

**Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, January 15, 2013
7:30 p.m.**

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council members. Emails for the Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) Tuesday, February 5, 2013 Regular Meeting
 - b) Wednesday, February 6, 2013 Budget Meeting
 - c) Tuesday, February 12, 2013 Study Session
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Approval of Village Council Minutes: None.
 - b) Approval of Warrant Lists 1781 and 17823
 - c) Change Order for Secondary Cable, Wesco4
 - d) Ordinance MC-1-2013: Amending Village Code Section 2.04.020 Pertaining to Village Council Meeting Times and Location – Adoption6
- 6) Stormwater Monthly Summary Report.....11
- 7) Ordinances and Resolutions
- 8) Public Comment
- 9) Old Business: None.
- 10) New Business:
 - a) Tower Road Duct Bank Relocation (Bid No. 013-001)23

- 11) Appointments
- 12) Reports
- 13) Executive Session
- 14) Adjournment

NOTICE

All agenda materials are available at villageofwinnetka.org (*Council > Current Agenda*); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor).

Broadcasts of the Village Council meetings are televised on Channel 10 and AT&T Uverse Channel 99 every night at 7 PM. Webcasts of the meeting may also be viewed on the Internet via a link on the Village's web site: villageofwinnetka.org

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator – Megan Pierce, at 510 Green Bay Road, Winnetka, Illinois 60093, 847.716.3543; T.D.D. 847.501.6041.

AGENDA REPORT

TO: Village Council
FROM: Robert M. Bahan, Village Manager
DATE: January 10, 2013
SUBJECT: **Warrant Lists Nos. 1781 and 1782**

Warrants Lists Nos. 1781 and 1782 were emailed to each Council member.

Recommendation: Consider approving Warrants Lists Nos. 1781 and 1782.

AGENDA REPORT

SUBJECT: **Change Order for Secondary Cable, Wesco**

PREPARED BY: Brian Keys, Director Water & Electric

REF: April 3, 2012 Village Council Meeting, pp. 35-42
 October 16, 2012 Village Council Meeting, pp. 42-43
 November 8, 2012 Village Council Meeting, pp. 7-9

DATE: January 7, 2013

The Water & Electric Department issued Bid Number 12-002 for the purchase and delivery of cable for the period of April 1, 2012 through March 31, 2013. Vendors provided unit prices for each of the cables required on the electric system. Bid prices are indexed to the cost of metals.

At the April 3, 2012 Council Meeting, the Village Manager was authorized to award two purchase orders for the procurement of primary (15kV) and secondary (600V) cable. Based on the bid evaluation, the primary cable was awarded to the Okonite Company and the secondary cable was awarded to Wesco. On two prior occasions, the Village Council has approved change orders for the purchase of additional primary cable for the Park District projects and the relocation of cable on Tower Road for storm water improvements.

In order to insure that an adequate supply of underground secondary cable is available during the transition of the fiscal year, upcoming bid cycle and subsequent manufacturing lead time, staff is requesting authorization to purchase additional quantities of secondary cable. This cable is used for connections between transformers and underground splice boxes and/or customer meter pedestals.

The requested change order amount is \$61,157. The change order amount includes additional funds for manufacturing length tolerances as noted below.

600V Secondary Cable			
Quantity	Metals Escalation	Shipping Length Tolerance (5%) & Packaging	Requested Amount
3-1/c 350 kcmil: 1,500 ft.			
3-1/c 4/0: 1,500 ft.			
4-1/c 350 kcmil: 1,000 ft.			
\$58,244.00	\$0	\$2,912.20	\$61,156.20

↓
\$61,157

The Electric Fund FY2012-13 Budget contains \$793,000 (account #50-47-640-209) for the purchase and installation of cable. The Village Council has previously approved \$702,742 of cable purchases and \$189,000 of wire pulling services. Two large unplanned projects have impacted the amount of cable required in the current fiscal year. Approximately \$24,000 of the prior cable purchases will be funded by the Storm Water Program and \$142,261 will be funded by the Park District for their projects. In the absence of these two projects, the total awarded expenditures for the purchase and installation of cable are \$725,481.

Recommendation:

Consider authorizing the Village Manager to award a change order to the Wesco in the amount of \$61,157 for the purchase of 600 volt secondary cable at the unit prices bid, subject to all of the conditions stated in the request for bid.

