \$39,072.79

Proposed: _____
WBK Date

Approved: _____
City of Batavia, Mayor Date

PROJECT PROPOSAL

Ward 1 Water Main Replacement Phase II Engineering | Batavia, Illinois

January 24, 2018

Tim Grimm, P.E.
Senior Civil Engineer
City of Batavia
200 N. Raddant Road
Batavia, IL 60510

**Subject: Proposal for City of Batavia
Ward 1 Water Main Replacement Phase II Engineering**

Dear Mr. Grimm:

WBK Engineering, LLC (WBK) is pleased to provide this proposal for professional engineering services in support of the City of Batavia's planned water main replacement improvements in the Ward 1 Storm Sewer Watershed. Included below is our understanding of the assignment, scope of services, project assumptions, and estimate of fee.

UNDERSTANDING OF THE ASSIGNMENT

On behalf of the City of Batavia, WBK Engineering is in the process of completing Final Plans and Specifications related to the Ward 1 Storm Sewer Reconstruction project. Recognizing the benefits associated with combining design and construction of potential underground infrastructure improvements, the City is interested in taking advantage of the current Ward 1 Sewer Reconstruction design process and plans by incorporating design components related to water main replacement improvements in the Ward 1 Storm Sewer Reconstruction final plans and specifications. As such, the City is requesting a scope and estimate of costs to provide the additional Phase II Engineering Services for the water main replacement improvements. All work is to be completed by April 6, 2018.

SCOPE OF SERVICES

We envision the following general tasks would be required to complete the anticipated Phase II engineering services for the planned Ward 1 Water Main Replacement improvements.

Task 1 – Preliminary Design and Utility Evaluation: Using the Ward 1 Storm Sewer Reconstruction plans as the basis, we will incorporate the planned water main replacement improvements in development of 50% level preliminary plans. As part of that process, WBK will evaluate the following as it relates to the water main improvements:

- *Preliminary Utility Layout.* Based on utility evaluations as well as surveyed locations of other utilities within the ROW we will draft a preliminary horizontal layout of the proposed water main. We will identify vertical conflicts between utilities and resolve through vertical or horizontal adjustments. We will also determine a logical phasing of the project to minimize access disruptions, as well as utility service interruptions for adjacent users.
- *Water Main Services Evaluation.* WBK will identify house service locations and replace services in accordance with City policy.

The Preliminary plans will be the first submittal to the City for review. As part of the 50% plan review, WBK will be requesting that the City approve (or comment) on what is to be the final alignment and location of the proposed water main improvements.

Task 2 – Design Plans, Specifications, and Estimate of Cost: Following City review of the Preliminary Plans, we will prepare final construction plans, quantities, and an engineer’s opinion of probable construction cost. The plans will be developed and submitted to the City as two additional separate submittals. The first submittal will be the Pre-final submittal and for this project, these plans will be considered ninety-five percent (95%) complete. The second submittal will be the final submittal and for this project will be considered one hundred percent (100%) complete. This final submittal will include final quantity calculations, cost estimate, and special provisions and will serve as the bid/construction set and will be signed by a registered Illinois Licensed Professional Engineer and conform to the City of Batavia standards. The plans will be prepared so that individual plans for streets will have quantities and costs associated with each street so that the project can be phased to logical termini points. General construction specifications will be shown on the drawings. We will reference the "Standard Specifications for Road and Bridge Construction," latest edition adopted by the Illinois Department of Transportation and "Standard Specifications for water and Sewer Construction in Illinois", latest addition. In addition to the specifications shown on the drawings, we will provide special provisions for contract pay items as appropriate.

Task 3 – Project Permitting: At this time, we anticipate that an IEPA Water Main Construction Permit will be required for the improvements. As such, for this task, WBK will prepare and submit one application for all the proposed watermain to the IEPA Division of Public Water Supply based on the final construction documents prepared.

Task 4 – Project Management and Meetings: This task includes the preparation for and attendance at various project meetings with the City, as well as the overall management of the project. It is expected that project meetings will include a project kickoff meeting, as well as design review meetings with City staff at the 50%, 95%, and 100% design stages of the project. As such, for purposes of this task, we have assumed up to four (4) meetings and associated preparation of materials and coordination will be needed as part of the final design process. This task also includes project management and administration duties, including project set-up, scope reviews, scheduling, budget control, manpower planning, client coordination, quality control, correspondence, and invoicing.

