



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
January 21, 2020
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – January 7, 2020 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
 - a. **Medela LLC Special Event Request at Three Oaks Recreation Area**
10. **A Long Swim (ALS) Open Water Swim Event, Special Event Request at Three Oaks Recreation Area**
11. **American Cancer Society “Relay for Life” Walking Event, Special Event Request at Three Oaks Recreation Area**
12. **Consultant Selection to Conduct a Phosphorus/Nutrient Removal Feasibility Study for Wastewater Treatment Plant #2**
13. **Council Inquiries and Requests**
14. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining and personnel**
15. **Reconvene to Regular Session**
16. **Adjourn**

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Melanie Nebel, Executive Assistant, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date:

January 21, 2020

Item:

Medela LLC Special Event at Three Oaks Recreation Area

Council Discretion:

Motion authorizing approval of the Medela LLC company picnic, to be held on Saturday, June 20, 2020, with set-up on Friday, June 19, 2020 at Three Oaks Recreation Area, subject to the recommended conditions.

Staff Contact:

Nick Hammonds, Management Analyst

Background:

Medela LLC is requesting approval for their company picnic at Three Oaks Recreation Area on Saturday, June 20, 2020 from 5:30 a.m. (event set-up) to 3:30 p.m. The actual event time will be from 11:30 a.m. to 3:30 p.m. Additionally, Medela would like to use Friday, June 19, 2020 from 5:00 p.m. to 11:00 p.m. to begin tent set-up. Medela was founded in 1961 by Olle Larsson in Zug, Switzerland and provides medical devices for nursing mothers. The first USA subsidiary was established in Crystal Lake in 1981. Medela moved their U.S. headquarters to McHenry in 1999. Medela held their annual employee picnic at Three Oaks Recreation Area for the first time on June 23, 2018. Three Oaks Recreation Area is their preferred location based on the great amenities and close proximity to the homes of many of their employees. The 2018 event was successful and the City was pleased with the applicant's performance. The 2020 event details mirror those from 2018 and 2019.

Medela would like to hold the company picnic at Three Oaks Recreation Area again in 2020. The company is requesting approval for rental of the Picnic Grove Pavilion, the surrounding grass area and the Volleyball Court Pavilion for 500 guests and exclusive use of the upper parking lot (135 parking spaces). During this event, the public will be inconvenienced in the following ways:

- The petitioner will have exclusive use of the picnic grove, including the pavilion and the volleyball court pavilion with exclusive use of one (1) volleyball court.
- The petitioner is requesting exclusive use of the upper parking lot in order to accommodate a majority of the attendees from 11:00 a.m. – 3:00 p.m. 135 vehicles can be accommodated in the upper lot. The remaining vehicles will be directed to park off site. Medela is requesting a shuttle from off-site parking be approved to run from the lot to a designated drop off location. *No event parking will be allowed in the Quarry Cable Park parking lot or the main parking lot.*

- The City expects that the park’s amenities will be busier than usual, which could create longer lines and wait times for entry to the parking lot, beach, marina and other park amenities.

City Staff Review

City Staff has reviewed the event and recommended several conditions in order to minimize inconvenience to the public. The operations at the park will be open as normal throughout the day. Staff suggests the installation of a barrier (Snow Fence around Picnic Grove) by the petitioner to separate event activities from the general public. Signage will also be utilized to notify guests of Three Oaks that the picnic may interfere with parking availability. Finally, the main parking lot and the Quarry Cable parking lot will be reserved for the general public and attendees will not be allowed to park in these areas. When the upper parking lot is filled with event attendees, additional attendee vehicles will be directed to off-site parking.

The City of Crystal Lake, along with the Crystal Lake Police and Fire Rescue Departments, have provided support and feedback. The Police Department advised that additional staff at the park on the day of the event will not be necessary. Per Medela’s request for additional detail, one officer has been onsite last year and two officers the year before. Staff will notify the Police Department prior to the event and an Officer will be posted to respond to any incident at the park. The Fire Rescue Department will be on site to inspect any tents or objects that are larger than 400 square feet. Fire safety hazards and placement of the portable toilets will be inspected as well.

There will be no impact to the Board House or Quarry Cable Park and Grille. The marina will be open during the event, and the event may draw participants to utilize the Beach and Quarry Cable Park and Grille after the completion of their company picnic. A staff member will be positioned at the entrance of the Quarry Cable Park parking lot to ensure that only Quarry Cable Park customers use this lot.