AGENDA REPORT

SUBJECT: Ordinance MC-1-2013 – Amending Section 2.04.020 of the Winnetka Village Code, As It Pertains to Village Council Meeting Times and Locations

PREPARED BY: Katherine S. Janega, Village Attorney

REFERENCE: January 8, 2013 Council Agenda, pp. 14 - 20

DATE: January 9, 2013

Ordinance MC-1-2013 was prepared at the direction of the Village Council and was introduced at the Rescheduled Regular Meeting on January 8, 2013. Following is a section-by-section description of the content of the Ordinance.

Section 1 As with all Ordinances, Section 1 adopts the recitals as the Council's legislative findings.

Section 2 Section 2 of the Ordinance amends Section 2.04.020.A of the Winnetka Village Code (WVC) to reflect the Council's directive to move Council meetings from 7:30 p.m. to 7:00 p.m. To make Subsection A easier to read, and to facilitate text searches within the Village Code, Subsection A has also been divided into paragraphs. Paragraph 1 sets the time for regular Council meetings, while Paragraph 2 adds new text that codifies the starting time of Council Study Sessions (sometimes known as meetings of the Committee of the Whole).

Section 3 Section 3 of the Ordinance amends WVC 2.04.020.B, which pertains to the location of Council meetings. Although not part of the Council's directive, these amendments make the text consistent with established practice and with the other Code provisions pertaining to ordinances and resolutions. Subsection B is now divided into three paragraphs, as follows:

- Paragraph 1 retains the basic requirement that meetings be held at Village Hall, subject to emergencies and certain other exceptions.
- Paragraph 2 recognizes that the need to change a meeting location can sometimes be determined in advance, and therefore establishes a procedural mechanism to do so. Paragraph 2 also amends the procedure for changing a meeting location once the meeting convenes, so that all that would be required would be a simple motion passed by the concurrence of a majority of the Council members present. This amendment makes Subsection B consistent both with WVC Section 2.04.050.F, which requires all resolutions to be in writing, and with the Open Meetings Act, which now requires that meeting agendas "set forth the general subject matter of any resolution . . . that will be the subject of final action at the meeting."
- Paragraph 3 establishes the methods for notifying the public of the location change.

Section 4 So that the new meeting time can be implemented at the very next Council meeting after the Ordinance is enacted, Section 4 of Ordinance MC-1-2013 directs the Village

Clerk to issue an amended Annual Meeting Notice and to publish it “as may be required” by the Open Meetings Act by Thursday, January 24, 2013. That date is specified because it is more than 10 days before the February 5, 2013, Council meeting, and because it coincides with local newspaper publication dates. However, in this case newspaper publication is optional, as it is required only if the change is to the dates of the regular meetings. Section 4 of Ordinance MC-1-2013 also requires that registered media be notified of the change.

Finally, it should also be noted that Ordinance MC-1-2013 is the first ordinance under the December 2012 Village Code amendments that updated the phrasing of the ordaining clause and changed from the Charter-prescribed posting of ordinances in three different locations in the Village to the more conventional process of making the ordinances available for review and then publishing them in pamphlet form, as provided in the Illinois Municipal Code. The new ordaining clause precedes Section 1 of Ordinance MC-1-2013, and the procedural changes are reflected in the last recital before the ordaining clause and in the notations that follow the signature lines at the end of the Ordinance.

Recommendation:

Consider adopting Ordinance MC-1-2013, amending Section 2.04.020 of the Winnetka Village Code as it pertains to Village Council meeting times and locations.

**AN ORDINANCE
AMENDING CHAPTER 2.04 OF THE WINNETKA VILLAGE CODE
AS IT PERTAINS TO
VILLAGE COUNCIL MEETING TIMES AND LOCATIONS**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village; and

WHEREAS, the Council of the Village of Winnetka (“Village Council”) finds and determines that the scheduling of Village Council meetings is a matter pertaining to the government and affairs of the Village; and

WHEREAS, Subsection A of Section 2.04.020 the Winnetka Village Code provides that Village Council meetings shall start at 7:30 p.m.; and

WHEREAS, the Village Council finds and determines that the current starting time of Village Council meetings is not always conducive to complete and meaningful discussion of, and action on, pending matters at a single meeting unless meetings continue late into the night; and

