

**RESOLUTION 2020-041**

**PASSED: MAY 26, 2020**

**AUTHORIZING THE SUBMITTAL OF A REBUILD ILLINOIS GRANT APPLICATION FOR A PUBLIC TRANSPORTATION CAPITAL ASSISTANCE GRANT UNDER THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S GENERAL AUTHORITY TO MAKE SUCH GRANTS.**

**WHEREAS**, the provision and improvement of public transportation facilities, rolling stock, equipment, and services are essential to the development of safe, efficient, functional public transportation; and

**WHEREAS**, the Illinois Department of Transportation has the authority to make grants and funds available to offset eligible capital costs required for providing and improving public transportation facilities, rolling stock, equipment, and services; and

**WHEREAS**, grants for said funds will impose certain obligations upon the recipient.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DEKALB, ILLINOIS:**

**SECTION 1:** That an application be made to the Division of Public & Intermodal Transportation, Department of Transportation, State of Illinois (the "Department"), for a financial assistance grant under the Department's general authority to make such grants for the purpose of off-setting eligible public transportation capital costs of the City of DeKalb.

**SECTION 2:** That the Transit Manager for the City of DeKalb is hereby authorized and directed to sign and submit such application on behalf of the City of DeKalb.

**SECTION 3:** That the Transit Manager for the City of DeKalb is authorized to furnish such additional information as may be requested by the Department in connection with the aforesaid application for said Grant.

**SECTION 4:** That the Transit Manager for the City of DeKalb, with prior approval from the City of DeKalb City Council, is hereby authorized and directed to execute on behalf of the City of DeKalb the Grant Agreement or subsequent Grant Agreement Amendments resulting from aforesaid application.

**SECTION 5:** That the Transit Manager for the City of DeKalb, with prior approval from the City of DeKalb City Council, is hereby authorized and directed to sign such documents as may be required by the Department to request payment for the project funding authorized under aforesaid Grant Agreement.


**SECTION 6:** That the City Clerk or the Executive Assistant of the City of DeKalb, Illinois be authorized and directed to attest the Mayor's signature and shall be effective

thereupon.

**PASSED BY THE CITY COUNCIL** of the City of DeKalb, Illinois, at a Regular meeting thereof held on the 26<sup>th</sup> day of May 2020 and approved by me as Mayor on the same day. Passed by a 7-0-1 roll call vote. Aye: Morris, Finucane, Smith, Perkins, McAdams, Verbic, Mayor Smith. Nay: None. Absent: Faivre.

**ATTEST:**

  
\_\_\_\_\_  
**RUTH A. SCOTT**, Executive Assistant

  
\_\_\_\_\_  
**JERRY SMITH**, Mayor



**ILLINOIS DEPARTMENT OF TRANSPORTATION**

**CAPITAL ASSISTANCE  
APPLICATION**

January 2020

## **INTRODUCTION**

Required application items are listed on the attached checklist. The applicant will be advised of any missing or supplemental information required with respect to checklist items, or other supporting documentation. The Department considers the application as representing the applicant's intent to undertake the proposed project promptly, if approved.

In the course of its review and evaluation of an application, the Department may require the applicant to submit additional information in support of the proposed project. When the Department is satisfied that all information necessary for evaluation of the application has been submitted, a final review will be undertaken.

Once review of the application is complete, the Department will notify applicant of its intent to fund and program the selected projects.

## **Application for Capital Assistance Grant**

### **Checklist**

Instructions for this application are contained in Appendix E.

Below is a checklist provided to assist preparers of applications in meeting all of the requirements of the application process. All items are required unless otherwise indicated. Completed applications should be sent to the following address.

Joseph Iacullo, Section Chief  
Illinois Department of Transportation  
Office of Intermodal Project Implementation  
69 West Washington Street, Suite 6-600  
Chicago, IL 60602

#### **Check List**

1. Completed Application Form
  - A. Project Description
  - B. Project Justification
  - C. Proposed Project Budget
  - D. Implementation Schedule
  - E. Other Information
2. Public Notice (Appendix A)
3. Historic Preservation (Appendix B)
4. Opinion of Counsel (Appendix C)
5. Applicant's Governing Board Resolution (Appendix D)

**Note: Include this checklist with the application submittal**

**State of Illinois  
Department of Transportation  
Office of Intermodal Project Implementation**

**Application for Capital Assistance Grant**

Legal Name of Applicant <b>City of DeKalb</b>	Date of Application <b>5/28/20</b>
Street Address, City, and Zip Code  <b>200 South Fourth Street, DeKalb, IL 60115</b>	
Contact Person <b>Marcus Cox</b>	Title <b>Transit Manager</b>
Telephone Number <b>815-748-2370</b>	

Please identify by name and title in the space below the chief officers of record of applicant's governing board, such as Chairman, President, Secretary, Treasurer or comparably designated officers (add additional page if necessary):

<u>Bill Nicklas</u> Name	<u>City Manager</u> Officer's Title
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<u>Ray Munch</u> Name	<u>Assistant City Manager</u> Officer's Title
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<u>Jerry Smith</u> Name	<u>Mayor</u> Officer's Title
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<u>Marcus Cox</u> Name	<u>Transit Manager</u> Officer's Title
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Applicant is a (please check one):

- ☒ Municipality
- ☐ County
- ☐ Corporation
- ☐ Mass transit district
- ☐ Not-for-profit\*\*
- ☐ Other\*\* \_\_\_\_\_

\*\* For "not-for-profit" or "other" applicants, please provide a general description of applicant's services: \_\_\_\_\_

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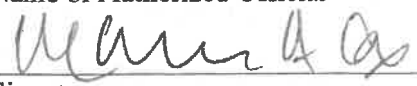

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In support of this application, I offer the above data and attached supporting documents as required. I certify that the statements herein and in the supporting documents are correct and complete.

City of DeKalb \_\_\_\_\_ 5/28/2020 \_\_\_\_\_  
Applicant Date

Marcus Cox \_\_\_\_\_ Transit Manager \_\_\_\_\_  
Name of Authorized Official Title  
 \_\_\_\_\_  
Signature Attest 

The City of DeKalb hereby applies to the Illinois Department of Transportation for a Capital Improvement Grant. Required resolutions, certifications and other documents in support of this grant request are attached and are considered a part of this application.

A. Project Description (attach additional pages if necessary)

**Please view the attached City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative for figures.**

The City of DeKalb Transit Maintenance, Operations, and Transfer Facility project is designed to:

- Substantially improve the mobility of the people in the region who rely on public transportation services;
- Directly increase connectivity to employment, education, and public services;
- Spark community revitalization, particularly for the disadvantaged populations in the DeKalb Urbanized Area, including the low-income, disabled, and elderly populations.
- Connect residents throughout the region through the use of public transit;
- Enable the expansion of vital existing services and support the addition of new critically needed services.

The City of DeKalb is requesting an amount of \$5,000,000 in Rebuild Illinois Capital Grant assistance funding from the Illinois Department of Transportation to assist with the architectural, engineering, and construction of a Transit Maintenance, Operations, and Transfer Facility for the DeKalb Urbanized Area. The City of DeKalb and the DeKalb Urbanized Area currently do not have a centralized location for transit assets. The City of DeKalb contracts with two separate transit service providers for fixed route and paratransit services. The contracted vendors lease their own facilities to perform maintenance, house vehicles, and maintain appropriate staff.