With great success the past two years, Medela will again pay for car passes for employees who are not Crystal Lake residents and all Medela guests will receive a wristband with beach tear off tags. The coordination of a shuttle service for the company’s employees to park in an off-site location functioned beautifully in previous years. The City and Medela would like to continue this plan as this would greatly reduce the amount of parking spaces used for the event and allow non-event patrons access to the park.

Required Petitioner Fees

<i>Fee Type</i>	<i>Amount</i>
Refundable Pavilion Deposit – Picnic Grove Pavilion June 19, 2020	\$150
Refundable Pavilion Deposit – (Picnic Grove Pavilion & Volleyball Court Pavilion) June 20, 2020	\$200
Refundable Tent Damage Deposit (over 200 people)	\$1000
Total Refundable Fees	\$1,350

Application Fee	\$75
Out of Town Fee	\$150
Non-Resident Pavilion Rental Fee (Picnic Grove Pavilion) June 19, 2020	\$360
Non-Resident Pavilion Rental Fee (Picnic Grove Pavilion & Volleyball Court Pavilion) June 20, 2020	\$510
Three Oaks Staffing Fee (4 employees/\$15 per hour/5 hours)	\$300
Preparation, Cleaning & Restoration Fee (as needed/ 3 staff members / \$30 per hour/ 2 hours)	\$180
Table Moving Fee (as needed)	\$25
Sound System Fee	\$75
Police Staffing Fee (2 Officers/\$72 per hour/4 hours)	\$576
Total Non-Refundable Fees	\$2,251

Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
2. The petitioner shall contact the Fire Rescue Department for further review of tent/canopy locations. Locations must be approved by the Fire Rescue Department. Tents/canopies must be installed and removed day of the event. Should safety concerns arise, Three Oaks Staff reserves the right to request the removal of tents/canopies. Tents and canopies must be secured using rain barrels only. Staking tents and canopies in the ground will not be allowed.
3. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
4. Receive approval from 3rd party property owners for any off-site parking. Following the filling of the upper parking lots, participants will be directed to park off-site. Remote parking / shuttle service locations and signing plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval. The City must receive the written authorization by the third party property owner for parking by June 1, 2020.
5. Submit for City approval, severe weather plans and an evacuation plan.
6. Sound system shall not disturb other users of the park.

7. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
8. Medela LLC must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for volunteers and event workers for review by City Departments.
9. All debris created by the event shall be cleaned up during and after the event.
10. In the case of inclement weather, an alternate date can be approved by the City Manager.
11. Installation of a barrier (snow fence) around the Picnic Grove Area. Location to be approved by City staff.
12. Number and location of portable toilets to be determined by petitioner and City Staff prior to event.
13. The petitioner is responsible for the required costs, which are for use of Three Oaks Recreation Area, as stated on pages 2 and 3 of the Agenda Supplement. These are estimated costs, and actual costs could be more.
14. Once the upper parking lot is full, all attendees will utilize off-site parking.
15. Medela LLC must provide shuttle buses for attendees utilizing off-site parking. Petitioner shall provide an adequate evacuation plan for attendees utilizing shuttle buses.
16. Medela LLC must provide payment, proof of volunteers, severe weather and evacuation plan, hold harmless and liability waivers by June 1, 2020 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will be present at the meeting.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

January 21, 2020

Item:

“A Long Swim – Three Oaks,” a competitive open water swim event at Three Oaks Recreation Area

Council Discretion:

1. Motion authorizing event approval of A Long Swim – Three Oaks, to be held on Sunday, June 7, 2020, at the Three Oaks Recreation Area, subject to the recommended conditions, including a waiver of fees.