WHEREAS, the Village Council finds and determines that meetings that extend late into the night also discourage public attendance and can unnecessarily inconvenience Village staff who must remain at work through the day until the end of the meeting and return to work at their normal hour the next morning; and

WHEREAS, the Village Council finds and determines that it is in the best interests of the general welfare of the Village of Winnetka that Village Council meetings begin at 7:00 p.m., to allow for thorough Village Council discussion, consideration and action on pending matters following Village staff presentations and public comment; and

WHEREAS, this Ordinance has been placed on the Village Council’s agenda and made available for public inspection at Village Hall and on the Village’s web site, in accordance with Sections 2.04.040 and 2.16.040 of the Winnetka Village Code and applicable law.

NOW, THEREFORE, be it ordained by the President and Board of Trustees of the Village of Winnetka as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: Subsection A of Section 2.04.020, “Meetings,” of Chapter 2.04, “Village Council,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

A. Time and Day of Meetings.

1. Village Council meetings. The Council shall hold its regular meetings on the first and third Tuesday of each month at ~~seven-thirty p.m., seven p.m. (7:00 p.m.),~~ or as otherwise set forth in the annual meetings notice posted pursuant to the Illinois Open Meetings Act. In the event the regular meeting date falls on a legal holiday, or cannot be held on the date regularly scheduled for any other reason, including a general election, the meeting shall be held on such other day as the Council may designate; provided, that notice of such designation shall comply with the notice requirements of the Illinois Open Meetings Act.

2. Village Council study sessions. The regular study session meetings of the Village Council, meeting as committee of the whole, shall be held on the second Tuesday of each month at seven p.m. (7:00 p.m.), or as otherwise set forth in the annual meetings notice posted pursuant to the Illinois Open Meetings Act.

SECTION 3: Subsection B of Section 2.04.020, "Meetings," of Chapter 2.04, "Village Council," of Title 2 of the Winnetka Village Code, "Administration and Personnel," is hereby amended to provide as follows:

B. Place of Meetings.

1. Except in the case of an emergency, or as hereinafter provided, all meetings of the Council shall be held at the Village Hall.

2. If it appears that the physical facilities of the Village Hall ~~shall appear to the Council to be are or will be~~ inadequate to accommodate the number of persons who may attempt or plan desiring to be present at any meeting, ~~the Council may, in its discretion, upon resolution adopted at such meeting after the convening of such meeting, move~~ the meeting may be moved to some other hall or place within the Village having adequate capacity, ~~and continue the meeting at such other place.~~ The determination to change the location of a Council meeting can be made by the concurrence of a majority of the Council present when the meeting convenes, or at the direction of the Village President after conferring with the Village Manager, at any time before the agenda for the meeting is posted.

3. If the location of a Council meeting is changed, the Village Clerk shall post ~~at the Village Hall, or other place from which the meeting has been moved,~~ a notice of the location at which the meeting is being or will be held. The notice shall be posted at the entrance to Village Hall and at the entrance of the place from which the meeting has been moved. If the location of the meeting is changed prior to the posting of the agenda for that meeting, then the location of the meeting shall also be included in any and all meeting notices and agendas that are required by the Open Meetings Act and any other applicable law or ordinance.

SECTION 4: The Village Clerk shall issue notice of the foregoing changes in meeting times by publishing an amended annual notice of meetings on the Village web site and by such other means as may be required by the Illinois Open Meetings Act. The Village Clerk shall also notify all registered media of the amended annual notice of meetings. Such notices shall be issued no later than January 24, 2013.

SECTION 5: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 6: This Ordinance shall take effect immediately upon its passage, approval and publication as provided by law.

PASSED this ___ day of _____, 2013, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2013.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois, this ____ day of _____, 2013.

Introduced: January 8, 2013

Passed and Approved:

Agenda Report

Subject: **Stormwater Monthly Summary Report**

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: January 10, 2013

The Village's Stormwater Project Manager has prepared a monthly report for the Village Council that brings together status, cost, and schedule information, for each separate stormwater project, in one place. The report consists of four documents, explained below:

AT Group Project Summary Report (Attachment #1)

This report provides a brief outline and summary of each major stormwater project currently being undertaken by the Village.

One Year Look-Ahead Schedule (Attachment #2)

This document provides an overview schedule for each project.

