

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
Thursday, July 14, 2011
8:00 A.M.
Meeting will be held at the Glenbard Wastewater Plant
21 W 551 Bemis Rd, Glen Ellyn, IL

Members Present:

William Mueller	President, Village of Lombard
Mark Pfefferman	President, Village of Glen Ellyn
Greg Gron	Trustee, Village of Lombard
David Hulseberg	Village Manager, Village of Lombard
Mark Franz	Village Manager, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard
Bob Minix	Village Engineer, Village of Glen Ellyn

Others Present:

Erik Lanphier	Wastewater Manager, GWA
Gayle Lendabarker	Administrative Secretary, GWA
Larry Noller	Acting Finance Director, Village of Glen Ellyn
Tim Sexton	Finance Director, Village of Lombard
Chris Buckley	Project Manager, Baxter & Woodman

1. Call to Order at 8:00 a.m.
2. Roll Call: Mr. Mueller, Mr. Pfefferman, Mr. Gron, Mr. Hulseberg, Mr. Franz, Mr. Goldsmith and Mr. Minix answered "Present". Mr. Hartweg was excused.

Mr. Lanphier introduced Mr. Chris Buckley from Baxter & Woodman who was present to answer any questions that may arise in regards to the Asset Analysis and Funding Alternative Study contract that was going to be discussed and awarded.

Mr. Pfefferman introduced Mr. Mark Franz, as the new Village Manager for the Village of Glen Ellyn.

3. Public Comment
4. Consent Agenda

Mr. Minix motioned and Mr. Pfefferman seconded the *MOTION that the following items on the Consent Agenda be approved. Mr. Mueller, Mr. Pfefferman, Mr. Gron, Mr. Franz, Mr. Goldsmith, Mr. Hulseberg and Mr. Minix individually responded "Aye" during a roll vote. The motion carried.*

- 4.1 Minutes from the May 19, 2011 EOC Meeting.
- 4.2 Vouchers previously reviewed by Trustee Hartweg.
- 4.3 Unox Pipe Gallery Design and Bidding Services Award

GWA has requested Baxter and Woodman to propose on the design and bidding services for the Unox Inlet Channel Pipe Gallery Rehabilitation. It was a pleasure to bring Mr. Charles A. Brunner P.E., S.E. Baxter and Woodman Structural Department Manager out

to the site to review what the rehabilitation plans for the unox inlet pipe gallery consist of. This is the first project that Baxter Woodman has engineered for the Glenbard Wastewater Authority and all indications are positive moving forward.

Motion EOC to award a contract to Baxter Woodman for the budgeted Design and Bidding Services for the Unox Inlet Pipe Gallery for the Not to Exceed Amount of \$21,645 invoiced to Glenbard Wastewater Treatment Facility Infrastructure account 40-580140.

Mr. Hulseberg asked for clarification of the purchasing policy and why a project of this nature was not sent out for bid. Mr. Lanphier indicated that staff reviewed a short list of engineering firms and felt that Baxter & Woodman was more than qualified to handle the project.

Mr. Hulseberg asked what the process was for development of the short list. Mr. Lanphier indicated that he asks the firms on the list to provide an update of their qualifications and industry related projects they have done and verifies their experience is still consistent with GWA needs. Mr. Hulseberg asked if there was a formal process that is followed each year to short list engineers. Mr. Lanphier advised there was not.

5. Asset Analysis and Funding Alternative Study Contract Award

The RFQ/RFP for the Asset Analysis and Alternative Funding Study was sent to eight consulting firms, of the eight firms four returned proposals for review by the selection committee. The four firms that submitted the proposal for the study were as follows:

- Baxter Woodman
- Malcolm Pirnie
- Trotter Associates
- MWH

The reviewers were not identified to the consulting firms nor were there reviews identified by name, only by reviewer number. After the reviews and comments were collected the scores were tabulated. Once a winner was determined by the highest weighted score the proposal cost was opened. The consulting firm that has been selected to conduct the Asset Analysis and Alternative Funding Study is Baxter Woodman of Crystal Lake, IL. The reviews and tabulated scores, the proposal, proposal cost, and the itemized list of services and associated costs are attached for your review. I have reviewed the content of the proposal cost and find the fees to be acceptable. The schedule outlined within the proposal aligns with what the EOC and GWA needed to accomplish, which was to have the study completed before or during the period when the budget work was to begin.

Baxter Woodman will have one of the project consultants present at the EOC meeting to answer any questions or concerns the EOC may have before the study begins.

Motion to award a contract to Baxter Woodman of Crystal Lake, IL for the budgeted Engineering Services for the Asset Analysis and Alternative Funding Study for the Not to Exceed Amount of \$38,500 invoiced to Glenbard Wastewater Treatment Facility account 40-580610.