In May 2019, the City of DeKalb released a Request for Qualifications for Architectural, Engineering, and Construction Management Services to begin the process of designing and constructing a transit facility. Based upon information obtained in the development of the Request for Qualifications, as well as data gathered throughout the research process, the City of DeKalb estimates the size of the transit facility to be approximately 100,000 square feet. This would provide ample room for existing fleet and personnel while also considering future needs.

It is anticipated that the Transit Maintenance, Operations, and Transfer Facility will use a variety of techniques and approaches to promote sustainability. The project will employ a number of green building strategies in the design and construction of the facility, including:

- The roof will be constructed with energy efficient materials including a white membrane covering for flat roof areas and efficient, recycled steel for other pitched roof sections.
- The employee parking lot, along with the Park and Ride section, will use porous pavement materials and permeable UNILOC construction materials to mitigate storm



water impacts. The project is not expected to impact any wetlands or endangered species; however, a NEPA study will be performed to confirm.

- The building design will include geothermal heating/cooling, solar and wind power generation technology, high-efficiency LED lighting and modern insulation programs to conserve energy and reduce operating costs.
- The facility will be designed for future vehicle technologies, including design elements allowing for the addition of compressed natural gas and electric fueling stations and electric charging stations. This will improve program resilience by reducing reliability on fossil fuels alone.

The City of DeKalb, in partnership with DeKalb County, have identified three potential sites to construct the facility:

1. Barber Greene Road in DeKalb – DeKalb County Parcel: this 11.8-acre site provides ample lot space to construct the facility envisioned. Located in eastern DeKalb along Barber Greene Rd., the lot is within walking distance of local shopping facilities such as Wal-Mart, Hobby Lobby, and other well-known national big box stores. Furthermore, highly trafficked Peace Road sits to the east, and would provide immediate, direct access for the incorporation of a Park & Ride facility for passengers attempting to travel to and from the Elburn train station via DeKalb Public Transit Route 12.
  - a. Figure 1 – Barber Greene Road Aerial View (please view City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative)
2. Greenwood Acres Drive in DeKalb – DeKalb County Parcel: located approximately a half-mile from the Barber Greene site, this lot is approximately 9 acres in size. Similar to Barber Greene, the Greenwood Acres property is within walking distance of shopping facilities such as Kohl's, Best Buy, Petco, and Wal-Mart and also provides direct access to Peace Road for consideration of a Park & Ride facility.
  - a. Figure 2 – Greenwood Acres Drive Aerial View (please view City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative)
3. Dresser Road in DeKalb – City of DeKalb Parcel: this City owned lot is in northern DeKalb, just a short drive from the heart of the Northern Illinois University campus. 30 acres in size with 15 usable acres for a facility, this plot of land neighbors the DeKalb County Health Department and the DeKalb High School. Local analysis between the three sites has determined a potential cost savings of \$30,000 per year in fuel and maintenance costs associated with this site due to its proximity to Northern Illinois University.
  - a. Figure 3 – Dresser Road Aerial View (please view City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative)

Each of the three sites will receive equal review and consideration from the vendor selected to perform Part One of the May 2019 RFQ. Part One of the RFQ includes site selection and

corresponding master plan; preparation of NEPA documents in accordance with Federal Transit Administration (FTA) regulations, and a cursory budgetary cost estimate. The associated findings from Part One will be discussed with local shareholders to determine the preferred approach to Part Two.

The City of DeKalb intends to utilize 20% (\$1,000,000) of the funding obtained from the Rebuild Illinois Capital Grant to make forward progress on Part Two of the Architectural, Engineering, and Construction Management RFQ. The remaining 80% (\$4,000,000) would be used for construction related expenses in the future. All Rebuild Illinois Capital Grant funds would also be considered as an eligible local match resource for future City of DeKalb Federal Transit Administration grant applications. The City of DeKalb has been unsuccessful with previous FTA capital grant requests; consistent forward progress on Part One and Part Two of the RFQ may increase the likelihood of a successful FTA capital grant request to obtain the remaining necessary funding to see the project through to completion.

<b>B. Project Justification (attach additional pages if necessary)</b>
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**Please view the attached City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative for figures.**

This project will bring substantial value to the community as transit continues to evolve and grow within the DeKalb Urbanized Area. Spacing limitations at the Transit Service Provider's garage sites prevent staff from increasing the fleet size and adding additional, necessary service. A transit facility is the appropriate next step for the City of DeKalb to continue to grow transit within the DeKalb Urbanized Area.

Currently, the City of DeKalb does not possess a transit facility or a parking area for vehicles. Vehicles are located at the separate contractor locations. The transit system is continuing to grow; however, space is a limitation that cannot be addressed until transit operations and transfer center facility is created. The City of DeKalb is looking to introduce more innovative technologies such as electric buses and electronic charging stations but currently, there is no location to accommodate these items. The transit operations and transfer center facility would allow the system to continually grow and move forward with new transit trends that promote sustainability.

A transit facility would allow all transit staff to be fully entrenched in transit in one centralized location. Currently, the City owned transit assets, such as rolling stock and maintenance equipment, are located at the paratransit contractor's garage location. Additionally, all transit contracted staff are also located at the contractor's leased facilities. Housing transit in one central location would allow all transit staff to work with one another on a more effective and efficient level. A centralized location would have equal benefit for the transit passengers.

Today, transit related activities occur at one of three facilities within the DeKalb Urbanized Area:

1. Transdev Services Inc.: Transdev Services Inc. contracts with the City of DeKalb to provide all fixed route services. The Transdev Services Inc. (dba Huskie Line) facility is located at 1825 Pleasant Street in DeKalb and is leased by Transdev from a private individual. Passengers may access this location to speak with customer service representatives, management personnel, and to obtain lost-and-found items. The Huskie Line facility is located on the eastern edge of DeKalb approximately two and a half miles from the Northern Illinois University Campus. The administrative office consists of a double-wide trailer approximately 1500 square feet in size and houses four offices, a general area, two storage rooms, and two restrooms. The double-wide trailer was originally built and installed at the location in 1991 and is dire need of repairs. The maintenance garage sits next door. Maintenance staff have access to four work bays, of which only one has lift capabilities. The entire Transdev owned fleet is stored outside and exposed to the elements. This decreases the useful of the vehicle and increases associated maintenance expenses.
  - a. Total Employees: 65 – 70
  - b. Year Constructed: 1991
  - c. Available Office Square Feet: 1800

- d. Available Maintenance Bays: 4
- e. Lift Capabilities: 1 Bay
- f. Wash Bays: 1 Bay
- g. Indoor Parking: Not Available

**Figure 4 – Transdev Services Inc. Aerial View (please view City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative)**

2. Voluntary Action Center of DeKalb County: The Voluntary Action Center contracts with the City of DeKalb to provide all paratransit and deviated fixed route services. The Voluntary Action Center facility is located at 1606 Bethany Road in Sycamore and is leased by VAC from DeKalb County. Passengers can visit the facility to speak with customer service representatives, management personnel, and to obtain additional information about paratransit services. The VAC facility houses approximately 16,000 square feet and includes administrative personnel housed in 6 different offices forcing various individuals to share an office. Additionally, the attached garage is unable to store all vehicles inside which, like Transdev Services Inc, leads to a decreased useful life of the vehicle and increased maintenance costs. The two on-site maintenance bays are extremely outdated with limited ability to perform common work orders.