Program Budget (Attachment #3)

This report provides financial information for the stormwater and sanitary sewer improvement programs.

Program Organization Chart (Attachment #4)

This document presents a one-page "snapshot" view of the status of each project, and how each project fits into the overall stormwater and sanitary sewer management program.

Recommendation:

Informational Report

Attachments:

1. AT Group Project Summary Report
2. One Year Look-Ahead Schedule
3. Program Budget
4. Program Organization Chart

Attachment #1
AT Group Project Summary Report



MEMORANDUM

DATE: January 10, 2013
TO: Steven Saunders, P.E.
Village of Winnetka
SUBJECT: Project Summary

Spruce Outlet (Tower)

Activity Summary Christopher B. Burke Engineering, Ltd. (CBBEL) is proceeding with final design. Construction is scheduled for the summer of 2013.

Budget Summary The Village budgeted \$90,000 for engineering and committed \$111,429. The total project cost estimate remains \$1,162,853.

6-Month Look Ahead The project team will:

1. Complete final engineering
2. Prepare construction documents for bidding
3. Prepare and submit the required permits
4. Let the contract with Village Council approval
5. Conduct a neighborhood meeting on the project

Spruce Outlet (Lloyd)

Activity Summary CBBEL is proceeding with the final design and permitting. Construction is scheduled for the summer of 2013.

Budget Summary The Village budgeted \$90,000 for engineering and committed \$37,143. The total project cost estimate remains \$398,786.

6-Month Look Ahead The project team will:

1. Complete the final engineering
2. Prepare construction documents for bidding
3. Prepare and submit the required permits
4. Let the contract with Village Council approval
5. Conduct a neighborhood meeting on the project

Winnetka Avenue Pump Station

Activity Summary The project team prepared and submitted the Forest Preserve District of Cook County (FPDCC) license application.

Budget Summary The Village budgeted \$750,000 for the project and committed \$29,300 for engineering.

6-Month Look Ahead The project team will:

1. Complete the final engineering
2. Prepare construction documents for bidding
3. Prepare and submit the required permits
4. Let the contract with Village Council approval

NW Winnetka (Greenwood/Forest Glen)

Activity Summary CBBEL completed the majority of the field surveying, submitted the required permit application with the US Army Corps of Engineers, and completed the preliminary (35% complete) drawings. CBBEL met with Village staff to review the existing utilities within the project boundaries.

Budget Summary The Village budgeted \$250,000 for engineering and committed \$226,874 for engineering. The total project cost estimate – including the Forest Glen improvements – remains \$4,266,924.

6-Month Look Ahead The project team will:

1. Continue preliminary engineering
2. Brief the Council on the preliminary engineering
3. Prepare construction documents for bidding
4. Prepare and submit the required permits
5. Let the contract with Village Council approval
6. Conduct a neighborhood meeting on the project

Willow Road Tunnel

Activity Summary The project team is preparing a draft RFP for Village Council review.

Budget Summary The Village budgeted \$800,000 for engineering and committed \$70,350. The total project cost estimate remains \$34,369,048.



- 6-Month Look Ahead The project team will:
1. Prepare a draft RFP
 2. With Village Council approval, select an engineering consultant for design and permitting
 3. Commence preliminary engineering

Stormwater Master Plan

Activity Summary Village staff continues to meet monthly with Baxter & Woodman (B&W) representatives to discuss the status of the project. In addition to B&W, CBBEL also attends as needed for project coordination. The next scheduled monthly meeting is January 25. The primary agenda items are:

- a. A strategy for updating development regulations
- b. Community Rating System recommendations
- c. A strategy to encourage Best Management Practices (BMP's)

Budget Summary The Village budgeted \$50,000 and committed \$101,220.

- 6-Month Look Ahead The project team will:
1. Present additional information regarding the additional drainage area studies to the Council
 2. Prepare the draft Stormwater Master Plan

Stormwater Utility Feasibility Study

Activity Summary Municipal and Financial Services Group (MFSG) participated in the first workshop and is proceeding per the schedule. Input from the Council and staff will be incorporated into the next workshop, focusing on Rate & Fee Analysis.

Budget Summary The Village budgeted \$50,000 and awarded an agreement for \$72,100.