Staff Contact:

Nick Hammonds, Management Analyst

Background:

A Long Swim, an IRS-approved 501(c)3, is requesting approval to organize a charity open water swim event at Three Oaks Recreation Area on Sunday, June 7, 2020, to be called A Long Swim – Three Oaks. This event has been successfully held in 2017 and 2018 at the park and City Staff will work closely with the petitioner to help ensure a successful event. This request was last approved by the Council at the January 16, 2018 meeting without a waiver of fees. Attached to this agenda supplement is a chart outlining previous fee waivers approved by the Council. **All event details remain unchanged from the 2017 and 2018 events, which were previously approved by the City Council. For the first time, the petitioner is requesting a total fee waiver of \$2,751.**

Costs Requested to be Waived:

1. Three Oaks Recreation Area Costs:

<i>Non-Refundable</i>	<i>Fee</i>
Application Fee	\$75
Out of City Organization	\$150
Three Oaks Service Boat Fee	\$36 (\$12 per hour x 3 hours)
Three Oaks General Staff Fee	\$450 (\$15 per hour x 5 hours x 6 staff)
Three Oaks Lifeguard Fee	\$800 (\$20 per hour x 4 hours x 10 guards)
Total Non-Refundable Fee	\$1,511

2. Fire Rescue would require an ambulance with two personnel to standby for the race, as well as a boat with three personnel. The anticipated cost for Fire Rescue services with the event is \$1,240.00. The following is a breakdown of Fire Rescue Department costs:

Ambulance with two personnel:	\$124.00/hour
Boat 399 with three personnel:	\$186.00/hour
Shift Commander	Salary
Total for 1 hour:	\$310.00
Four hour minimum:	x 4
Minimum Total:	\$1,240.00

Required Costs: (to be paid by petitioner)

1. Three Oaks Recreation Area Costs:

<i>Refundable</i>	<i>Fee</i>
Refundable Event Damage	\$500
Total Refundable Fee	\$500

Petitioner Background:

A Long Swim was started by Douglas McConnell as the fundraising vehicle for his marathon swims (defined as an open water swim of 10K or greater, about six miles). A Long Swim borrows its acronym from ALS, also known as Lou Gehrig’s disease, and has focused efforts on funding ALS research. ALS is a disease that has had a deep impact on McConnell’s family, and A Long Swim has been successful at raising over \$400,000 for that research.

McConnell credits the A Long Swim team for the success of his swim career. The A Long Swim team includes his wife, Susan, and his four adult children. Borrowing a page from that book, A Long Swim – Three Oaks will take full advantage of the A Long Swim team, and includes Project Manager Kim McIver, who has extensive background in organizing and executing charity endurance events.

To broaden the reach of A Long Swim’s efforts beyond just his swims, McConnell and the Les Turner ALS Foundation have hosted open water swims from 2014 through 2018. A Long Swim expanded the opportunities for open water swimming into a series of events, including A Long Swim – Lake Zurich, A Long Swim – Three Oaks, and A Long Swim – Tower Road Beach to be held in Winnetka. All three are expected to be hosted again in 2020.

Three Oaks Recreation Area Impact:

The swim is expected to begin at 6:30 a.m. and end at approximately 10:00 a.m. Setup at the Three Oaks Recreation Area would begin on Saturday evening, June 6th, and at 4:45 a.m. on the 7th, and will be taken down by 10:00 a.m. on the 7th. The race format will include five open water swim lengths, all of which will be familiar with triathletes:

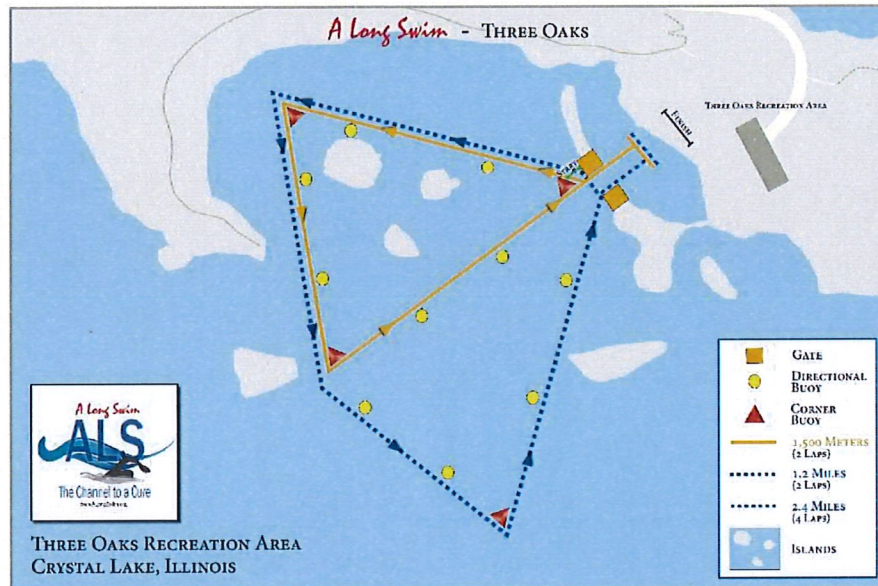
- 1,500 meters, which coincides with the swim leg of an Olympic triathlon.
- 750 meters, which coincides with the swim leg of a half Olympic triathlon.
- 1.2 miles, which coincides with the swim leg of a half Ironman triathlon.
- 2.4 miles, which coincides with the swim leg of a full Ironman triathlon.
- 5K, or 3.1 miles.