- a. Total Employees: 60
- b. Year Constructed: 1986
- c. Total Square Feet Available: 16,000
- d. Available Maintenance Bays: 2
- e. Lift Capabilities: 1 Bay
- f. Wash Bays: 1 Bay
- g. Indoor Parking: Accommodates approximately half of the transit fleet.
- h. Figure 5 – Voluntary Action Center of DeKalb County Aerial View (please view City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative)

3. City of DeKalb Public Works Facility: The City of DeKalb Public Works Facility houses the City's two transit staff members. The facility is owned by the City of DeKalb and is located at 1216 Market Street in DeKalb. Much of the location houses the street and utility operations and fleet for the Public Works Department. To protect the City assets, the property is surrounded by a gate that remains open from 7:00a – 4:00p, Monday – Friday. The public can visit the facility to speak with transit staff but must ensure that their appointment is within the appropriate time frame.

- a. Figure 6 – City of DeKalb Public Works Facility Aerial View (please view City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative)

The existing facilities, specifically the Transdev and VAC locations, are aged beyond their useful life and grossly undersized. Additionally, they are lacking in both basic functional allowances and technological upgrades. Maintaining operations at the current facilities threatens

not only transportation network efficiencies, but also – and more importantly – the accessibility and mobility of people served in the area. Adequate space for personnel and technology for all staff members is lacking, which reduces efficiency and impacts operations.

In June 2010, nearly 10 years ago, the SRF Consulting Group and LSA Designs updated the DeKalb Sycamore Area Transportation Study (DSATS) Transportation Development Plan (TDP) and concluded that:

*“The VAC facility is significantly undersized and its programs, while some have been upgraded recently, are not capable of any expansion or increased growth of demand. The site is severely over-used and is lacking in both parking and general circulation. To simply move all vehicles to an inside storage bay from outside will result in a program increase of over 10,000 sq. ft. which cannot be accommodated on the parcel.”*

Maintenance areas at both facilities are also antiquated and in need of modern upgrades. While a decent stock of parts is maintained onsite, storage issues preclude having all parts available in inventory. For example, when ordering larger parts and components, wait times are typically 2 – 3 days. This causes delays in maintenance capacities and operational efficiencies. In general, more space would be beneficial to the transit operators and their operations for the following reasons:

- Large parts room storage;
- Welding area (with designated and appropriate ventilation, which is currently lacking);
- Paint booth (with designated and appropriate ventilation, which is currently lacking);
- Code required CO2 detection system with O.A./exhaust
- Locker room and bathroom designed for maintenance cleaning of oil, grease, and chemicals (currently mechanics use the public restroom which isn't designed for cleaning such chemicals)
- Storage for building and grounds maintenance equipment;
- Mechanics pit to allow multiple vehicle jobs to be completed without lift requirements;
- Wash bay for vehicles to extend the useful life and overall cleanliness of the vehicle;
- Mechanical room for compressors, lift pumps, etc. (currently, these items are stored in the mechanics office and other workspaces. The equipment is loud when running, and

can cause communication difficulties between maintenance personnel), and

- Emergency shower and eye wash station that is compliant with OSHA regulations.

The most pressing issue with the facilities is the limited storage available for vehicle storage. The fleet size between both contractors totals approximately 50 vehicles, the majority of which are parked and stored outside, exposed to the elements. Keeping the fleet outside under constant exposure to the elements (snow, sun, wind, rain, ice, etc.) on a year-round basis has caused premature deterioration of the exterior and mechanical components of vehicles. Over the course of time, total maintenance costs are magnified due to such conditions. Constant sunlight weakens the interior fiberglass and enamel coatings on the vehicles causing cracks and leaks; premature excessive rust due to salt build up; mice and other rodents eating wiring harnesses and chewing their way into storage compartments to create nests. On average, 2-5 wiring harnesses are damaged while 5 – 10 rodent nests are found in the upper storage compartments of vehicles per year.

Ultimately, a Transit Maintenance, Operations, and Transfer Facility will greatly improve the overall condition of public transit within the DeKalb Urbanized Area:

- **Vehicle Maintenance:** The current facilities have extremely limited work areas to service vehicles; they also have difficulty providing storage space for regular replacements parts. There are a variety of maintenance activities that cannot be performed in-house as there is not enough physical space to house the required machinery. Housing of maintenance parts such as tires can be problematic with limited space.
- **Facility Maintenance:** The maintenance staff at both locations must maintain the current facility as well as maintaining the vehicles. As the facility were built in 1986 and 1991, respectively, there are many parts and pieces of equipment that are continually breaking down and in need of repair. Facility repairs require maintenance staff to divert their time elsewhere rather than focusing on the operational aspects of the system. Each year that a new facility is not built means more time and expenses must be dedicated to the upkeep of the existing facilities.
- **Electronic Equipment:** There have been many technological advances in public transit throughout the years, and along with those advances in technology comes the need for more reliable power supplies, fiber-optics, and other required equipment that is not cost effective to install in an older building. The ability to expand technology services to riders and employees will continue to expand in importance in the coming years.

The constraints of the current undersized and obsolete facilities also have consequences for passengers. In addition to providing greater room for expansion, a new facility provides many opportunities for increased service reliability:

- **Condition of Transit Fleet:** As much of the transit fleet is stored outside, mechanics and drivers must start all vehicles early enough each morning to ensure passenger have access to warm vehicles when entering the buses. The same is true for cooling the vehicles during the hot summer months. Not only does this require more employee time, but the extreme cold or heat can be detrimental to the physical condition of the vehicles and hasten the deterioration of the FTA funded transit fleet, ultimately impacting the passengers.
- **Dispatching and Scheduling Services:** At both facilities, Dispatchers/Supervisors are packed into a small room together with limited space to install cubicles. This closeness can often make it difficult for employees to hear riders or bus operators' requests. Due to the limited space to house personnel, the ability to expand transit services is also inhibited by the inability to add additional dispatchers required for route expansion.
- **Catalyst for Economic Development:** The City of DeKalb Transit Maintenance, Operations, and Transfer Facility will be an integral part of the economic development for the area, providing service to regional commuters, residents and workers, students, and visitors. Retail storefronts, professional offices, and ancillary downtown uses will benefit from the direct access provided by the facility.
- **Enhances the Image of Public Transit in the DeKalb Urbanized Area:** The City of DeKalb Transit Maintenance, Operations, and Transfer Facility will provide a unique service component to the area, representing an opportunity for the facility to become the showpiece for development and transportation for other communities in the DeKalb region.



C. Proposed Project Budget

- Please provide a description of each project line item and a breakdown of estimated project cost by funding source. Please specify whether state funding requested is intended to be utilized as a match to federal funding for a competitive federal grant.
  - Building Construction would be inclusive of the actual construction of the facility.
  - Contingency would provide a contingency fund for any possible change orders, increase in material costs, etc.
  - Soft Costs consist of engineering, design, and testing costs.

It is the City of DeKalb's intention that the state funding received would be utilized as match for federal grant funding.

Please view the attached City of DeKalb Rebuild Illinois 2020 Capital Grant Narrative to view the table below in greater detail.

Line Item Activity	Total Project Cost	Federal	State	Local
Building Construction	\$21,500,000	\$14,500,000	\$4,000,000 Rebuild & \$2,500,000 DTIF	\$350,000
Contingency	\$1,000,000	\$650,000	\$350,000 DTIF	
Soft Costs (Design, Engineering & Testing)	\$2,500,000	\$1,350,000	\$1,000,000 Rebuild, \$150,000 DTIF & \$150,000 CAP 19- 1101	
<b>TOTAL:</b>	<b>\$25,000,000</b>	<b>\$16,500,000</b>	<b>\$8,150,000</b>	<b>\$350,000</b>

- Please provide additional information below that justifies the amount of funding requested for each line item.

The City of DeKalb intends to utilize three funding sources to complete the project:

- State of Illinois Funds: The City of DeKalb received \$3,000,000 in Downstate Transit Improvement Funds (DTIF) in 2013 and \$150,000 in a capital grant to assistance in 2019. The 2019 Capital Grant funding will be utilized in the Phase 1 Architecture and Engineering portion of the facility project. The \$3,000,000 DTIF funding will be used for the project along with any funding received from the Rebuild Illinois application request.



2. Federal Transit Administration Capital Grant Funds: The City of DeKalb currently possesses \$600,000 in FTA funding dedicated to Part One of the Transit Maintenance, Operations and Transfer Facility RFQ. The City of DeKalb will attempt to obtain the additional Federal funding from competitive grants. These grants include 5339b (Bus and Bus Facilities Program grant) and the Better Utilizing Investments to Leverage Development (BUILD) grant. The City of DeKalb will request \$5,000,000 from the 5339b grant opportunity and \$10,900,000 from the BUILD grant opportunity.
3. Local Funds: The City of DeKalb will utilize \$350,000 in local funds to assist with the project.

The numbers provided in the above table are estimates based on research performed by City Transit staff. Staff researched facilities that are a similar square footage size, function, and similar fleet size to what staff envisions the Transit Maintenance, Operations and Transfer Facility would consist of. Staff contacted various transit agencies and acquired facility cost information that assisted with the estimated costs shown above.

**D. Implementation Schedule**

Please provide anticipated major activity dates of each project line item below.

<b>Project Line Item</b>	<b>Advertisement</b>	<b>Award</b>	<b>Estimated Completion</b>
<b>A&amp; E Services</b>		Anticipated 6/2020	Spring 2021
<b>Construction RFP</b>	Will be advertised via City of DeKalb website, Mass Transit, Transit Talent, Daily Chronicle and Facebook	Fall 2021	Winter 2021
<b>Begin Construction</b>	Will be advertised via City of DeKalb website, Mass Transit, Transit Talent, Daily Chronicle and Facebook.	Dependent on FTA Funding Projected Spring 2022	Dependent on FTA Funding Please refer to "Construction Completed"
<b>Construction Completed</b>		Dependent on FTA Funding	Dependent on FTA Funding Projected Spring 2024
<b>Move In operations and staff</b>			2024
<b>Operations Begins from Transit Facility</b>			2024

Please provide below estimated annual cash disbursements needed for each project line item.

<b>Project Line Item</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
<b>Architecture &amp; Engineering</b>		\$1,000,000				
<b>Constuction</b>			\$2,000,000	\$2,000,000		

E. Other Information
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1. Has this project been locally endorsed and identified in the local TIP? ☐ YES ☒ No  
If no, can the TIP be amended in 30 -60 days? ☒ YES ☐ No
2. Vehicle to be purchased from: (check one)
  - ☐ Own specifications and procurement
  - ☐ Purchase off existing state contract or CVP
  - ☐ Exercising an option on existing contract
  - ☐ Piggy-backing off another contract
  - ☐ Joint procurement
3. If using own spec/procurement: (check one)
  - ☐ Specifications are under development
  - ☒ Specs are complete-ready to bid
  - ☐ Bid process under way

The full project is currently not on the TIP. The Part One Architecture and Engineering portion of the RFQ has already been identified on the TIP as funding is already in place. If the City of DeKalb were awarded the \$5,000,000 from the Rebuild Illinois Capital grant from the Illinois Department of Transportation, staff would amend the TIP within the 30-60 day timeline.

## **Appendix A: Public Hearing Notice**

The public hearing notice below was published in the DeKalb Daily Chronicle on May 14, 2020 and May 21, 2020.

### **Notice of Public Hearing**

City of DeKalb

RE: Rebuild Illinois Capital Assistance Grant Application for a Transit Operations, Maintenance, and Transfer Facility within the DeKalb Urbanized Area.

I. Notice is hereby given that a public hearing will be held by the City of DeKalb.

Date/Time: Tuesday, May 26<sup>th</sup>, 2020 at 6:00pm

Room: Council Chambers

Place: DeKalb City Hall

For the purpose of considering a project for which financial assistance is being sought from the Illinois Department of Transportation, pursuant to its Capital Grants Program. The project is generally described as follows:

- A. Project Description: A Transit Operations, Maintenance, and Transfer facility to house all City and Contractor owned equipment and vehicles used in the service of public transportation. All transit representatives of the City of DeKalb public transit system would report to and work out of the facility.
  - B. Relocation: Relocation Assistance will not be required.
  - C. Environment: This project is being implemented to minimize environmental impacts.
  - D. Comprehensive Planning: This project is in conformance with comprehensive transportation planning in the area.
  - E. Elderly and Handicapped: The facility included in this project will be accessible to the elderly and handicapped.
- II. At the hearing, the City of DeKalb will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of this project. Interested persons may submit orally or in writing evidence and recommendations with respect to said project.
- III. The City of DeKalb requests that any hearing-impaired person wishing to attend this Public Hearing notify Sabrina Kuykendall at 815-748-2369 at least one week before the scheduled hearing date so that arrangements can be made to provide an interpreter.
- IV. A copy of the application for a state grant for the proposed project will be made available for public inspection on the City of DeKalb public transit website beginning Friday, May 15<sup>th</sup>. Individuals who would like to review a hard copy of the application may contact the City representative listed below.

Sabrina Kuykendall

Transit Planning & Grants Coordinator

1216 Market Street, DeKalb, IL 60115

815-748-2369

Sabrina.Kuykendall@cityofdekalb.com

## **Appendix B: Historic Preservation For Fixed Facility Projects Only**

### **Basic Review Information Requirements**

If the project can be considered one of those projects shown in the attached list as having no effect on historic preservation, please simply indicate same.

On the other hand, in order to request the comments of the State Historic Preservation Officer concerning possible project effects on cultural resources for purposes of the National Historic Preservation Act or the Illinois State Agency Historic Resources Protection Act, the following information should be provided:

1. Description of proposed undertaking.
2. Name of managing, funding, or licensing agency (state or federal).
3. Name of satellite agencies involved in project (state and federal).
4. Project address(es); street, municipality, and county.
5. Map (USGS 7.5 minute series topographic) of project location, and project site plan, if applicable.
6. Current photos of all standing structures within the project area (no Xerox).
7. Project plans and specifications if applicable.
8. Participating federal, state, and local funding sources/programs.