- 6-Month Look Ahead The project team will:
1. Proceed with the Feasibility Study
 2. Conduct three workshops to discuss the status of the study, and present the findings and alternatives
 3. Present the findings to the Council



Sanitary Sewer Evaluation

Activity Summary Staff collected additional information to clarify areas for further study and plans to present the findings at a future Council meeting.

Budget Summary The Village budgeted \$100,000 and committed \$107,857.

6-Month Look Ahead The project team will:

1. Present the alternate study scope to the Council
2. Complete the additional studies
3. Report findings to the Council

Public Outreach

Activity Summary The project team continues to update the website and monitor the activity.

Budget Summary There is no separate budget associated with this project.

6-Month Look Ahead The project team will:

1. Develop a preliminary schedule for Public Outreach
2. Continue to update the website and monitor activity

Attached are the following documents:

1. One-Year Look-Ahead Schedule including Council Meeting Presentations
2. Program Budget
3. Program Organization Chart

If you have any questions or need additional information, please call me at 847-691-9832, or send an e-mail to jjohnson@theatgrp.com.



Attachment #2
One Year Look-Ahead Schedule

Village of Winnetka
Stormwater Management Program

One-Year Look Ahead Schedule

1/10/2013

	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13
Tower/Foxdale												
Preliminary Engineering												
Permitting												
Final Engineering												
Construction												
Lloyd Outlet												
Preliminary Engineering												
Permitting												
Final Engineering												
Construction												
Tunnel (Willow North, Willow South, Provident, Cherry Outlet, Underpass)												
Feasibility Study												
Engineering RFP												
Preliminary Engineering												
NW Winnetka (Greenwood/Forest Glen)												
Preliminary Engineering												
Permitting												
Final Engineering												
Construction												
Winnetka Avenue Pump Station												
Preliminary Engineering												
Permitting												
Final Engineering												
Construction												
Sanitary Sewer												
Pilot Study												
Stormwater Master Plan												
Drainage Studies												
Develop SMP												
Water Quality Sampling												
Community Outreach												
Village Council Meeting Presentations												
Baxter & Woodman Additional Drainage Study Areas												
Stormwater Monthly Report												
SSES Status												
Stormwater Master Plan Status												
Stormwater Utility Feasibility Study Workshop #1												
Stormwater Monthly Report												
Stormwater Utility Feasibility Study Workshop #2												
Stormwater Monthly Report												
SSES Update												
Stormwater Utility Feasibility Study Workshop #3												
Lloyd Outlet Bid Award												
Winnetka Avenue Pump Station												
Stormwater Master Plan Status												
NW Winnetka 65% Engineering												
Stormwater Monthly Report												
Stormwater Monthly Report												
Tower/Foxdale Bid Award												
Stormwater Master Plan Draft Report												
Stormwater Monthly Report												
NW Winnetka Bid Award												
Stormwater Master Plan Final Report												
Stormwater Monthly Report												
Stormwater Monthly Report												

