

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda

December 4, 2019

8:00 a.m.

**Meeting will be held at the Glenbard Wastewater Plant
945 Bemis Rd, Glen Ellyn, IL**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Consent Agenda – The following items are considered to be routine by the Executive Oversight Committee and will be approved with a single vote in the form listed below:

Motion the EOC to approve the following items including Payroll and Vouchers the first half of the month of November 2019 totaling \$445,606.17 (Trustee Christiansen).

- 5.1 Executive Oversight Committee Meeting Minutes:
November 12, 2019 EOC Meeting
- 5.2 Vouchers Previously Reviewed by: Trustee Christiansen
November 2019 – Partial
6. Approval of contract with Trotter & Associates, Inc. for the Biosolids Dewatering Improvements Project Design Engineering

In October 2019 Authority staff developed and sent out a request for qualifications and technical proposals to our six shortlisted professional consulting firms for Design Engineering Services pertaining to the Biosolids Dewatering Improvements Project. The due date for the proposals was November 8, 2019.

The Authority received five sets of qualifications and technical proposals in response to the RFP that was sent out, at which point staff performed an initial review, and narrowed it down to two firms to invite for formal interviews. A member of the TAC, as well as Authority staff, participated in the interviews, and after a process of evaluation and elimination selected Trotter & Associates, Inc. to perform the design work.

It is recommended the EOC authorize the Authority to award Trotter & Associates, Inc. the Biosolids Dewatering Improvements Project Design Engineering Services in the amount not to exceed **\$472,300**, which includes \$202,600 for the design of a thermal

hydrolysis system. The Thermal Hydrolysis Design Phase shall be utilized only as authorized in writing by the Executive Director. If the Authority elects not to proceed with design of the thermal hydrolysis process following the evaluation phase, this fee will be removed from the scope, reducing the total not to exceed amount to \$269,700. This amount will be taken out of the designated amount in CY2020 Approved Budget, Fund 40 Capital, which has a \$330,000 budget number currently.

7. Request for Flow Meter Contract Approval

The Glenbard Wastewater Authority (GWA) has received proposals for flow monitoring services for the installation, operation, maintenance, monitoring, and leasing of seventeen (17) flow meters and five (5) rain gauges (lease only four [4] rain gauges) to be located throughout GWA’s owned interceptors. The main purpose of these meters is to determine the flow splits between the two owning Villages in order to properly bill each Village for the treatment of their wastewater.

For the past three years, GWA has been utilizing RJN Group for ownership, operation, maintenance, data analysis, and reporting on the flow meters and rain gauges. According to the existing contract, GWA is paying \$10,149 per month, or \$121,788 per year for these services. Request for proposals were sent to three professional services; ADS, RJN Group, and Baxter & Woodman. ADS and RJN both submitted for the next three years of the same services, while Baxter and Woodman declined to propose. In addition, GWA asked for a price for hydraulic modeling of the sewer system to be included in the proposal, as the manager of the flow meter network would have a distinct advantage for creating a hydraulic model of GWA interceptors. As seen in the below table, GWA had budgeted \$132,000/year for monitoring and maintenance services, and \$60,000 in CY2020 for a hydraulic model.

The proposal costs were as follows:

Line Item	Item Description	Engineer Est. Unit Price	Extension	ADS Environmental Unit Price	Extension	RJN Group Unit Price	Extension
1	Flow Monitoring	\$ 132,000.00	\$ 396,000.00	\$ 103,344.00	\$ 310,032.00	\$ 115,788.00	\$ 347,364.00
2	Hydraulic Modeling	\$ 60,000.00	\$ 60,000.00	\$ 132,367.00	\$ 132,367.00	\$ 43,600.00	\$ 43,600.00
Base Bid Total:			\$ 456,000.00		\$ 442,399.00		\$ 390,964.00

Although the RFP was written to base selection of the contractor on the annual cost of the flow monitoring services, due to the qualifications provided for the hydraulic modeling, and the drastic price difference in that modeling, GWA has taken RJN’s proposal into consideration. Certain benefits other than cost have been taken into consideration; such as both member Village’s relationship and current work with RJN, no downtime required to switch out equipment (which could impact the reporting of flow), past quality of data and service provided by ADS, as well as the ability to have better continuity in the hydraulic modeling that would benefit both member Villages.

Due to the above reasons, the TAC came to a consensus, and it is recommended to authorize GWA to award RJN Group, Inc. the contract for flow monitoring services for

the period 2020-2022. The contract provides that GWA will issue a one-year contract with two (2) option years based upon the proposals submitted. The EOC will need to authorize years 2 and 3 of the contract based upon RJN's performance. In the event that RJN does not meet certain performance measures, GWA can withdraw from the contract with no consequence.

Motion the EOC to authorize the Authority to award RJN Group of Wheaton, IL the budgeted three (3) year Flow Services Contract in the amount of \$9,649 per month. Invoiced to CY2020 O&M account number 270-520981

8. Discussion
 - 8.1 Facility Improvement Project Update
 - 8.2 Property Acquisitions Update
9. Other Business
 - 9.1 Technical Advisory Committee Updates
 - 9.2 Pending Agenda Items
 - 9.3 2020 EOC Meeting Schedule
10. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, January 9, 2020 at 8:00 a.m. in the Conference Room at the Glenbard Wastewater Authority, 945 Bemis Road, Glen Ellyn, IL 60137***
11. Executive Session – Materials Provided under separate cover

Motion the EOC to adjourn to Executive Session for the purposes of approving previous Executive Session Minutes and discussing Personnel Matters relating to specific employees pursuant to 5 ILCS 120/2 (C)(1) & collective negotiating matters or deliberations on salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2 (C)(2).