

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org



Meeting Minutes

Monday, March 15, 2021

6:00 PM

Village Hall

Committee of the Whole

*Village President Keith Pekau
Village Clerk John C. Mehalek
Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Daniel T. Calandriello,
William R. Healy, Cynthia Nelson Katsenes, and Michael R. Milani*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:00 P.M.

Present: 7 - President Pekau; Trustee Fenton; Trustee Dodge; Trustee Calandriello; Trustee Healy; Trustee Nelson Katsenes and Trustee Milani

APPROVAL OF MINUTES

2021-0202 Approval of the March 1, 2021, Committee of the Whole Minutes

I move to approve the Minutes of the Regular Meeting of the Committee of the Whole of March 1, 2021.

A motion was made by Trustee Fenton, seconded by Trustee Nelson Katsenes, that this matter be APPROVED. The motion carried by the following vote:

Aye: 7 - President Pekau, Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, and Trustee Milani

Nay: 0

ITEMS FOR SEPARATE ACTION

2021-0094 Grasslands Regional Flood Control Pond Expansion - Bid Award

In July 2003, the Grasslands subdivision was severely impacted by flooding after a record amount of rainfall. Christopher B. Burke Engineering, Ltd. (CBBEL) of Rosemont, Illinois was contracted to complete a Flood Risk Reduction Assessment of areas throughout the Village that were most impacted by the record rainfall including flooding of the Grasslands Subdivision near 167th Street and Wolf Road. CBBEL recommended a flood control facility on the farmland west of the subdivision to reduce the risk of future flooding.

Designed by CBBEL, the Grasslands flood control project was initiated in 2005. A partial basin was constructed that provided an immediate increase in the protection of the downstream properties located within the Grasslands subdivision while the Village awaited approvals from the Army Corp of Engineers and IDNR permits (received recently). The constructed partial basin also provides about 40% of the future detention needed for the farmland to the west.

Completing the full flood control project involves the construction of a dam with a reinforced concrete spillway and outlet pipe. The construction cost was estimated to be approximately \$600,000.00 in 2018 and the cost is expected to rise slightly due to increases in material costs since that time. Early in 2018, the Metropolitan Water Reclamation District of Greater Chicago (MWRD) solicited Phase II Stormwater Management Program Project proposals from municipalities, townships and other governmental agencies for MWRD funding. The Village of Orland Park submitted the Grasslands Regional Flood Control Facility for

consideration.

In June 2018, the Village received notification from MWRD that the project was accepted, providing up to 92% funding (fixed at \$558,000.00) assistance for construction. The Village will be required to fund the upfront construction of the flood control facility and MWRD will provide reimbursement. MWRD comes with a requirement for additional documentation as well as diversity inclusion goals for the project. CBBEL has updated the engineering plans, special provisions and other project related documents to meet MWRD's requirements. CBBEL also modified the plans to conform to current engineering standards that have been updated since the last iteration of the plans were prepared.

The project was issued for bid on January 22, 2021 and seven (7) complete bids were received. Courtesy emails were sent to ten (10) contractors. From Bidnet Direct there were fifty (50) partial document downloads and nine (9) full document downloads. The lowest three (3) bids were received from Schwartz Construction Group, Inc of Countryside, Illinois for \$668,014.39; P.T. Ferro Construction Company of Joliet, Illinois for \$656,533.01; and the low bidder was Integral Construction Inc. of Romeoville, Illinois at a total construction cost of \$598,320.00. The lowest two (2) bidders did not meet MWRD's diversity goals which include 20% Minority Business Enterprise (MBE), 10% Women's Business Enterprise (WBE), 10% Small Business Enterprise (SBE), and 3% Veteran Business Enterprise (VBE). Since these standards were not met, Integral Construction's bid would require a \$168,660.00 increase in the Village's contribution. PT Ferro was the second lowest bidder and since the standards were again not met, their bid would result in a \$314,594.01 increase in the Village's contribution. The third lowest bidder, Schwartz Construction Group, Inc. meets all of MWRD's requirements and would result in a \$110,014.39 in Village contribution. Exhibit A shows the calculations of these three contractor's diversity and the Village's contributions. Additionally, CBBEL reviewed the bids and qualifications providing a letter of recommendation to support the selection of Schwartz Construction Group, Inc.

Construction is expected to begin in early spring and be completed this year.

Due to the time sensitive nature of this item, this agenda item is being considered by the Committee of the Whole and the Village Board of Trustees on the same night.

I move to approve accepting the bid for the construction of the Grasslands Regional Flood Control Facility proposal from Schwartz Construction Group, Inc of Countryside, Illinois in an amount of \$668,014.39 plus \$60,000.00 contingency for a total of \$728,014.39.

A motion was made by Trustee Milani, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 7 - President Pekau, Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, and Trustee Milani

Nay: 0

2021-0152 Orland Perks - Mobile App Launch

In an effort to continue to provide additional resources to assist local businesses, a mobile app has been created wherein Orland Park businesses can advertise, free of charge, using the “Orland Perks” app. Local businesses can submit their offers via an online form site for use within the app. Once downloaded, potential customers will be able to search the Orland Park area based on their physical location or a category search for shopping, dining, service and entertainment perks available within the Village. The app can be downloaded for either iOS or Android via the App Store and Google Play.