This information should be addressed to:

Deputy Historic Preservation Officer  
Preservation Services Division  
Illinois Historic Preservation Agency  
Old State Capitol  
Springfield, IL 62701

## **Appendix B (Continued)**

### **Projects with no effect on Historic Preservation**

1. Purchase or rehabilitation of rolling stock.
2. Equipment purchases and installation.
3. Replacement / installation of railroad crossing signal systems.
4. Rebuild / resurface an existing parking lot as long as no enlargement occurs.
5. Construction of bus turnouts of less than one acre on existing right-of-way.
6. Construction of bus layover facilities of less than one acre on existing right-of-way.
7. Construction of passenger stations / shelters of less than one acre on existing property where no demolition occurs.
8. Construction of sidewalks on existing right-of-way.
9. Parking deck replacement or expansion (vertical).
10. Underground fuel storage replacement / installation on transit property.
11. Rehabilitation work done on existing facilities less than 40 years old (garages, stations, rail yards, buildings, structures, electrical, signal, and communication systems).
12. Replacement of ballast, ties, and rail on existing right-of-way.
13. Replacement of bridges less than 40 years old where no more than one acre of new right-of-way is required.
14. Construction of pedestrian canopies.
15. Engineering / planning studies for the classes of action included above.

The City of DeKalb will complete the necessary Historic Preservation process when the site selection process has been completed.

## Appendix C: Opinion of Counsel

### Appendix C: Opinion of Counsel (Sample Language)

#### Opinion of Counsel

I, the undersigned, am an attorney, licensed by and duly admitted to practice law in the State of Illinois and counsel for and attorney for the City of DeKalb. In this capacity, my opinion has been requested concerning the eligibility of the City of DeKalb for grant assistance under the provisions of the Civil Administrative Code of Illinois (Act), 20 ILCS 2705-305. You are hereby advised as follows:

1. The City of DeKalb is an eligible recipient as defined in state regulations.
2. There are no provisions in the City of DeKalb's charter or by-laws or in the statutes of the State, the United States of America, or any other local ordinances that preclude or prohibit the City of DeKalb from making said application for or contracting with the State for the purpose of receiving a State capital improvement grant.
3. The undersigned has no knowledge of any pending or threatened litigation, in either Federal or State courts which would adversely affect this application, or which seeks to prohibit the City of DeKalb from contracting with the State for the purpose of receiving a State capital improvement grant.

Based upon the foregoing, I am of the opinion that the City of DeKalb is an eligible recipient under the provisions of the Act, and that it is fully empowered and authorized to apply for and to accept the grant from the State.

Signature: \_\_\_\_\_



Matthew Rose

Attorney for: City of DeKalb

Date: \_\_\_\_\_

May 15, 2020

## **Appendix D: Governing Board Resolution**

**RESOLUTION 2020-041**

**PASSED: MAY 26, 2020**

**AUTHORIZING THE SUBMITTAL OF A REBUILD ILLINOIS GRANT APPLICATION FOR A PUBLIC TRANSPORTATION CAPITAL ASSISTANCE GRANT UNDER THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S GENERAL AUTHORITY TO MAKE SUCH GRANTS.**

**WHEREAS**, the provision and improvement of public transportation facilities, rolling stock, equipment, and services are essential to the development of safe, efficient, functional public transportation; and

**WHEREAS**, the Illinois Department of Transportation has the authority to make grants and funds available to offset eligible capital costs required for providing and improving public transportation facilities, rolling stock, equipment, and services; and

**WHEREAS**, grants for said funds will impose certain obligations upon the recipient.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DEKALB, ILLINOIS:**

**SECTION 1:** That an application be made to the Division of Public & Intermodal Transportation, Department of Transportation, State of Illinois (the "Department"), for a financial assistance grant under the Department's general authority to make such grants for the purpose of off-setting eligible public transportation capital costs of the City of DeKalb.

**SECTION 2:** That the Transit Manager for the City of DeKalb is hereby authorized and directed to sign and submit such application on behalf of the City of DeKalb.

**SECTION 3:** That the Transit Manager for the City of DeKalb is authorized to furnish such additional information as may be requested by the Department in connection with the aforesaid application for said Grant.

**SECTION 4:** That the Transit Manager for the City of DeKalb, with prior approval from the City of DeKalb City Council, is hereby authorized and directed to execute on behalf of the City of DeKalb the Grant Agreement or subsequent Grant Agreement Amendments resulting from aforesaid application.

**SECTION 5:** That the Transit Manager for the City of DeKalb, with prior approval from the City of DeKalb City Council, is hereby authorized and directed to sign such documents as may be required by the Department to request payment for the project funding authorized under aforesaid Grant Agreement.

**SECTION 6:** That the City Clerk or the Executive Assistant of the City of DeKalb, Illinois be authorized and directed to attest the Mayor's signature and shall be effective




thereupon.

**PASSED BY THE CITY COUNCIL** of the City of DeKalb, Illinois, at a Regular meeting thereof held on the 26<sup>th</sup> day of May 2020 and approved by me as Mayor on the same day. Passed by a 7-0-1 roll call vote. Aye: Morris, Finucane, Smith, Perkins, McAdams, Verbic, Mayor Smith. Nay: None. Absent: Faivre.

**ATTEST:**

  
**RUTH A. SCOTT**, Executive Assistant

  
**JERRY SMITH**, Mayor



## Appendix E: Instructions

These instructions have been developed to assist agencies in completing the application form and in complying with program requirements. Applicants should review the requirements carefully. Failure to comply with any requirements may delay or disqualify applications from consideration.

### CHECKLIST

Use this page as a check-off list of the items enclosed in the application package. Mark each item with a check as it is completed. Mark any item(s) not required with "N/A" (not applicable).

### PREPARING THE APPLICATION FORM

Applicant - Name of applicant organization, must be a municipality, county, or transit district or otherwise designated as eligible by state legislation.

Date of Application – Use anticipated application submittal date reflected on Page 3 of Application and referenced in *Appendix D: Governing Board Resolution*.

Address - Show the agency's complete mailing address.

Contact Person - Identify the name, title, and phone number of the person responsible for completing the application form.

Project Description - Describe the nature, size, location, and limits of all elements of the proposed project scope; for equipment, describe its use. If the scope-of-work proposed for grant funding is part of a larger project, describe its relationship to the larger project and whether this scope can function on a stand-alone basis. Indicate owners of record for all property required for the project. Explain any adverse impact the project may have on the environment. Attach site plans, conceptual plans, aerials, or photographs if available.

Project Justification - Indicate why the proposed improvements or equipment are necessary. Current conditions including any operational, design and capacity deficiencies should be discussed. Describe how the proposed improvement will ameliorate such conditions. Describe how the equipment will either expand current capabilities or replace other equipment. Emphasize as appropriate, accomplishment of program goals of improving access to, and reducing congestion at transit facilities. Applicants are advised to focus on project justification within the context of benefits to the transit system and its patrons.

Proposed Project Budget - Show line items with estimated costs by type of activity (appraisals; legal services; equipment procurement; land acquisition; demolition; contract and/or force account engineering, construction, construction management). Explain the basis for the cost estimate. A 10% contingency line item may also be included.

