



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: December 16, 2019

Prepared By: Ray Forsythe, City Administrator

KPF

Agenda Item: Capital Improvement Plan Contract

Explanation: At the Committee of the Whole Meeting of December 9th, the City Administrator presented a request to move forward with the development of a Capital Improvement Plan which is one of the top Council Goals. Staff had received two proposals for the completion of a plan and was seeking direction on moving forward. The consent of the Council was to move forward with the plan and suggested a recommendation from City Staff on the selection of a firm to complete the work. Proposals were reviewed and the consensus of staff is to move forward with a contract with Crawford, Murphy & Tilly (CMT).

The City has an existing relationship with CMT via a 2015 Contract for Services as well as through Resolution 1283 authorizing execution of Temporary Technical Assistance Agreements with an approved list of engineering firms which CMT is included. The project will commence as soon as the contract is approved and will be completed no later than March 31, 2020 which will provide necessary information in the development of the 2020/2021 Budget.

Fiscal Impact: \$50,000 to be paid for with funds in the Existing Capital Improvement Plan budget originally earmarked for Non-MFT projects.

Recommendation/

Committee Discussion Summary: The City Administrator recommends moving forward with firm selection and project initiation this fiscal year.

Action Requested: Approval of a Contract for Services with CMT.

Additional Documentation: Attachments – CMT work order and project outline.

**City of Washington
Engineering Services Work Order**

WORK ORDER 19-5 under the Standard Agreement Dated August 2015

Project Description: Capital Improvement Plan

Services to be Provided

Crawford Murphy & Tilly (CMT) will develop a Capital Improvement Plan (CIP) for the Fiscal Year beginning May 1, 2019. CMT will review facility reports, fiscal reports, the City's GIS data, and meet with staff to review facility needs. CMT's proposal, dated December 5, 2019 is attached to this work order as Exhibit A.

Upon being authorized to proceed, CMT will convene a meeting with city staff to begin the data collection process and identify specific needs and concerns. CMT staff will perform site visits to existing facilities that were identified as concerns during the initial meetings with City Staff. CMT will deliver a final report with recommendations for:

- Capital improvement projects for 2020 and associated project budgets.
- Recommend means, methods and costs to collect additional facility data needed to make better decisions in future years.
- Provide recommendations for a risk-based assessment management system that will prioritize capital investments in future years
- Identify capital improvement projects for years 2021-2024
- Identify long-term goals for facility needs and revenue constraints

Schedule

Work will begin upon receipt of this executed Engineering Services Work Order and will be completed on or before March 31, 2020.

Compensation

Compensation for the services provided under this Engineering Services Work Order will be on a time and expense basis in accordance with the current year's Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent. It is estimated that the compensation for the above services, including reimbursable expenses, will not exceed \$50,000.

The compensation for the above services, including reimbursable expenses, will be invoiced as the work is performed.

Approval & Notice to Proceed

Issued By: City of Washington

Accepted By: Crawford, Murphy & Tilly, Inc.

Signed: _____

Signed:  _____

Name: _____

Name: Eric J. Hansen

Title: _____

Title: Vice President

Date: _____

Exhibit A



December 5, 2019

Mr. Ray Forsythe
City Administrator
301 Walnut Street
Washington, IL 61571

Re: Capital Improvement Plan Statement of Interest

Dear Mr. Forsythe:

Thank you very much for contacting me on November 26th to inquire about our interest and ability to develop a Capital Improvement Plan (CIP) for Washington. We appreciate your desire to start this effort right away and the importance of having an annual plan developed with respect to long range goals and objectives established by the City Council.

When considering your question about our interest in this planning effort, my response was a quick "yes". That is because we have a great deal of information about Washington's water system, we are familiar with your sanitary sewer system and street network, and we are currently developing an innovative approach to capital planning and asset management. We are working with many communities to develop capital plans and turn those plans into reality.