Mr. Lanphier explained the purpose and goal of the asset analysis and summarized the bidding process.

Mr. Gron asked for an explanation of the evaluation form. Mr. Lanphier explained that the criteria was based on weighted calculations with this Statement of Qualifications having a weighted value of forty (40), proposal: project understanding weighted value of fifteen (15), proposal: scope of work weighted value of fifteen (15), proposal: project experience weighted value of fifteen (15), proposal: project team weighted value of fifteen (15); it's a sliding scale where each category is rated 1-10 by each reviewer which is then multiplied by the weighted value for a potential score of 1000 per each reviewer.

Mr. Gron questioned if the rating process came into play before or after the contract review. Mr. Lanphier explained that a review and scoring of the qualifications came first, then the cost proposal for the highest score was opened and negotiations took place.

Mr. Gron asked if Baxter & Woodman was low bid. Mr. Lanphier indicated that they were not as the decision was based on professional qualifications as outlined in the scope of work in the RFP. Mr. Goldsmith indicated that the Village of Lombard follows a similar procedure for professional services contracts.

Mr. Franz inquired as to who the reviewers were. Mr. Lanphier indicated that the reviewers were: Mr. Minix, Village of Glen Ellyn Engineer, Mr. Goldsmith, Village of Lombard Public Works Director, Mr. Freeman, GWA Senior Electronics Technician, Mr. Goodalis, GWA Senior Plant Operator, and Himself.

Mr. Minix inquired if Mr. Lanphier knew why we only received four (4) out of eight (8) engineer responses. Mr. Lanphier indicated that two (2) of the four (4) non-respondents indicated they did not have the expertise to conduct the project, and did not feel comfortable being in an arena where they could not give their best work. Mr. Lanphier elaborated that it is difficult in the environmental sector to perform asset analysis as there is a strong need for financial information processing. Mr. Lanphier went on to say that the four (4) firms who did submit were highly qualified for the project.

Mr. Gron questioned whether their evaluation would provide cost saving suggestions. Mr. Lanphier indicated that this particular project is more of a funding study and not a facilities planning study which would include a cost savings development plan for the future. Mr. Buckley from Baxter & Woodman confirmed Mr. Lanphier's assessment of the study.

Mr. Hulseberg moved and Mr. Goldsmith seconded the motion: Mr. Mueller, Mr. Pfefferman, Mr. Gron, Mr. Minix, Mr. Hulseberg, Mr. Franz, and Mr. Goldsmith responded "Aye"; during a roll vote. The motion passed.

6. Other Business

- 6.1 East Branch Biological Assessment – **No Action**
- 6.2 Anaerobic Digester Project Mediation – **No Action**
- 6.3 N56 Emergency Sewer Repair – **No Action**

Mr. Lanphier provided a history of the events leading up to the emergency repair as it related to a rain event around June 9th wherein the compression ring on the manhole failed causing sewer flow to encroach onto a resident's driveway and seepage into their basement. Mr. Lanphier indicated he believes total damages to

be approximately \$10,000. Mr. Lanphier added that it was impressive how four (4) agencies worked together to quickly and efficiently resolve not only the malfunction but making the resident whole. Mr. Lanphier advised that the expenses associated with the repair of the manhole are for the time being will be expensed to the NRI Capital Fund, further discussion will take place pending the results of the asset analysis study.

Mr. Mueller inquired as to the location of the affected resident. Mr. Lanphier advised the home is located on St. Charles Road on the north side between 355 and Swift Road.

Mr. Minix commended the GWA team on their quick response and professional handling of the situation, especially with the resident.

Mr. Pfefferman indicated he had a question regarding the budget tracking on the insurance in the managers report, in that it appears that half of the annual budget for the line item has already been spent, and wondered if it was a concern as well as other being at 20%. Mr. Lanphier explained that the MICA insurance is paid in May therefore the budget looks to have taken a large hit up front, but this is typical due to the billing cycle, this also holds true for the other category as there are annual contracts which are front loaded at the beginning of the budget year.

Mr. Lanphier advised the Committee that Mr. Gary Scott, Senior Maintenance Mechanic, is currently off due to a non work-related injury with hopes of returning in the near future.

7. **Next EOC Meeting** – The next regularly scheduled EOC Meeting will be on **Thursday, August 11, 2011 at 8:00 a.m. at the Glenbard Plant.**

Mr. Hulseberg moved to adjourn the July 14, 2011 EOC Meeting and Mr. Pfefferman seconded the motion. The members responded unanimously to a verbal call of “Aye”. The motion carried. The meeting adjourned at 8:37 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary