

**Staff Responses to Council Questions
September 13, 2011**

8. First Reading A. Ordinance: Rezone Property Located at 1035 Grove Street from DT Downtown Transition District to DB Downtown Business District

What are 1033 and 1031 Grove zoned?

These properties are zoned DB.

What is the zoning of the properties on Grove from Main Street to Carpenter Street on both sides of the street? Please provide an excerpt from the zoning map.

On the north side of Grove Street, the properties are zoning DT or DB. On the south side, the properties are zoned R4, DT and DB. The zoning map is attached.

What was the reason that when the current zoning of 1031 and 1033 Grove Street were set as DB, that this one parcel was made DT?

There is no specific reason provided in the staff reports or the minutes from the 2005 discussions as to why 1035 Grove was zoned DT and the two properties to the east were zoned DB. 1035 Grove was most recently used as a rental residence by the church. It is reasonable to think that staff did not recommend DB zoning to avoid creating a nonconforming use at 1035 Grove.

Describe how the re-zoning of this property will “enhance the value of the neighborhood”

Given the property's size and location, it is likely that the home would remain a rental unit if it remains zoned DT. The DB zoning district expands the number of uses that would be permitted which might continue to make it more attractive for a small business (such as the proposed use) in the future.

“The property is zoned DT, Downtown Transition district. Barber shops, beauty salons, art galleries and studios are the only by-right permitted commercial uses in the DT district...” couldn't this be handled via special use?

An office could be permitted via a special use; however, on site parking would need to be provided as part of the DT zoning. DB does not require on-site parking for most office uses. The property is too small for on-site parking. To avoid the need for a variation, the applicant is requesting to rezone the property to DB. They are working with the church to use parking spaces in the church's lot during the day.

Are there unique minimum lot widths and areas for the DT zoning districts?

DT has a minimum lot width of 50 feet and a minimum lot area of 7,500 square feet for non-residential uses. DB does not have a minimum lot width or size for non-residential uses. As such, the lot would go from legal nonconforming to conforming if the map amendment is approved.

Why are 1049 Grove and 1101 Grove R4?

These properties were zoned R4 prior to the 2005 Downtown Rezoning. The zoning was not changed as part of that effort.

Will the use require any new exterior modifications such as additional upper floor exits?

Changing the use of the building from residential to commercial will require some minor upgrades to the existing building including accessibility enhancements. However, staff has not seen more than sketch floor plans at this time and a full evaluation of the building's compliance with the building codes has not yet occurred. Staff and the applicant have discussed the need for upgrades as a result of the change.

Please provide whatever “operational” rules might exist for DT properties (hours of operation, signage, etc.) and describe how/if they vary from DB properties.

There are no special operational regulations for properties zoned DT or DB.

Where is the parking for this property located?

Parking will be provided on the street and in the church parking lot.

Are there different parking requirements for DT vs. DB?

No parking is required for most uses in the DB zoning district. Properties zoned DT must comply with the parking for the proposed use (office uses require 3.3 parking spaces per 1,000 square feet of area). As such, about four spaces would be required for the proposed uses if the zoning is not changed.

“As to the parking restrictions in the DB district, staff confirmed there was no requirement to provide on-site parking for the two uses being proposed. The petitioner did, however, obtain rights to use parking spaces on the church property parking lot.” and “He [Mr. Faber] confirmed that the church has made available to them two parking spaces.” and “Regarding the parking spaces, there was negotiation for two spaces, but Mr. Schmitt said he was open to other arrangements ” Is this settled? Are these rights contractual between the Church and the building owner or the church and the business operator(s)? Is there any way to make these parking rights “permanent” that is, to have the re-zoning contingent upon the existence of the parking availability at the Church?

The church has a written agreement with the applicants to provide two parking spaces in the church's lot. The spaces could be permanently deeded to the applicants; however, it is staff's understanding that the church does not want to deed spaces to the owner. Pursuant to Illinois law, the re-zoning can not be conditioned upon the availability of parking .

The letter from FUMC is from January, the Plan commission minutes are from February; “He [Mr. Schmitt on behalf of the Church] noted that due to the renovation cost and the negotiations for a proper contract with the Fabers the church could have to change its position and stay with the DT zoning.”. Has this issue been settled? Do we have an updated letter from the Church?

Yes, staff confirmed with the applicant and the church that they were ready to move forward. Staff does not have an updated letter from the church, but the church's position was verbally confirmed.

8. First Reading B. Motion: Award \$168,594 to Knickerbocker Roofing and Paving Company, Harvey, IL for Fleet Services Building Roof Replacement

Regarding the additional proposal of \$13,594 dated August 12, 2001 ... was the scope changed after the bid? Why was this portion of the scope bid separately? Did we receive multiple bids for this portion of the scope?

The scope was changed after the initial round of proposals was reviewed. The company that submitted the most competitive proposal (Knickerbocker) for the original roof replacement project quoted a price of \$155,000. During discussions with the staff following the submission of the original proposal, Knickerbocker indicated that they could perform additional repair work for a small roof segment adjacent to the fleet maintenance facility for the price of \$13,594. The smaller roof segment, which is located above the boiler room, is in need of repair and staff believes that this approach offers the most efficient and cost-effective manner for completing this work. The work on the smaller segment is not a complete roof replacement, but when finished, would extend the 20-year warranty to this segment as well. Staff did not solicit multiple bids for this portion of the scope because the total cost with the additional work was still below the quotes of the other two firms.

8. First Reading D. Bid: Award \$169,000 to Robinson Engineering Ltd. for Professional Services for Knottingham Roadway Reconstruction and Water Main Replacement Improvements

What were the results (\$) of the other thirteen bids? Who were the other thirteen bidders?

The Village received proposals for 14 design firms. All responses included a summary of the firm’s qualifications and experience, a scope of work and a cost proposal. Upon review of the proposals, staff determined that the proposals from two firms (American Surveying and Engineering and Terra Engineering) did not meet the minimum requirements of the request for proposal. The proposals from all other 12 firms met the minimum requirements of the request for proposal. The cost proposals from each firm are noted below.

Firm	Cost Proposal
American Surveying and Engineering*	\$79,657
Terra Engineering*	\$148,754
Robinson Engineering	\$153,120
Kudrna & Associates	\$164,400
Manhard Consulting	\$183,050
Occam Consulting Engineers	\$184,672
Lonco, Inc.	\$186,802
Ament, Inc.	\$199,500
Ciorba Group	\$211,128
Gewalt Hamilton	\$215,412
Civiltech	\$226,210
V3	\$236,957
ESI Consultants	\$243,890
Bolinger, Lach \$ Assoc	\$251,016

*NOTE: Proposal did not meet the minimum requirements of the request for proposals

Why is the REL bid for \$153,000 and the award is for \$169,000?

The cost proposal submitted by Robinson Engineering is \$153,000. This cost proposal did not change during the selection process. In keeping with past practice, staff included a 10% contingency in the contract bringing the total not-to-exceed amount to \$169,000. This contingency amount will allow the Village Manager to approve minor changes in the design work if warranted during the project. A 10% contingency would be added to the cost proposal of any firm entering into a contract with the Village.

“With the assistance of the consultant, Village staff will investigate potential traffic calming measures that might be incorporated with this reconstruction project.” ... what consultant? At what cost? So was no traffic calming part of the RFP? I didn’t see any recognition of this in the REL proposal – did I miss it?

Traffic calming was not called out specifically in the request for proposals due to timing issues. During the August 23, 2011 LRFP meeting, Village Council discussed the concept of including traffic calming elements in the design of street reconstructions. The RFP in question was published on August 3, 2011 with proposals due on August 17, 2011. However, per Council direction, staff discussed including traffic calming elements in the design with Robinson staff and they agreed that they would work with staff to include traffic calming elements in the final design without additional cost.

“While our firm is new to Downers Grove, we believe that our ability to quickly develop mutually respected professional relationships based on trust is evident based on our recent appointment to several new client communities as their municipal engineers during the past few years.” ... were/are any of the other thirteen bidders working on projects with the Village of Downers Grove? If so, which firms and which projects? Do we have report cards on those firms?

The firms that have worked on projects in the Village of Downers Grove are noted below. The report cards for these firms are attached.

- Manhard - Maple/BNSFRR crossing design
- V3 – multiple projects
- Bolinger, Lach - DG Estates stormwater design (report card pending; project close-out in progress)
- Occam – multiple projects

From the IDOT Letter of November 5, 201; “Your firms payroll burden and fringe expense rate and general and administrative expense rate totaling 170.14% are approved on a provisional basis...” describe what this means.