Registration is expected to be \$60 - \$80 per swimmer, with incentives for the swimmers to raise contributions for A Long Swim. Participants will not be soliciting for donations, however, event organizers may seek sponsorship opportunities within the City of Crystal Lake. Often, merchants choose to be associated with the endurance athlete/triathlete demographic, and this will be an opportunity for the Crystal Lake area merchants to make that association.

Music and a public address system will be used at the event. In addition to all of appropriate safety precautions (see below) A Long Swim – Three Oaks will have an electronic timing system provided and operated by Kinetic Timing. The individual that now runs Kinetic Timing used to do our events while he worked for ChampionChip 24/7.

The open water swim will be taking place during the early-morning fishing hours, and will be completed before the beach opens for its traditional hours. A Long Swim is working with staff regarding off-site parking for the event to ensure that the Three Oaks parking lot area would be reserved for guests using the marina and beach.

The swim will be completely contained at the Three Oaks Recreation Area, and the proposed course map for A Long Swim – Three Oaks is as follows:



- The 750 meter swimmers will complete the brown triangle one time.
- The 1,500 meter swimmers will complete the brown triangle two times.
- The 1.2 mile swimmers will complete the blue course two times.
- The 2.4 mile swimmers will complete the bluecourse four times.
- The 5K will follow the blue course, but will require some customization.

Three Oaks Visitors Impact

The use of the lake at the Three Oaks Recreation Area would require two restrictions on the public's access.

1. The public (specifically fishermen) will be allowed on the lake, but would be asked to avoid certain portions of the lake during the swim. The northern portion of the south lake would be restricted from public access by buoy markers. The Fire Rescue Department and Three Oaks staff would have emergency/service boats on the water to ensure the public's safety.
2. The public access to the sand beach would be limited until 10:00 am, so it is anticipated that public access to the swim water would not be substantially impacted.

In addition, the petitioner would need sole use of approximately 50 parking spots in the upper parking lot for volunteers and workers at the event, and requests equipment storage area in the main building overnight on June 6th.

Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement. Also, all participants must sign a waiver releasing the City from any liability related to their participation in the triathlon that will be collected upon race registration.
2. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
3. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
4. Receive approval from 3rd party property owners for any off-site parking. Following the filling of the upper parking lots, participants will be directed to park off-site. Remote parking / shuttle service locations and signing plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval.
5. Submit for City approval, severe weather plans and an evacuation plan.
6. Sound system shall not disturb other users of the park.
7. All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection.
8. The City will have flexibility in designing the race course based on any concerns from City Departments.
9. A Long Swim must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for the event for review by City Departments.
10. All debris created by the event shall be cleaned up during and after the event.
11. In the case of inclement weather, an alternate date can be approved by the City Manager.
12. If costs are not waived for the event, the petitioner is responsible for Fire Rescue costs and use of Three Oaks Recreation Area.
13. A Long Swim must provide the proof of volunteers, insurance, off-site parking approval, severe weather and evacuation plan, proof of traffic control rental, and liability waivers by June 1, 2020 or the event may be cancelled. A Long Swim shall work with the City Staff as to the positioning of volunteers.