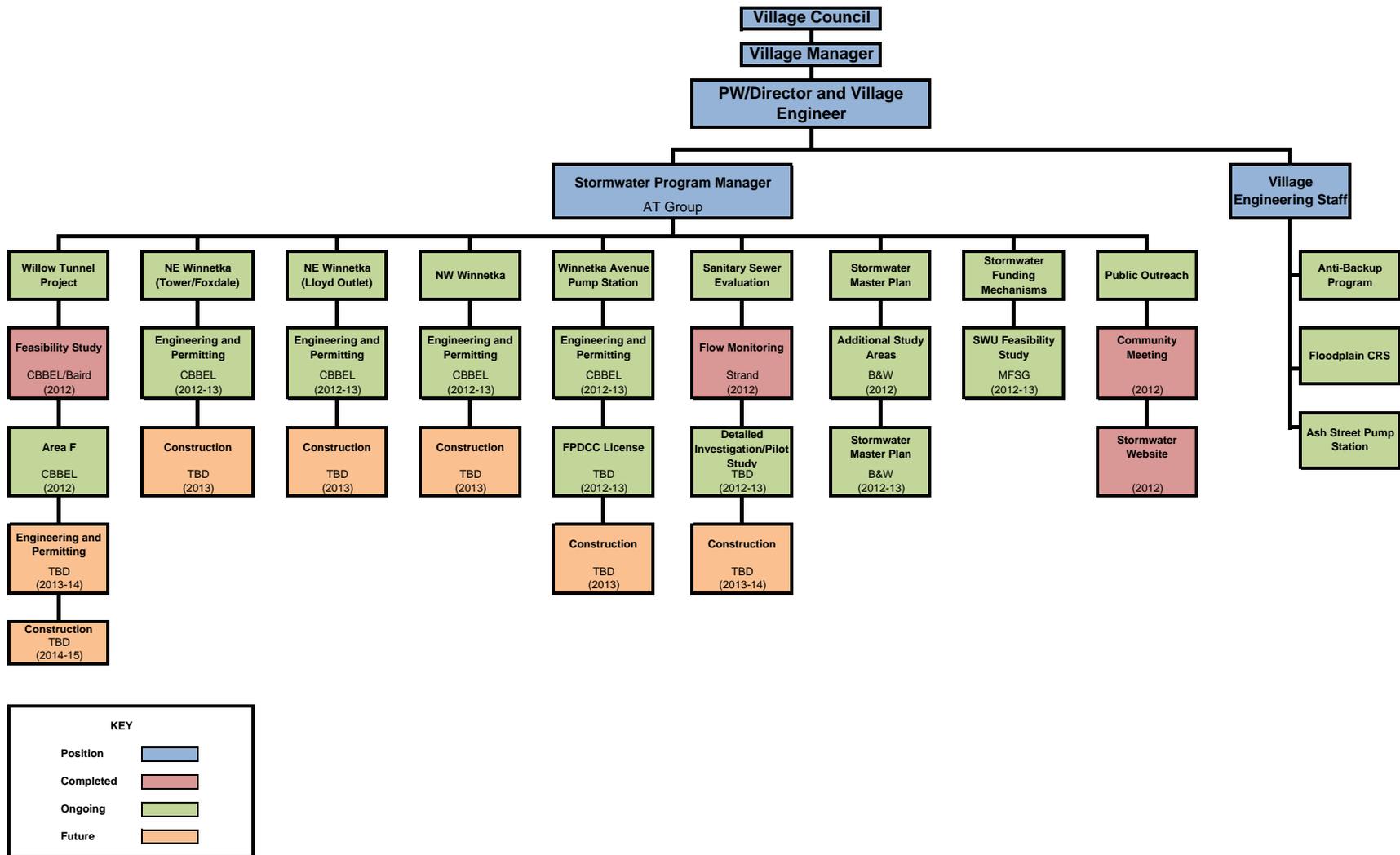
Attachment #3
Program Budget

**Village of Winnetka
Stormwater Management Program Budget**

Project	Initial Estimated Project Costs	Curent Estimated Project Costs	2012/2013 Budget	Council Authorized	Spent	Comments
<u>Stormwater Fund</u>						
<u>58.75.640.601</u>						
Winnetka Ave. pump station	\$ 750,000	\$ 750,000	\$ 750,000	\$ 29,300	\$ 16,205	Based on DPW 2011/12 Budget
Tower Road/Foxdale	\$ 1,419,544	\$ 1,162,853	\$ 90,000	\$ 111,429	\$ 81,128	Decrease based on 65% construction drawings
Lloyd Park/Spruce Street	\$ 601,030	\$ 398,786	\$ 90,000	\$ 37,143	\$ 27,043	Decrease based on 65% construction drawings
NW Winnetka Greenwood/Forest Glen	\$ 2,880,887	\$ 4,266,924	\$ 250,000	\$ 226,874	\$ 52,158	Added Forest Glen and included utilities from different line item
Willow Rd tunnel <i>Proposed Area F</i>	\$ 32,498,697	\$ 34,369,048	\$ 800,000	\$ 37,750 \$ 17,600	\$ 37,705 \$ 13,155	CBBEL October 2011 budget w/Kenny and Baird estimates
Stormwater rate study	\$ 50,000	\$ 72,100	\$ 50,000	\$ 72,100	\$ 33,700	DPW 2011/12 Budget vs proposal
Stormwater master plan	\$ 50,000	\$ 101,220	\$ 50,000	\$ 101,220	\$ 62,609	DPW 2011/12 Budget vs proposal (added 6 drainage areas)
Total Stormwater Costs	\$ 38,250,158	\$ 41,120,930	\$ 2,080,000	\$ 633,416	\$ 323,703	
<u>Sanitary Sewer Fund</u>						
<u>54.70.640.201</u>						
Sanitary Sewer Studies	\$ 100,000	\$ 107,857	\$ 100,000	\$ 107,857	\$ 107,857	Additional monitoring
Trenchless lining	\$ 150,000	\$ 166,237	\$ 150,000	\$ 166,237	\$ -	DPW 2011/12 Budget vs bid
System I & I repairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	
Total Sanitary Sewer Costs	\$ 350,000	\$ 374,094	\$ 350,000	\$ 274,094	\$ 107,857	



