

City of Darien

Minutes of the Administrative Finance Committee - January 6, 2014

The Meeting was called to order by Alderman Ted Schauer at 6:00 pm. Committee members present: Aldermen Schauer, Beilke, and Kenny. Also present City Administrator Bryon Vana and Director of Municipal Services Dan Gombac.

Administrator Vana advised that the next 3 items have been recommended for approval by the Municipal Services Committee and are on the Administrative/Finance Agenda because they are not included in the current budget.

Approval of engineering agreement with Christopher B. Burke Engineering, Ltd for the Phase I Engineering of the Plainfield Road and Bailey Road roadway improvement in an amount not to exceed \$80,000.

Staff advised the City of Darien was notified on June 14, 2013, through the DuPage Mayors and Mangers Conference that the City is a recipient of a grant for the Plainfield Road and Bailey Road roadway improvement. The County of DuPage recently completed a traffic signal analysis and provided e-mail correspondence on October 29, 2013 that the traffic signal meets their criteria. The engineering project is required to be developed in accordance with federal project development procedures in accordance with Surface Transportation Program (STP) procedures. As such, the project will be coordinated through IDOT-Bureau of Local Roads in Schaumburg with IDOT granting Design Approval. The engineering firm is IDOT Certified and in current good standing. Upon completion of the Phase 1 Engineering, staff will be able to provide a cost analysis including cost sharing responsibilities with the County. The FYE14 budget did not include funding for the Phase 1 Engineering however; the Capital Projects fund has sufficient reserve to fund the engineering. The Committee recommended approval of the agreement 3-0.

Approval of an agreement with Christopher B. Burke Engineering, Ltd for Site Engineering Services for the Heritage Center redevelopment in an amount not to exceed \$37,660.00

Staff advised at the November 13, 2013 Goal Setting Session the City Council reached a consensus on the redevelopment and conceptual plan for the 1.69 acres at the northwest corner of Plainfield Road and Cass Avenue. The staff was directed to proceed to the next phase of seeking proposals for the site engineering. The site engineering plan will provide a set of working plans and an estimated cost summary as it relates to the sites redevelopment. The proposed plan will also allow staff to determine if variances would be required. The staff had opened four (4) sealed bids for the professional engineering services and the lowest competitive bid was from Christopher B. Burke Engineering. The FYE14 budget did not include funding for the Phase 1 Engineering however; the Capital Projects fund has sufficient reserve to fund the engineering. The Committee recommended approval of the agreement 3-0.

Approval of an agreement with Shive Hattery Architecture Engineering for Architectural Services for the Heritage Center redevelopment in an amount not to exceed \$67,960.00

At the November 13, 2013 Goal Setting Session the Council agreed to the redevelopment and conceptual plan for the 1.69 acres at the northwest corner of Plainfield Road and Cass Avenue. The staff was directed to proceed to the next phase of seeking proposals for architectural plans. Staff had opened three (3) sealed bids for the professional architectural services and the lowest competitive bid was Shive Hattery Architecture Engineering. The FYE14 budget did not include funding for the architectural plans however; the Capital Projects Fund has sufficient reserve to fund the agreement. The Committee recommended approval of the agreement 3-0.

Minutes

The minutes of the November 4, 2013, Administrative/Finance Committee meeting were approved 3-0.

Adjournment

The meeting adjourned at 6:47 pm.

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Tina Beilke, Member _____