### PUBLIC NOTICE

Please use Appendix A for all types of capital projects. Sample Opportunity for Public Hearing and Public Hearing notices are attached as Appendix A.

### HISTORIC PRESERVATION

Projects undertaken with state funding provided by the Illinois Department of Transportation are subject to the requirements of the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq.]. In compliance with this statute and appurtenant interagency agreements, applicants must either:

1. Identify the appropriate project which is considered to have no effect on historic, architectural or archeological resources and thus need not be reviewed under the Illinois State Agency Historic Resources Preservation Act; see Appendix B for a listing of those types of projects that are considered to have no effect; OR
2. Submit documentation from the Illinois Historic Preservation Agency (IHPA) that the undertaking will have no effect on historic, architectural, or archeological resources (information required by IHPA for its review is contained in Appendix B); OR
3. Submit documentation of an agreement between IHPA and the applicant regarding action that will be taken to accommodate any historic, architectural, or archeological resource.

### OPINION OF COUNSEL

An opinion of the applicant's legal counsel is required stating that the applicant is legally organized, is empowered (eligible) to apply for, and receive the requested grant, and that there is no pending or threatened litigation that would adversely affect the applicant's ability to receive the requested funds. A sample Opinion of Counsel is attached as Appendix C.

### GOVERNING BOARD RESOLUTION

A resolution must be passed by the applicant's governing board authorizing the filing of the application and execution of required grant agreement. A sample Governing Board Resolution is attached as Appendix D.



# City of DeKalb

## Rebuild Illinois Grant Application

May 28, 2020

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## A. Project Description

The City of DeKalb Transit Maintenance, Operations, and Transfer Facility project is designed to:

- Substantially improve the mobility of the people in the region who rely on public transportation services.
- Directly increase connectivity to employment, education, and public services.
- Spark community revitalization, particularly for the disadvantaged populations in the DeKalb Urbanized Area, including the low-income, disabled, and elderly populations.
- Connect residents throughout the region through the use of public transit;
- Enable the expansion of vital existing services and support the addition of new critically needed services.

The City of DeKalb is requesting an amount of \$5,000,000 in Rebuild Illinois Capital Grant assistance funding from the Illinois Department of Transportation to assist with the architectural, engineering, and construction of a Transit Maintenance, Operations, and Transfer Facility for the DeKalb Urbanized Area. The City of DeKalb and the DeKalb Urbanized Area currently do not have a centralized location for transit assets. The City of DeKalb contracts with two separate transit service providers for fixed route and paratransit services. The contracted vendors lease their own facilities to perform maintenance, house vehicles, and maintain appropriate staff.

In May 2019, the City of DeKalb released a Request for Qualifications for Architectural, Engineering, and Construction Management Services to begin the process of designing and constructing a transit facility. Based upon information obtained in the development of the Request for Qualifications, as well as data gathered throughout the research process, the City of DeKalb estimates the size of the transit facility to be approximately 100,000 square feet. This would provide ample room for existing fleet and personnel while also considering future needs.

It is anticipated that the Transit Maintenance, Operations, and Transfer Facility will use a variety of techniques and approaches to promote sustainability. The project will employ a number of green building strategies in the design and construction of the facility, including:

- The roof will be constructed with energy efficient materials including a white membrane covering for flat roof areas and efficient, recycled steel for other pitched roof sections.
- The employee parking lot, along with the Park and Ride section, will use porous pavement materials and permeable UNILOC construction materials to mitigate storm water impacts. The project is not expected to impact any wetlands or endangered species; however, a NEPA study will be performed to confirm.

- The building design will include geothermal heating/cooling, solar and wind power generation technology, high-efficiency LED lighting and modern insulation programs to conserve energy and reduce operating costs.
- The facility will be designed for future vehicle technologies, including design elements allowing for the addition of compressed natural gas and electric fueling stations and electric charging stations. This will improve program resilience by reducing reliability on fossil fuels alone.

The City of DeKalb, in partnership with DeKalb County, have identified three potential sites to construct the facility:

1. Barber Greene Road in DeKalb – DeKalb County Parcel: this 11.8-acre site provides ample lot space to construct the facility envisioned. Located in eastern DeKalb along Barber Greene Rd., the lot is within walking distance of local shopping facilities such as Wal-Mart, Hobby Lobby, and other well-known national big box stores. Furthermore, highly trafficked Peace Road sits to the east, and would provide immediate, direct access for the incorporation of a Park & Ride facility for passengers attempting to travel to and from the Elburn train station via DeKalb Public Transit Route 12.
  - a. Figure 1 – Barber Greene Road Aerial View





2. Greenwood Acres Drive in DeKalb – DeKalb County Parcel: located approximately a half-mile from the Barber Greene site, this lot is approximately 9 acres in size. Similar to Barber Greene, the Greenwood Acres property is within walking distance of shopping facilities such as Kohl's, Best Buy, Petco, and Wal-Mart and also provides direct access to Peace Road for consideration of a Park & Ride facility.

- a. Figure 2 – Greenwood Acres Drive Aerial View



3. Dresser Road in DeKalb – City of DeKalb Parcel: this City owned lot is in northern DeKalb, just a short drive from the heart of the Northern Illinois University campus. 30 acres in size with 15 usable acres for a facility, this plot of land neighbors the DeKalb County Health Department and the DeKalb High School. Local analysis between the three sites has determined a potential cost savings of \$30,000 per year in fuel and maintenance costs associated with this site due to its proximity to Northern Illinois University.

- a. Figure 3 – Dresser Road Aerial View





Each of the three sites will receive equal review and consideration from the vendor selected to perform Part One of the May 2019 RFQ. Part One of the RFQ includes site selection and corresponding master plan; preparation of NEPA documents in accordance with Federal Transit Administration (FTA) regulations, and a cursory budgetary cost estimate. The associated findings from Part One will be discussed with local shareholders to determine the preferred approach to Part Two.

The City of DeKalb intends to utilize 20% (\$1,000,000) of the funding obtained from the Rebuild Illinois Capital Grant to make forward progress on Part Two of the Architectural, Engineering, and Construction Management RFQ. The remaining 80% (\$4,000,000) would be used for construction related expenses in the future. All Rebuild Illinois Capital Grant funds would also be considered as an eligible local match resource for future City of DeKalb Federal Transit Administration grant applications. The City of DeKalb has been unsuccessful with previous FTA capital grant requests; consistent forward progress on Part One and Part Two of the RFQ may increase the likelihood of a successful FTA capital grant request to obtain the remaining necessary funding to see the project through to completion.

## B. Project Justification

This project will bring substantial value to the community as transit continues to evolve and grow within the DeKalb Urbanized Area. Spacing limitations at the Transit Service Provider's garage sites prevent staff from increasing the fleet size and adding additional, necessary service. A transit facility is the appropriate next step for the City of DeKalb to continue to grow transit within the DeKalb Urbanized Area.