Current Projects

CMT's Scott DeSplinter, located in our Peoria office, is working with Kevin Schone to complete the following projects:

- Design of a new 500,000 gallon water tower on the 223 Property that will be connected to the existing system by 1,500 feet of new 12" water main along Cummings Lane.
- Exploring cost-effective ways to protect Water Treatment Plant #1 from flood water conditions.
- Investigation of a problem at Water Treatment Plant #2 to find the cause of the reverse flow through the softeners.

Washington Infrastructure

The following is a tabulation of what CMT knows about your infrastructure assets:

Sanitary Sewer System – An IEPA approved Facility Plan has been guiding the improvements to the trunk sewers and wastewater treatment plant. We also know that City staff developed a Capacity Management Operations Maintenance Program in 2016 that was submitted to the IEPA. These documents provide a great deal of information that will be used to create the capital improvement plan. Improvements to be considered in your capital plan are:

- Phase 2B Trunk Sewer
- VFD controllers at sewer pump stations
- Replacement program for broken portions of sewer system
- Cured-in-place lining program for portions of sewer system
- Lateral sewer program

Water System – CMT performed a comprehensive evaluation of the Water Treatment Plants and delivered a report dated June 2017. That report identified historical records; evaluated existing facilities; listed improvement, maintenance and repair recommendations; and prioritized improvement recommendations. That same year CMT also created a hydraulic model of your water network to guide planning decisions. Annual updates to that model allow us to provide you with guidance regarding new water mains, replacing existing mains, flow conditions, and storage capacity. We are familiar with the age, pipe material, and locations of problematic water mains in the system. Improvements to be considered in your capital plan are:

- Flood protection of Water Plant #1
- Replace water treatment plant filters
- New water tower
- Cummings Lane 12" water main
- Replacement program targeting oldest cast iron mains

Street Network – Washington's MFT fund is receiving a significant fund increase due to the state legislature doubling the fee from \$0.19 to \$0.38 per gallon. Developing an annual maintenance program will maximize the pavement service life therefore, this a high priority. Several new construction and reconstruction street projects have been identified during previous city planning efforts. Establishing priorities for new streets, reconstructing streets, and maintenance needs will be the focus of the capital improvement plan. The 223 Property, Downtown Square, Freedom Parkway Extension, N. Lawndale, W. Holland Street projects are all projects at various stages of development.

Recreation Trails – Completion of the Cruger Road trail is a significant accomplishment. Adding additional trails to create a connected network will expand recreation opportunities and enhance the Washington lifestyle. Trails along Centennial Drive, Freedom Parkway, Cummings Lane, Summit Drive, School Street, and Business 24 are corridors that have been identified in previous planning efforts.

Storm Sewers – Another critical infrastructure asset primarily within the street right of way is the storm sewer system. These facilities require regular maintenance and repair to protect property from damage.

Glendale Cemetery – The City owned cemetery requires annual maintenance and care.

TIF District – TIF funds can be used for municipal infrastructure for the benefit of the District. It is our understanding the TIF District is scheduled to expire in Year 2021.

Public Buildings – The City owns and maintains several buildings for municipal services. A capital improvement plan shall identify improvement needs for each of the buildings. CMT's architects, MEP engineers, and structural engineers can work with City staff to review facility conditions to identify needs and priorities for each building. The following is a list of those buildings and their purpose:

- City Hall – administrative operations of the City.
- 115 West Jefferson Street – Police Department administration; Street Department Shop; Storage Building
- 107 Legion Road – Public Works Facility
- 201 N. Main Street – Water Treatment Plant #1
- 1760 Constitution – Water Treatment Plant #2
- 700 Woodland Trail – Wastewater Treatment Plant #1 (To be taken out of service.)
- 955 Ernest Street - Wastewater Treatment Plant #2
- 200 N. Wilmore Road – Fire Department

Capital Planning Approach

The following is a brief approach for how we intend to create a plan for Washington's future capital infrastructure investments:

1. Review available information
2. Identify data gaps about existing assets
3. Identify needs of each asset class
4. Establish capital budgets relative to revenue source
5. Identify projects within each asset class to address needs
6. Compute project budgets
7. Prioritize projects based on likelihood of failure and the consequence if failure occurs

We know that Washington's list of capital needs is long, and a case can be made that all are important. However, like every city, Washington is only able to complete a limited number of capital improvements each year based on the available revenues. The 2019 adjustment to the water and sewer rates and increased MFT funds will allow more of those needs to be met.

