

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
APRIL 16, 2019**

Call to Order

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:30P.M., Tuesday, April 16, 2019, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

On roll call by Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Cope, Ikezoe-Halevi, Hlepas Nickell, Sugarman (6:35), Patel (6:35)

ABSENT: Trustee Spino

A quorum was present.

Also present: Village Manager, Anne Marie Gaura; Assistant Village Manager, Charles Meyer; Management Analyst, Heather McFarland; Accountant, Ben Harris; Police Chief, Jason Parrot; Fire Chief, Michael Hansen; Community Development Manager, Doug Hammel; Village Engineer, Jim Amelio (CBBEL); Assistant to the Public Works Director, Nadim Badran; Public Work Director, Andrew Letson

Approval of Minutes

The minutes of the February 19, 2019 Committee of the Whole were presented to the Village Board.

Trustee Hlepas Nickell moved to approve the minutes as presented, seconded by Trustee Ikezoe-Halevi.

The motion passed by Voice Vote.

Regular Business

1. Discussion Concerning Engineering Services

This item was presented by Mr. Letson using PowerPoint.

Background

For the last 25 years, the Village has relied on consulting engineers to serve as the Village Engineer

*1994-2012: Gewalt Hamilton Associates

- In 2012, there was a desire to have more of an on-site presence

*2012-2014: AT Group

- Small firm that could be on-site, but did not have the ability to design or manage many projects

- In 2014, there was a desire to identify a full-service firm
- *2014-Present

- Selection committee composing of representatives from various Department and the Village Board managed a competitive selection process
- CBBEL was selected based on their wide range of experience and skills

Existing Agreement for Village Engineer

Current agreement outlines several services to be performed as part of a monthly retainer:

*16 Office Hours per Week

*Budgeting

*Procurement and Requisitions

*Utilization Reports

*Utility Permit Review

*External Agency Coordination (e.g. CDOT, IDOT, MWRD)

*NPDES and other Regulatory Programs

*Attend Board, Commission and Staff Meetings

*Respond to Resident/ Business/ Board Inquiries

*Seeking grant opportunities in a proactive manner and completing grant applications

*Other duties coordinated with the Village Manager

*Construction and capital project management or work and/or services provided by a firm or company other than the Village Engineer firm; shall include, but is not limited to:

- Review of bid proposals
- Contract preparation
- Pre-construction meetings
- Review of pay requests

*Oversight of the implementation of the Village's Stormwater Management Plan

*Coordinate with the Village's Geographic Information System (GIS) Specialist for accuracy of date in the Village's GIS system

Existing Agreement for Village Engineer

Items not included in the monthly retainer

*Capital project design and construction inspection services

*Private development review and inspection

Completed Capital Projects

The following projects were exhibited with their costs for design, oversight and construction:

*Pratt Avenue Resurfacing, Street Storage Pilot Project, Lincoln Avenue Median, UP Parking Lot, Lawndale Improvements, Devon Alley Improvements

Ongoing CBBEL Capital Projects

The following projects were exhibited with approved contract amount and estimated percent of construction:

*Roadway Resurfacing, Community Center Roof Replacement, Standpipe Rehabilitation, Northshore Outfall Sewer, Street Storage – Stage Two, Water Transmission Main

Upcoming Projects (FY2019/20)

The following projects were exhibited including their phase, budget, type, and estimated timing:

*Northshore Outfall Sewer, Water Transmission Main, Public Works Roof Replacement, Public Works HVAC Refurbishment, Bike Lane Lining and Signing, Roadway Resurfacing Program – Year 2, Campus Generator Study, School Area Pedestrian Improvements, Touhy/Cicero Intersection Improvements.

Procurement Process

- *Professional services are procured using a qualifications based selection process
 - The most qualified firm is selected rather than the firm who is willing to do the work at the lowest cost
 - Engineering firms are not performing work based on defined specifications, they are developing the specifications
- *Selection processes evaluate firms based on a defined methodology weighing experience, capability approach and past performance
- *The most qualified firm is invited to enter negotiations over the scope and price
- *Best practice approach
 - Similar to what was done in 2014
 - Time consuming – adds 6-8 weeks on the project's schedule
- *Performing a selection process ensures that the most qualified firm is selected
- *A single firm, who is qualified to perform the work, provides several advantages
 - Greater understanding of the Village's infrastructure and processes
 - Experience working in the community makes projects run smoother
 - Reduces time and effort gathering information upfront
- *Unique specialization may be beyond the scope of CBBEL's services, requiring the Village to seek out an alternative firm
 - Geotechnical engineering
 - Structural engineering
 - Landscape design
 - Bridge inspections
- *There is a significant benefit to having a single firm perform all work on all phases of a project
 - Reduced effort to review and understand previous work
 - Greater accountability when there are discrepancies in the plans
 - Design engineers work with construction engineers, providing a higher quality project and more familiarity for those overseeing construction
- *Federal procurement guidelines allow for a single firm to complete all phases of a project without going through multiple selection processes

Direction Requested

- *Should the Village pursue a selection process for all new projects or only those that fall outside of CBBEL's expertise?
 - Staff Recommendation: The Village should award projects to CBBEL that are within their expertise
- *Should the Village pursue a selection process for the subsequent phases of existing projects?
 - Staff Recommendation: The Village should award subsequent phases of a project to the same firm as long as they are performing well
- *This guidance will be used to establish project schedules in the upcoming and future fiscal years

Trustee Hlepas Nickell questioned if the contract with CBBEL includes site inspections. Mr.