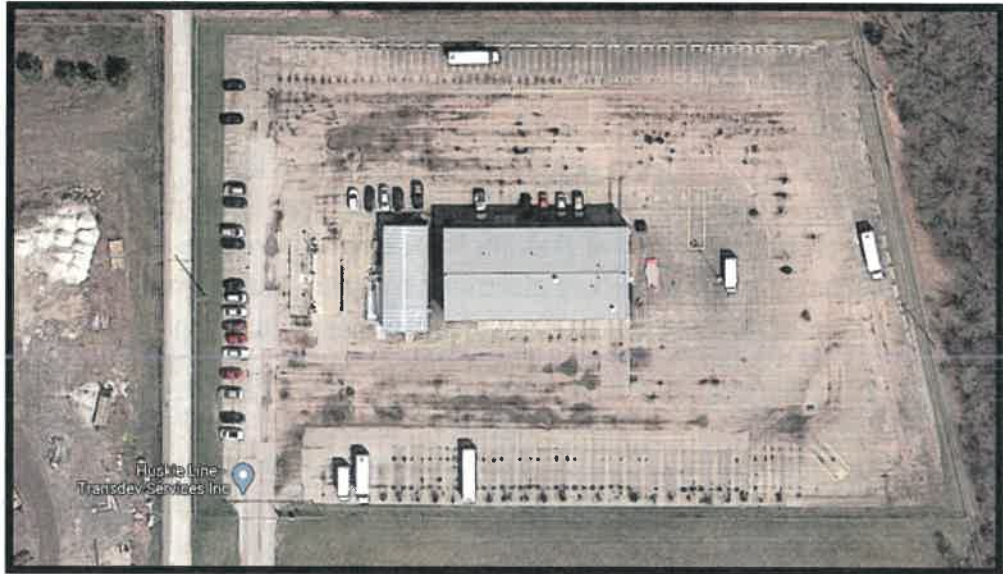
Currently, the City of DeKalb does not possess a transit facility or a parking area for vehicles. Vehicles are located at the separate contractor locations. The transit system is continuing to grow; however, space is a limitation that cannot be addressed until transit operations and transfer center facility is created. The City of DeKalb is looking to introduce more innovative technologies such as electric buses and electronic charging stations but currently, there is no location to accommodate these items. The transit operations and transfer center facility would allow the system to continually grow and move forward with new transit trends that promote sustainability.

A transit facility would allow all transit staff to be fully entrenched in transit in one centralized location. Currently, the City owned transit assets, such as rolling stock and maintenance equipment, are located at the paratransit contractor's garage location. Additionally, all transit contracted staff are also located at the contractor's leased facilities. Housing transit in one central location would allow all transit staff to work with one another on a more effective and efficient level. A centralized location would have equal benefit for the transit passengers.

Today, transit related activities occur at one of three facilities within the DeKalb Urbanized Area:

1. Transdev Services Inc.: Transdev Services Inc. contracts with the City of DeKalb to provide all fixed route services. The Transdev Services Inc. (dba Huskie Line) facility is located at 1825 Pleasant Street in DeKalb and is leased by Transdev from a private individual. Passengers may access this location to speak with customer service representatives, management personnel, and to obtain lost-and-found items. The Huskie Line facility is located on the eastern edge of DeKalb approximately two and a half miles from the Northern Illinois University Campus. The administrative office consists of a double-wide trailer approximately 1500 square feet in size and houses four offices, a general area, two storage rooms, and two restrooms. The double-wide trailer was originally built and installed at the location in 1991 and is dire need of repairs. The maintenance garage sits next door. Maintenance staff have access to four work bays, of which only one has lift capabilities. The entire Transdev owned fleet is stored outside and exposed to the elements. This decreases the useful of the vehicle and increases associated maintenance expenses.
  - a. Total Employees: 65 – 70
  - b. Year Constructed: 1991
  - c. Available Office Square Feet: 1800
  - d. Available Maintenance Bays: 4

- e. Lift Capabilities: 1 Bay
  - f. Wash Bays: 1 Bay
  - g. Indoor Parking: Not Available
- Figure 4 – Transdev Services Inc. Aerial View



## Huskie Line Facility



The operations building is a double wide trailer that cannot house meetings with all 65 employees.



Meetings must be held outside or in the maintenance facility.



The maintenance facility is much larger than the County facility but only has one vehicle lift and lacks adequate equipment storage.



Adequate and secure storage is lacking throughout the facility.



Office space can only accommodate 1 transit manager and 1 dispatcher.



All vehicles are stored outside. The pavement is severely cracked and in need of replacement. Because the facility is leased, the property owner is solely responsible.





2. Voluntary Action Center of DeKalb County: The Voluntary Action Center contracts with the City of DeKalb to provide all paratransit and deviated fixed route services. The Voluntary Action Center facility is located at 1606 Bethany Road in Sycamore and is leased by VAC from DeKalb County. Passengers can visit the facility to speak with customer service representatives, management personnel, and to obtain additional information about paratransit services. The VAC facility houses approximately 16,000 square feet and includes administrative personnel housed in 6 different offices forcing various individuals to share an office. Additionally, the attached garage is unable to store all vehicles inside which, like Transdev Services Inc, leads to a decreased useful life of the vehicle and increased maintenance costs. The two on-site maintenance bays are extremely outdated with limited ability to perform common work orders.
- a. Total Employees: 60
  - b. Year Constructed: 1986
  - c. Total Square Feet Available: 16,000
  - d. Available Maintenance Bays: 2
  - e. Lift Capabilities: 1 Bay
  - f. Wash Bays: 1 Bay
  - g. Indoor Parking: Accommodates approximately half of the transit fleet.
  - h. Figure 5 – Voluntary Action Center of DeKalb County Aerial View





## Voluntary Action Center Facility

The facility was not designed to accommodate large buses, which cannot clear the doors in the photo below.



Circulation around the facility and adequate parking is challenging.



The dispatch center has four dispatchers crammed into 200 square feet with no other available space.



Space is severely limited in the maintenance facility.



The conference room triples as a training room, storage room and office space.



3. City of DeKalb Public Works Facility: The City of DeKalb Public Works Facility houses the City's two transit staff members. The facility is owned by the City of DeKalb and is located at 1216 Market Street in DeKalb. Much of the location houses the street and utility operations and fleet for the Public Works Department. To protect the City assets, the property is surrounded by a gate that remains open from 7:00a – 4:00p, Monday – Friday. The public can visit the facility to speak with transit staff but must ensure that their appointment is within the appropriate time frame.

a. Figure 6 – City of DeKalb Public Works Facility Aerial View



The existing facilities, specifically the Transdev and VAC locations, are aged beyond their useful life and grossly undersized. Additionally, they are lacking in both basic functional allowances and technological upgrades. Maintaining operations at the current facilities threatens not only transportation network efficiencies, but also – and more importantly – the accessibility and mobility of people served in the area. Adequate space for personnel and technology for all staff members is lacking, which reduces efficiency and impacts operations.