The petitioner is aware of the recommended conditions and will be present at the meeting.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 11

**City Council
Agenda Supplement**

-
- Meeting Date:** January 21, 2020
- Item:** American Cancer Society “Relay for Life” walking event at Three Oaks Recreation Area
- Council Discretion:** Motion authorizing event approval of a “Relay for Life” walking event, to be held on Saturday, June 27, 2020, at the Three Oaks Recreation Area, subject to the recommended conditions, including a waiver of pavilion rental and non-resident parking fees.
- Staff Contact:** Nick Hammonds, Management Analyst
-

Background:

The American Cancer Society, an IRS-approved 501(c)3, is requesting approval to organize a Relay for Life walking event at Three Oaks Recreation Area on Saturday, June 27, 2020. This is a new event for the park. The event is expected to begin at 10:00 a.m. and end at approximately 3:00 p.m. The American Cancer Society is requesting a waiver of pavilion rental fees, the non-resident parking fees, and the application of the \$5.00 reduced guest rate fee for beach access. Attached to this agenda supplement is a chart outlining previous fee waivers approved by the Council. The event is proposed to be held at the Picnic Grove and Island Pavilions, with participants walking on the path from the Picnic Grove to the Island throughout the event. There are 300 to 400 anticipated attendees. City Staff will work closely with the petitioner to help ensure a successful event. **The petitioner is requesting a fee waiver of \$610.**

Costs Requested to be Waived:

1. Three Oaks Recreation Area Costs:

<i>Non-Refundable</i>	<i>Fee</i>
Application Fee	\$75
Out of City Organization (2 Pavilions)	\$510
Table Moving Fee (as needed)	\$25
Total Non-Refundable Fee	\$610

Required Costs: (to be paid by petitioner)

1. Three Oaks Recreation Area Costs:

<i>Refundable</i>	<i>Fee</i>
Refundable Event Damage Deposit	\$500
Refundable Pavilion Deposit	\$200
Total Refundable Fee	\$700

Petitioner Background:

The American Cancer Society is a voluntary health organization that provides services and assistance to people diagnosed with cancer. The organization funds cancer research, education, and advocacy, and provides programs for cancer patients and their families. The Relay for Life event is a community driven effort to support and celebrate cancer survivors and also to remember those who were lost to cancer. The Relay for Life event helps to raise awareness for the fight against cancer. The event will include teams of participants grouping together to take turns walking on a path around the picnic grove and island pavilions.

Three Oaks Recreation Area Impact:

The American Cancer Society is requesting exclusive use of the Picnic Grove pavilion, surrounding grassy area, the Island Pavilion, pedestrian bridge and free access to the swim beach. The use of the Three Oaks Recreation Area would require public access to the island pavilion and picnic grove to be closed between 10:00 a.m. and 1:00 p.m. The swim beach and marina would remain open during the event. In addition, the petitioner would need sole use of approximately 200 parking spots in the upper parking lot for volunteers and workers at the event. Staff recommends the petitioner to utilize the upper lot and off-site parking once the upper lot has been filled.

Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
2. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
3. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
4. Receive approval from 3rd party property owners for any off-site parking. Following the filling of the upper parking lots, participants will be directed to park off-site. Remote parking / shuttle service locations and signing plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval.
5. Submit for City approval, severe weather plans and an evacuation plan.
6. Sound system shall not disturb other users of the park.
7. All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection.
8. The City will have flexibility in designing the walking course based on any concerns from City Departments.
9. American Cancer Society must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for the event for review by City Departments.

10. All debris created by the event shall be cleaned up during and after the event.
11. In the case of inclement weather, an alternate date can be approved by the City Manager.
12. If costs are not waived for the event, the petitioner is responsible for all costs associated with the use of Three Oaks Recreation Area.
13. American Cancer Society must provide the proof of volunteers, insurance, off-site parking approval, severe weather and evacuation plan, proof of traffic control rental, and liability waivers by May 15, 2020 or the event may be cancelled. American Cancer Society shall work with the City Staff as to the positioning of volunteers.

The petitioner is aware of the recommended conditions and will be present at the meeting.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: January 21, 2020

Item: Consultant Selection to Conduct a Phosphorus/Nutrient Removal Feasibility Study for Wastewater Treatment Plant #2.

Staff Recommendation: Motion to award consulting services for a Phosphorus/Nutrient Removal Feasibility Study at Wastewater Treatment Plant #2 to the most responsible and responsive proposer, Fehr Graham, and adopt a resolution authorizing the City Manager to execute an agreement with Fehr Graham in the amount of \$34,000, allowing for a 10 percent contingency.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

The City of Crystal Lake conducted an open solicitation Request for Proposal (RFP) for consulting services for the development of a Phosphorus/Nutrient Removal Feasibility Study for the City's Wastewater Treatment Plant #2. Conducting this study is mandated by the Illinois Environmental Protection Agency (IEPA) as a condition of the Plant's current operating permit (National Pollution Discharge Elimination System - NPDES permit.)