Letson replied that it depends on the scope of the job. Lincoln Avenue median work had problems, but the Village was able to recoup costs from the contractors.

Trustee Patel stated that Mr. Amelio has been with the Village since CBBEL took over and has knowledge of our community and history.

Mr. Letson noted that we have had no rate increase for at least six years.

Trustee Cope asked for clarification which was provided by Mr. Letson.

Discussion and questions ensued with clarification by Ms. Gaura.

President Bass stated that the Village is pleased with the service provided by CBBEL.

Trustee Patel stated he would like to see this go ahead as recommended by Staff.

Trustee Sugarman stated that he had looked at the costs for engineering services and questioned some. He now feels comfortable going ahead with Staff recommendation.

Committee of the Whole Consensus is to move forward with securing proposals from CBBEL when the work is within their expertise.

2. Discussion of Private Streets and Public Rights-of-Ways

This item was presented by Mr. Letson using PowerPoint.

Mr. Letson presented photos of the following:

Chase – Cicero to Valley Line Trail

Capitol Drive – Touhy to Terminus

Cherry Lane – Morse to Terminus

History of Improvements

*The three private streets were established as part of the subdivision of the property

*1997-2003 infrastructure improvement Program

- Chase Avenue - resurfaced in 1997
- Cherry Lane - new water main 1998
- Capitol Drive – No improvements

*2008 Maintenance Agreements

- Village Board discussed maintenance of the streets
- Directed Staff to enter into hold harmless agreements to perform the following services at no cost:
 - #Street Sweeping
 - #Snow Plowing
 - #Roadway Patching
- Agreements state the property owner will be responsible for any improvements not outlined in the agreement

Major improvement options for each of the streets were exhibited along with costs.

Funding Options

1. Village fully fund improvements.
2. Village requires up-front payment or establishes a Special Service Area (SSA) to recoup costs over time.
3. Village requires the property owners to work collaboratively.

Economic Development Opportunities

Chase Avenue

*2016 Comprehensive Plan Update

- Consider area south of Chase for “commercial or employment opportunities.” Future Land Use = Regional Commercial
- Redevelopment north of Chase likely for former Millard Group building

*North Gateway Plan

- Preliminary consideration of road connections east and west of ComEd ROW
- Chase Avenue uniquely situated as collector street for businesses north and south and east of ComEd ROW

Capitol Drive

*2016 Comprehensive Plan Update

- Recommended redevelopment of Lincolnwood Town Center and adjacent properties to create new desirable stores and housing (possible connection to Mall Ring Road)
- Industrial Area Goal – support local property owners in improving Capitol Drive for trucks and providing connection to N. Central Park Avenue.

Previous commercial success on Touhy

- Lowes, AT&T, and properties west in Lincolnwood
- Skokie side of Touhy

Public Rights-of-Way

Several areas have been designated as unimproved public rights-of-way for the purpose of a roadway

Two locations have received inquiries over the past few years

*Monticello Ave – Between Lincoln and Devon

- 33’ with an additional 33’ to the north and west “reserved” for a future street which was never fully developed
- Public right-of-way that was used by the public previously for vehicular traffic

*Arthur Avenue – Between Hamlin and the UP Path

- 66’ wide right-of-way
- Both locations are paved, but it is unknown when this work occurred and by whom.

Major Improvement Options were presented for Resurfacing and Reconstruction.

Economic Development Opportunities

*Monticello Avenue:

- Functions as a driveway, rather than roadway
- One property accessed
- Value in the opportunity for future consolidation with adjacent parcels
- May be well-situated as a future connector between Lincoln and Devon, with commercial development on either side

*Arthur Avenue:

- Functions as a driveway, rather than roadway
- One property accessed
- Value primarily in the opportunity for future consolidation with adjacent parcel
- No reasonable public purpose as an access point

Mr. McNellis spoke of a connector road from Cicero to Lincoln which would relieve some of the traffic congestion.

Additional discussion ensued between Trustees Cope, Patel and Mr. McNellis. Mr. Letson added that the Village engineer could be involved in development of potential alternatives. Trustee Nickell opined that business owners might want additional parking.

Direction Requested

Should the Village pursue major improvements to the three private streets?

*What level should the work be performed?

- Resurfacing v. Reconstruction

*How should it be paid for?

- Village funds
- Up-front payment
- SSA

*Should the Village pursue procurement of the private streets?

Should the Village pursue major improvements to Monticello and Arthur ROWS?

*What level should the work be performed?

- Resurfacing v. Reconstruction

*Should the Village resurface Monticello Avenue as part of the 2019 Roadway Resurfacing Program

Discussion ensued.

Trustee Cope suggested that property owners on Cherry Lane be consulted regarding capital improvements and potentially deeding the property to the Village.

Consensus was to look at each street individually and to pursue resurfacing of Monticello Avenue as part of the 2019 Roadway Resurfacing Program.

Public Forum

None

Adjournment

At 7:40 P.M. Trustee Patel moved to adjourn Committee of the Whole, seconded by Trustee Cope.

The motion passed with a Voice Vote.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Beryl Herman".

Beryl Herman
Village Clerk