Attachment #4
Program Organization Chart



AGENDA REPORT

SUBJECT: **Bids, Tower Road Duct Bank Relocation (Bid No. 013-001)**

PREPARED BY: Brian Keys, Director Water & Electric

REF: October 2, 2012 Village Council Meeting, pp. 13-38
 October 16, 2012 Village Council Meeting, pp. 42-43

DATE: January 7, 2013

On October 2, 2012, the Village Council authorized the Village Manager to sign an agreement with Christopher B. Burke Engineering, Ltd. to perform professional engineering services for the storm water improvements in the Forest Glen and Greenwood Avenue study areas. The proposed large-diameter storm sewer under Tower Road conflicts with the existing concrete encased electric duct line containing the Village's three 12kV tie lines served from ComEd. This conflict was identified and anticipated during the development of the stormwater plan. Funding for utility relocation is shown in the FY2013-2014 Capital Budget for the Storm Water Fund. Water & Electric is requesting permission to install the conduit in the February / March timeframe to insure the three cable circuits are relocated prior to the summer of 2013 and avoid any delay to the Tower Road storm water work.

The utility conflict occurs at the location where the duct line crosses the road at 1556 Tower Road. The duct line will need to be lowered to resolve the utility conflict. The proposed plan is to install additional conduit with long radius bends to transition below the depth of the proposed storm sewer. The conduit duct bank will be concrete encased consistent with the existing duct bank. At the deepest point, the top of the new duct bank will be thirteen feet below the existing grade and crosses under several existing utilities which includes: low and high pressure gas lines, a sanitary sewer, and a water main. It is anticipated that the required construction activities will require closing this section of Tower Road for five days.

In order to insure that the tie lines are available during summer months, the project plan has been established to insure all of the cable splicing work is completed no later than May 1, 2013. On October 16, 2012, the Village Council approved the purchase of the cable required for the project. Delivery of the cable is anticipated in February, 2013. The cable work will commence immediately following the conduit's installation. Staff has scheduled tentative outage dates for each of the lines with ComEd. Schedule coordination is required to insure that ComEd has sufficient resources allocated for the required switching and safety grounding at the interconnection facilities.

The Water & Electric Department issued Bid Number 013-001 for the installation of the conduit. A bid notice was published in the Pioneer Press and bid notices were sent to 14 contractors. A mandatory pre-bid meeting was held on January 3rd with four contractors attending. The bid document was structured similar to a water main project. Contractors were required to provide a unit based bid for each of the required work activities (i.e. cubic yards of trench, square yards pavement, etc.). The contractor will invoice the Village for the actual number of units required to complete the project.

The following companies submitted bids.

Company Name	Bid (Based on Estimated Quantities)
Lenny Hoffman Excavating, Inc.	\$89,974.00
Bolder Contractors, Inc.	\$118,990.00

Staff recommends accepting the lowest bid that meets the bid specification, which is Lenny Hoffman Excavating Incorporated. The Village has used this firm successfully on multiple projects including the new water main at Lloyd Park, the water main and pumping station interconnect with Wilmette, and various other smaller projects. The FY2012-2013 Storm Water Fund contains \$800,000 (account #58-75-640-601) for engineering on the proposed Willow Road tunnel project, which is unlikely to be expended this fiscal year. The Village Council has previously approved \$24,015 of cable for this project. The Storm Water capital program anticipated utility relocation expenses for the three northern projects (East and West Tower Road, and the Lloyd outlet) at \$591,000 occurring in the FY2013-2014 budget.

Recommendation:

Consider authorizing the Village Manager to award a purchase order to Lenny Hoffman Excavating Incorporated in the amount of \$89,974 for the installation of conduit on Tower Road in accordance with the terms and conditions of Bid #013-001.