PROJECT ASSUMPTIONS

In preparing this proposal, we have attempted to provide you with a complete package of the engineering services anticipated at this point in time. In doing so, we have made some assumptions which will need to be verified during the engineering process. Any findings which are not consistent with our assumptions may impact the engineering budget for this project. We will thoroughly discuss any such findings with you and negotiate any budget revisions prior to proceeding. Our assumptions are as follows:

- Geotechnical testing for the project area was completed as part of the Ward 1 Storm Sewer Reconstruction project and no further testing is anticipated or included in the scope.
- There are assumed to be no wetland impacts within the project limits. The cost of any wetland determination, permit application or mitigation strategy or costs are not included in this scope.
- Boundary survey work is not included in the project as it is anticipated all work will occur within public ROW. Property pins recovered during the topographic survey will be incorporated into the plan set and compared to GIS data for property boundaries.
- Permit applications included in the scope are limited to IEPA water main construction permit. A City stormwater permit is not anticipated or included. An IEPA sanitary sewer permit is not included or anticipated. Permit application fees are not included in this scope.

Please note that preparing this proposal requires the exercise of professional knowledge and judgment, and as such, this proposal remains the proprietary instrument of service of the firm WBK Engineering, LLC. No portion of this proposal may be shared with another firm providing similar services without our permission.

FEE

We propose to complete the Scope of Services outlined above for each of the Tasks as summarized below. A detailed breakdown of estimated man-hours and costs is provided in the attached Exhibit A.

i Due to the nature of the tasks listed in the above Scope of Basic Services, we have provided time and material budgets. The actual amount invoiced will be based on the level of effort required to accomplish the task, but we will not exceed the budget without your prior approval. Our estimated fees are based on the entire Scope of Basic Services being awarded to us. In general, individual tasks cannot be broken out and awarded separately.

Task	Description	Fee
1	Preliminary Design and Utility Evaluation	\$3,426
2	Design Plans, Specifications and Estimate of Cost	\$28,682
3	Project Permitting	\$1,067
4	Project Management and Meetings	\$5,898
TOTAL		\$39,073

We propose to bill you monthly for staff classifications anticipated on this project, based on WBK Engineering’s approved IDOT Overhead Rate.

If this proposal is acceptable, please return one (1) signed copy to us for our files to serve as a notice to proceed. Thank you for the opportunity to continue to provide service to the City of Batavia. If you have any questions, please do not hesitate to call.

Sincerely,



John Witte, PE, CFM
 Water Resources Practice Lead

Encl: Exhibit A

THIS PROPOSAL, SCHEDULE OF CHARGES, AND GENERAL TERMS & CONDITIONS ACCEPTED FOR CITY OF BATAVIA:

BY: _____

TITLE: _____

DATE: _____

PHASE II ENGINEERING SERVICES
Ward 1-Storm Sewer /Water Main Replacement
City of Batavia

Route 0
 Local Agency City of Batavia
 Section 0
 Project 0
 Job No. 0
 Existing Structure No. 0

Method of Compensation:

- Cost Plus Fixed Fee 1 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Cost Plus Fixed Fee 2 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 Cost Plus Fixed Fee 3 14.5%[(2.3 + R)DL + IHDC]
 Specified Rate (0.37 + R) DL
 Lump Sum

*Firm's **approved rates** on file with IDOT's
 Bureau of Accounting and Auditing:

Overhead Rate (OH) 135.65 %
 Complexity Factor (R) 0.000
 Calendar Days 540

Date: 1/12/2018

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead (DLxOH)	Services by Others	In-House Direct Costs (IHDC)	Fixed Fee	Total
1 Preliminary Design and Utility Evaluation	Engineer V	4.0	\$61.76	\$247.04	\$335.11	\$ -	\$ -	\$0.00	\$0.00
	Engineer III	24.0	\$36.58	\$877.92	\$1,190.90			\$305.52	\$2,374.34
	Engineering Technician III	4.0	\$35.44	\$141.76	\$192.30			\$49.33	\$383.39
2 Design Plans, Specifications, Estimate of Costs	Engineer V	28.0	\$61.76	\$1,729.28	\$2,345.77	\$ -	\$ -	\$0.00	\$0.00
	Engineer IV	10.0	\$46.45	\$464.50	\$630.09			\$161.65	\$1,256.24
	Engineer III	135.0	\$36.58	\$4,938.30	\$6,698.80			\$1,718.53	\$13,355.63
	Engineering Technician III	98.0	\$35.44	\$3,473.12	\$4,711.29			\$1,208.65	\$9,393.06
3 Project Permitting	Engineer V	2.0	\$61.76	\$123.52	\$167.55	\$ -	\$ 121.80	\$17.66	\$139.46
	Engineer III	6.0	\$36.58	\$219.48	\$297.72			\$76.38	\$593.58
4 Project Management and Meetings	Engineer V	28.0	\$61.76	\$1,729.28	\$2,345.77	\$ -	\$ 16.05	\$2.33	\$18.38
	Engineer IV	8.0	\$46.45	\$371.60	\$504.08			\$129.32	\$1,005.00
	Engineer III	2.0	\$36.58	\$73.16	\$99.24			\$25.46	\$197.86
	Totals		349.0		\$ 14,388.96	\$ 19,518.62	\$ -	\$ 137.85	\$ 5,027.36