Attached to this letter is a description of a software application that CMT is developing for Peoria, Illinois. The application is being developed to fill a gap in the capital planning process. Our unique process is based on the principles of risk management as an enterprise-wide approach to establish priorities for allocation of resources to ensure organizational success. The attached provides additional information about how we are working to integrate data sources, automate the analysis, and simplify the capital planning process.

Proposal

As you already know, the capital planning process is complex and requires knowledge about a broad array of city assets. If you decide that CMT is the best choice to develop your CIP, we will start by meeting with you to discuss your intentions and the level of detail to be provided in the CIP. At that point we will be able to develop a contract and scope of services based on a mutual understanding. The following table is a possible budget of what might be required to develop a CIP. We know this estimate of hours will change based on your input and expectations.

Task	Water	Sewer	Streets	Trails	Storm Sewers	Cemetery & TIF	Buildings	Total
1. Review available information	4	12	12	4	8	8	12	60 hrs.
2. Identify data gaps about existing assets	2	2	4	1	12	1	24	46 hrs.
3. Identify needs of each asset class	2	8	8	2	12	3	16	51 hrs.
4. Establish capital budgets	1	1	1	1	2	2	2	10 hrs.

Task	Water	Sewer	Streets	Trails	Storm Sewers	Cemetery & TIF	Buildings	Total
5. Identify projects to address needs	1	2	2	0	8	1	12	26 hrs.
6. Compute project budgets	2	4	4	0	4	2	12	28 hrs.
7. Prioritize projects	1	2	4	0	6	0	8	21 hrs.
8. Create CIP	2	2	2	2	2	2	4	16 hrs.
9. Project Management	2	2	2	2	2	2	4	16 hrs.
Total (Hours)	17	35	39	12	56	21	94	274 hrs.

As you can see from the above estimate, we are most uncertain about the needs of the buildings and storm sewer systems. If these needs are not a high priority or concern, the scope will be adjusted accordingly.

Considering that your Fiscal Year begins on May 1st, it will be important to begin the planning work as soon as possible. We are available to begin working with you in January. We intend to deliver a CIP for your use in developing next year's budget not later than March 31st. The schedule will likely be driven by how much time is required to investigate the existing buildings. Regardless, we will deliver the CIP at the earliest opportunity.

Conclusion

CMT is a full-service consulting firm providing planning, design, environmental assessments, land acquisition, and construction services on projects that range from simple to complex. We provide leadership in civil infrastructure by leveraging shared knowledge, staff longevity, and unique insights. You also have my commitment that CMT will allocate the necessary resources to follow through on our commitments.

You can contact me at (309) 680-1301 to discuss this proposal or any questions you may have about CMT. Thank you for evaluating our qualifications, and we look forward to your favorable consideration.

Sincerely,



Eric J. Hansen, PE
Vice President

Enclosure: CMT-APP

Exhibit B
CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2020

Classification	Regular Rate
Principal	\$ 230
Project Engineer II Project Architect II Project Manager II Project Environmental Specialist II	\$ 220
Project Engineer I Project Architect I Project Manager I Project Environmental Specialist I Project Structural Engineer I	\$ 190
Sr. Structural Engineer II	\$ 175
Sr. Technician II	\$ 160
Aerial Mapping Specialist	\$ 155
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 150
Technical Manager II Environmental Specialist III	\$ 140
Sr. Technician I	\$ 135
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 130
Environmental Specialist II Technician II	\$ 115
Planner I Technical Manager I Environmental Specialist I Technician I Project Administrative Assistant	\$ 95
Administrative/Accounting Assistant	\$ 60

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2021.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project.

Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.