This is a multiplier that is reviewed by IDOT when firms are prequalified by IDOT to determine the appropriate billing rate for employees for IDOT projects. It multiplies direct salary by a certain percentage to establish hourly billing rates that include indirect expenses.

“Another REL hallmark is our active participation in the communities where we live, work, shop and worship. Nearly 90% of our current staff were raised and/or currently live in one of our client communities, and our firm offers a first-time homeowner benefit for employees who purchase their home in one of our client communities.” ... do any of the REL personnel live or work in Downers Grove?

Robinson Engineering reported that none of their employees reside in Downers Grove.

“The RFP is silent on the potential need to replace the existing storm sewers, which may be undersized and/or of insufficient depth to accept additional structures that clearly appear to be needed.” ... is there any commentary from Staff on this subject?

Robinson Engineering noted in their proposal that there are areas of roadways in Knottingham where the slopes and the spacing of inlets are not ideal for drainage. This is one of the elements that will be considered during the design for improvement.

Non-Agenda Questions

Property at 715-19 Rogers – what is the status of the code enforcement efforts at this property?

The property owner was recently in court after receiving tickets from the Village for failure to demolish a portion of the building deemed unsafe and for failure to maintain the building by keeping life safety items up to code. The demolition was underway and, because the Village’s primary goal is compliance, the judge granted an extension regarding the remaining building code violations. Those must be repaired by the September 26 court date, which is the next court appearance set for this case.

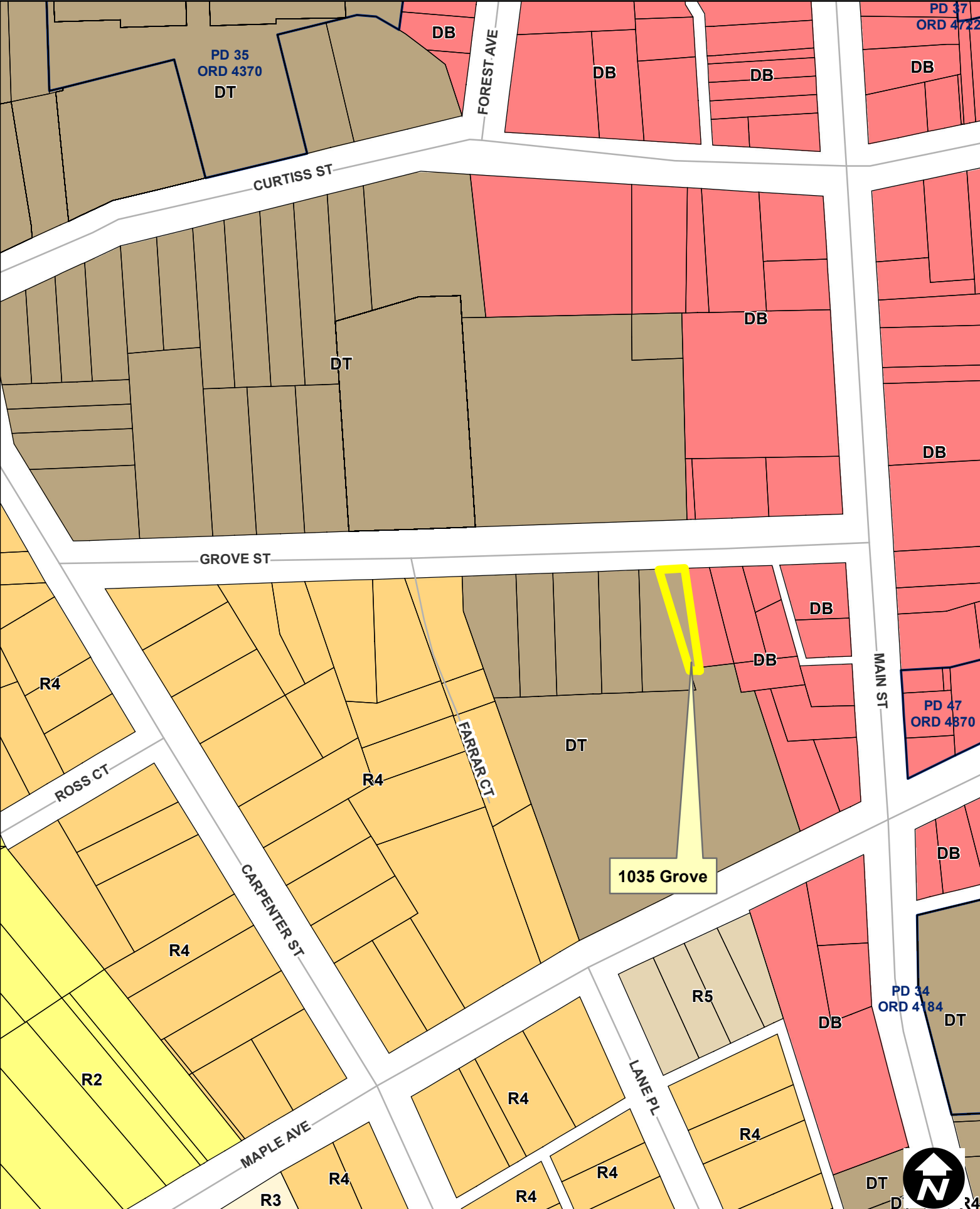
More recently the property owner allowed a tenant to move in prior to receiving a certificate of compliance, which indicates that building code items are up to date. Also a warning was given regarding tall weeds; however, the property owners addressed this promptly.