Mayor Pekau made a comment. (refer to audio)

Communications and Marketing Manager/Public Information Officer Nabeha Zegar presented the item. (refer to audio)

Trustee Dodge asked a question. (refer to audio)

Village Manager George Koczwara made a comment. (refer to audio)

Trustee Dodge made a comment and asked a question. (refer to audio)

Village Manager Koczwara made a comment. (refer to audio)

Trustee Dodge asked a question. (refer to audio)

Village Attorney Dennis Walsh made a comment. (refer to audio)

Trustee Dodge, Village Manager Koczwara and Communications and Marketing Manager/Public Information Officer Zegar made comments. (refer to audio)

Trustee Milani, Village Manager Koczwara and Communications and Marketing Manager/Public Information Officer Zegar made comments. (refer to audio)

Mayor Pekau made comments. (refer to audio)

This item was for discussion only. NO ACTION was required.

2021-0208 BUILD OP Website Launch

Staff from the Development Services Department and the Communications and

Marketing Department have created buildop.org ("BUILD OP"), a website dedicated to economic development in the Village.

BUILD OP provides powerful business information only a mouse-click away. The website's data center provides immediate access to in-depth information that previously took weeks to research. Data including dynamic real estate, demographic and industry breakdowns are available free and instantly for the Orland Park area, along with a database of available properties with images.

Other helpful resources such as zoning maps and development regulations are easily accessible in the developer's toolkit. BUILD OP also highlights key initiatives that the Village is implementing to encourage business development and economic growth in the Village and greater region.

Village Manager George Koczwara made comments. (refer to audio)

Economic Development Coordinator Alex Sharf presented the item. (refer to audio)

Trustee Healy made comments. (refer to audio)

Economic Development Coordinator Sharf made comments. (refer to audio)

Trustee Milani made comments. (refer to audio)

Village Manger George Koczwara made comments. (refer to audio)

Trustee Dodge asked a question. (refer to audio)

Economic Development Coordinator Sharf made comments. (refer to audio)

Trustee Dodge made comments. (refer to audio)

Mayor Pekau made comments. (refer to audio)

This item was for discussion only. NO ACTION was required.

2021-0172 Selection of an ERP Project Manager / Analyst

In late 2020, the Village Board approved the purchase of Tyler Munis as a much-needed replacement Enterprise Resource Planning (ERP) software solution. The implementation of a new ERP is a significant work effort that involves coordination of many moving parts, including staff resources, process improvement, and Tyler. This project is expected to last approximately two (2) years, and existing staff does not have excess capacity to complete a software

implementation of this scope, including process review and improvement, while continuing to perform daily work functions.

In January, staff issued an RFP for Enterprise Resource Planning Project Manager/Analyst. Staff sent a courtesy notice to seven (7) firms, and Bidnet notified a total of seventy-five (75) firms. Sixty-two (62) firms downloaded at least a portion of the RFP document package. The Village received six (6) proposals, which were reviewed by a selection team from the Village Manager's Office, Department of Information Technology, Human Resources, and Finance. Three firms were selected for interviews. One proposal team rose to the top: Insight Public Sector, Inc. and DATA CLIMB (Insight).

From the beginning of the deliberations, the selection team noted that the most critical component to a successful project manager is the individual involved on our engagement. The selection team preferred Insight based on the engaging, positive, and confident demeanor of Clarence Clark, Managing Principal of DATA CLIMB. He had a solid presentation, a firm grasp on project management, a process improvement focus, and has solid experience in working with Tyler Technologies. The Insight team will also bring its team of a technical analyst, Tracey Smith, and other subject matter experts for various phases of the projected 2-year engagement.

Reference checks were positive. Staff spoke with the CIO-City of Dover DE, and the CIO of Cook County IL. Both spoke well of DATA CLIMB stating they did a good job of mitigating issues, setting realistic expectations and that they would hire them again. The Cook County CIO worked directly with Clarence and stated that he did a good job. He stated that their \$30 million Tyler Property Management implementation was two (2) years behind schedule and they had been through five (5) project managers before Clarence and Tracey took over and got the project back on track. The Dover CIO stated they had their staff onsite full time for the first three (3) months of the implementation and then scaled back to remote work.

Of the project management firms considered, Insight provided the lowest hourly rate. In consideration of the amount of work that we have with Insight Public Sector, it agreed to further lower its hourly rate, which was already the lowest rate of the finalist firms. Only SDI offered a rate lower than the original Project Manager rate, but was higher for the analyst rate. When combining both rates, the Insight rates were the lowest of all proposing firms.

Staff met several times with Insight to confirm the necessary work effort in order to successfully guide our ERP implementation. Staff arrived at a model that provides for the Technical Analyst to be on-site full time throughout the project. The project manager will be working on our engagement full time for the first three months to ensure a successful kick off, then reduce his time to an average of 12 hours per week for the remainder of the project. Hourly demands will vary throughout the

project depending on project needs. Over the expected 24 months, we anticipate Insight will provide approximately 5,328 hours, or 2.6 FTEs.

Trustee Dodge asked a question. (refer to audio)

Village Manager George Koczvara made comments. (refer to audio)

Finance Director Kevin Wachtel presented the item. (refer to audio)

Trustee Dodge and Village Manager Koczvara made comments. (refer to audio)

Mayor Pekau made comments. (refer to audio)

I move to recommend to the Village Board to authorize the Village Manager to execute a contract with Insight Public Sector, Inc., for Enterprise Resource Planning Project Manager / Analyst for a total contract cost of \$613,248, plus a 10% contingency, for total project management expense of \$674,573.

A motion was made by Trustee Milani, seconded by Trustee Nelson Katsenes, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 7 - President Pekau, Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, and Trustee Milani

Nay: 0

ADJOURNMENT: 6:25 P.M.

A motion was made by Trustee Fenton, seconded by Trustee Nelson Katsenes, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 7 - President Pekau, Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, and Trustee Milani

Nay: 0

2021-0216 Audio Recording for the March 15, 2021, Committee of the Whole Meeting

NO ACTION

/LI

Respectfully Submitted,

John C. Mehalek, Village Clerk