Wastewater Treatment Plant #2, located at 1100 Coventry Lane, is an activated sludge facility, with chemical (alum) removal of barium and phosphorus, anaerobic digestion and ultraviolet disinfection. The Plant processes an average of 4.2 million gallons of wastewater per day and is the City's largest treatment facility.

Project Need:

Phosphorus in wastewater occurs from human and animal waste, industries, detergents and food residues. Even after conventional treatment, there is some phosphorus remaining in the treated water exiting the plant. Phosphorus in surface waters also comes from agricultural sources (fertilizers) through storm water runoff. Phosphorus is a contributing factor to the growth of algae, including harmful algae blooms that can affect downstream aquatic life and impact drinking water facilities that draw water from surface lakes and streams.

The United States Environmental Protection Agency (USEPA) and all of the state EPA's are in the process of developing and imposing stricter regulations across the country to reduce the concentration

of phosphorus in surface waters. This includes regulations on treated wastewater to improve water quality. This will require some level of capital investment to our treatment plants before 2030.

The purpose of this study is to investigate options at Wastewater Treatment Plant #2 to meet the anticipated future IEPA regulatory effluent phosphorus level of 0.1 mg/L that will likely come into effect in 2030. The City currently utilizes alum to reduce both phosphorus and barium levels to meet current 0.5 mg/L IEPA permit levels. Increasing the alum levels further to meet the anticipated lower concentrations (0.1) is likely not feasible without damaging the bacterial and biological treatment process used at the plant. The feasibility study will develop alternatives and estimate future capital and operational costs to achieve a lower phosphorus level in the plant's effluent. In addition to phosphorus, the study will examine other nutrients and nutrient removal options that are also of future concern to the IEPA and USEPA.

Consultant Selection Process

The Public Works Department followed the City's Purchasing Policy to secure a consulting firm to address this project. The City received proposals from six firms in response to the request.

Staff from the Public Works Department reviewed the proposals and ranked the firms based on their qualifications. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel
8. Interview
9. Estimated Costs

A pre-proposal meeting was held on November 7, 2019, and six companies attended. Six proposals were received on November 20, 2019. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consulting Firm	Base Proposal Cost
* Fehr Graham	\$13,500.00
Applied Technologies	\$24,824.00
Ruekert – Mielke	\$28,136.00
Baxter & Woodman	\$31,300.00
Donohue & Associates	\$39,630.00
Stanley Consultants	\$48,258.00

*Denotes most responsible and responsive proposer.

Additional Scope Items:

Unlike the other proposers, Fehr Graham provided a unique and innovative approach that included meeting IEPA requirements for a submitted study report (base proposal) and an optional scope item to conduct a side by side filter pilot study at the plant to physically test the feasibility of filter technology as an option. This innovative approach has the potential to reduce the need for future studies as well as possibly reduce the level of future capital investments.

City staff requested that the remaining two of the top three firms provide additional proposals for the optional innovative approach (filter study) identified by Fehr Graham. Here is a breakdown of those proposals:

Consulting Firm	Base Proposal	Optional Filter Study	Grand Total
* Fehr Graham	\$13,500.00	\$20,500.00	\$34,000.00
Applied Technologies	\$24,824.00	\$17,140.00	\$41,964.00
Ruekert – Mielke	\$28,136.00	\$34,808.00	\$62,944.00

In addition, Fehr Grahams' proposal:

- Adequately addressed the aspects of this project
- Identified past experience on projects of a similar scope to the Crystal Lake project
- Provided the City with a feasible schedule

Recommendation:

Based upon a qualifications review to the RFP requirements and associated costs, staff's recommendation is to select Fehr Graham to perform consulting services for Wastewater Treatment Plant #2 Phosphorus/Nutrient Removal Feasibility Study. Costs for the plan, including water sampling, testing and the filter feasibility study is estimated to be \$34,000.

Funds have been budgeted for this work.

Votes Required to Pass:

Simple majority.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized execute an agreement with Fehr Graham for consulting services for the Wastewater Treatment Plant #2 Phosphorus/Nutrient Removal Feasibility Study in the amount of \$34,000 and allowing for a 10 percent contingency.

DATED this 21st day of January, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: January 21, 2020
APPROVED: January 21, 2020