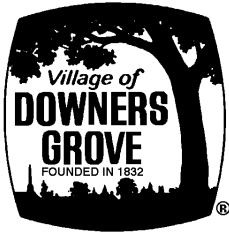
During the demolition, staff learned that the property owner or his contractor removed and disposed of the Village’s water meter serving the building. Staff is in the process of collecting fees resulting from the recent water service damage and loss of metering devices.

ATTACHMENT

Zoning Map Excerpt
Contractor Report Cards

Grove Street Zoning





Village of Downers Grove Consultant Evaluation

Consultant: Occam Consulting Group/ (Formally GC Engineering)

Project: SJN North Branch J – Benton Avenue Drainage
Improvements

Primary Contact: Dan Loftus Phone: (630) 512 - 8800

Time Period: October 2008 – March 2010

On Schedule (allowing for uncontrollable circumstances) yes no

Provide details if early or late completion: RFP did not include design completion date.
Design took 15 months to complete the design.

Change Orders (attach information if needed):
None _____

Difficulties / Positives:

Overall project was well designed and project did not require any significant change orders due to design issues.

Some difficulties with the layout of the plans, plans were missing underground utilities, improvements to plan readability may be needed, poor follow up during the construction process.

Interaction with public:

excellent good average poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Should the Village contract with this vendor in the future? Yes No

Reviewers: Tom Topor, Staff Engineer

Date: 12/20/10



Village of Downers Grove Consultant Evaluation

Consultant: Manhard Consulting

Project: Maple/Burlington Grade Reduction

Primary Contact: Richard Willam Phone: 847-325-7036

Time Period: October 2010 – December 2010

On Schedule (allowing for uncontrollable circumstances) yes no

Provide details if early or late completion: _____

Change Orders (attach information if needed):

Difficulties / Positives: _____

Interaction with public:

excellent good average poor

(Attach information on any complaints or compliments)

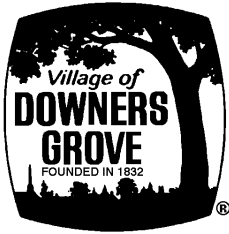
General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Should the Village contract with this vendor in the future? Yes No

Reviewers: Scott A Vasko

Date: /01/11/2011



Village of Downers Grove Consultant Evaluation

Consultant: V3 Companies

Project: McCollum Park Stormwater Improvements

Primary Contact: Jennifer Maercklein Phone: 630-724-9200

Time Period: October 2008 – March 2009

On Schedule (allowing for uncontrollable circumstances) yes no

Provide details if early or late completion: _____

Change Orders (attach information if needed):

Difficulties / Positives: V3 effectively incorporated the needs of both the Village and Park district while adapting to an accelerated project schedule.

Interaction with public:

excellent good average poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Should the Village contract with this vendor in the future? Yes No

Reviewers: Jim Tock

Date: 09/13/2011