In June 2010, nearly 10 years ago, the SRF Consulting Group and LSA Designs updated the DeKalb Sycamore Area Transportation Study (DSATS) Transportation Development Plan (TDP) and concluded that:

*“The VAC facility is significantly undersized and its programs, while some have been upgraded recently, are not capable of any expansion or increased growth of demand. The site is severely over-used and is lacking in both parking and general circulation. To simply move all vehicles to*

*an inside storage bay from outside will result in a program increase of over 10,000 sq. ft. which cannot be accommodated on the parcel.”*

Maintenance areas at both facilities are also antiquated and in need of modern upgrades. While a decent stock of parts is maintained onsite, storage issues preclude having all parts available in inventory. For example, when ordering larger parts and components, wait times are typically 2 – 3 days. This causes delays in maintenance capacities and operational efficiencies. In general, more space would be beneficial to the transit operators and their operations for the following reasons:

- Large parts room storage;
- Welding area (with designated and appropriate ventilation, which is currently lacking);
- Paint booth (with designated and appropriate ventilation, which is currently lacking);
- Code required CO2 detection system with O.A./exhaust;
- Locker room and bathroom designed for maintenance cleaning of oil, grease, and chemicals (currently mechanics use the public restroom which isn't designed for cleaning such chemicals);
- Storage for building and grounds maintenance equipment;
- Mechanics pit to allow multiple vehicle jobs to be completed without lift requirements;
- Wash bay for vehicles to extend the useful life and overall cleanliness of the vehicle;
- Mechanical room for compressors, lift pumps, etc. (currently, these items are stored in the mechanics office and other workspaces. The equipment is loud when running, and can cause communication difficulties between maintenance personnel), and
- Emergency shower and eye wash station that is compliant with OSHA regulations.

The most pressing issue with the facilities is the limited storage available for vehicle storage. The fleet size between both contractors totals approximately 50 vehicles, the majority of which are parked and stored outside, exposed to the elements. Keeping the fleet outside under constant exposure to the elements (snow, sun, wind, rain, ice, etc.) on a year-round basis has caused premature deterioration of the exterior and mechanical components of vehicles. Over the course of time, total maintenance costs are magnified due to such conditions. Constant sunlight



weakens the interior fiberglass and enamel coatings on the vehicles causing cracks and leaks; premature excessive rust due to salt build up; mice and other rodents eating wiring harnesses and chewing their way into storage compartments to create nests. On average, 2-5 wiring harnesses are damaged while 5 – 10 rodent nests are found in the upper storage compartments of vehicles per year.

Ultimately, a Transit Maintenance, Operations, and Transfer Facility will greatly improve the overall condition of public transit within the DeKalb Urbanized Area:

- **Vehicle Maintenance:** The current facilities have extremely limited work areas to service vehicles; they also have difficulty providing storage space for regular replacements parts. There are a variety of maintenance activities that cannot be performed in-house as there is not enough physical space to house the required machinery. Housing of maintenance parts such as tires can be problematic with limited space.
- **Facility Maintenance:** The maintenance staff at both locations must maintain the current facility as well as maintaining the vehicles. As the facility were built in 1986 and 1991, respectively, there are many parts and pieces of equipment that are continually breaking down and in need of repair. Facility repairs require maintenance staff to divert their time elsewhere rather than focusing on the operational aspects of the system. Each year that a new facility is not built means more time and expenses must be dedicated to the upkeep of the existing facilities.
- **Electronic Equipment:** There have been many technological advances in public transit throughout the years, and along with those advances in technology comes the need for more reliable power supplies, fiber-optics, and other required equipment that is not cost effective to install in an older building. The ability to expand technology services to riders and employees will continue to expand in importance in the coming years.

The constraints of the current undersized and obsolete facilities also have consequences for passengers. In addition to providing greater room for expansion, a new facility provides many opportunities for increased service reliability:

- **Condition of Transit Fleet:** As much of the transit fleet is stored outside, mechanics and drivers must start all vehicles early enough each morning to ensure passenger have access to warm vehicles when entering the buses. The same is true for cooling the vehicles during the hot summer months. Not only does this require more employee time, but the extreme cold or heat can be detrimental to the physical condition of the vehicles and hasten the deterioration of the FTA funded transit fleet, ultimately impacting the passengers.

- **Dispatching and Scheduling Services:** At both facilities, Dispatchers/Supervisors are packed into a small room together with limited space to install cubicles. This closeness can often make it difficult for employees to hear riders or bus operators' requests. Due to the limited space to house personnel, the ability to expand transit services is also inhibited by the inability to add additional dispatchers required for route expansion.
- **Catalyst for Economic Development:** The City of DeKalb Transit Maintenance, Operations, and Transfer Facility will be an integral part of the economic development for the area, providing service to regional commuters, residents and workers, students, and visitors. Retail storefronts, professional offices, and ancillary downtown uses will benefit from the direct access provided by the facility.
- **Enhances the Image of Public Transit in the DeKalb Urbanized Area:** The City of DeKalb Transit Maintenance, Operations, and Transfer Facility will provide a unique service component to the area, representing an opportunity for the facility to become the showpiece for development and transportation for other communities in the DeKalb region.

## C. Proposed Project Budget

- Building Construction would be inclusive of the actual construction of the facility.
- Contingency would provide a contingency fund for any possible change orders, increase in material costs, etc.
- Soft Costs consist of engineering, design, and testing costs.

It is the City of DeKalb's intention that the state funding received would be utilized as match for federal grant funding.

Activity Item	Total Cost	State of IL Rebuild Request	Federal Funding	Local Funding	DTIF Funding	State of IL CAP 19- 1101
Building Construction	\$21,500,000	\$4,000,000	\$14,500,000	\$350,000	\$2,500,000	-
Contingency	\$1,000,000	-	\$650,000	-	\$350,000	-
Soft Costs (Design & Engineering & Testing)	\$2,500,000	\$1,000,000	\$1,350,000	-	\$150,000	\$150,000
<b>Total:</b>	<b>\$25,000,000</b>	<b>\$5,000,000</b>	<b>\$16,500,000</b>	<b>\$350,000</b>	<b>\$3,000,000</b>	<b>\$150,000</b>

The City of DeKalb intends to utilize three funding sources to complete the project:

1. State of Illinois Funds: The City of DeKalb received \$3,000,000 in Downstate Transit Improvement Funds (DTIF) in 2013 and \$150,000 in a capital grant to assistance in 2019. The 2019 Capital Grant funding will be utilized in the Phase 1 Architecture and Engineering portion of the facility project. The \$3,000,000 DTIF funding will be used for the project along with any funding received from the Rebuild Illinois application request.
2. Federal Transit Administration Capital Grant Funds: The City of DeKalb currently possesses \$600,000 in FTA funding dedicated to Part One of the Transit Maintenance, Operations and Transfer Facility RFQ. The City of DeKalb will attempt to obtain the additional Federal funding from competitive grants. These grants include 5339b (Bus and Bus Facilities Program grant) and the Better Utilizing Investments to Leverage Development (BUILD) grant. The City of DeKalb will request \$5,000,000 from the 5339b grant opportunity and \$10,900,000 from the BUILD grant opportunity.
3. Local Funds: The City of DeKalb will utilize \$350,000 in local funds to assist with the project.

The numbers provided in the above table are estimates based on research performed by City Transit staff. Staff researched facilities that are a similar square footage size, function, and similar fleet size to what staff envisions the Transit Maintenance, Operations and Transfer Facility would consist of. Staff contacted various transit agencies and acquired facility cost information that assisted with the estimated costs shown above.

## D. Implementation Schedule

<b>Project Line Item</b>	<b>Advertisement</b>	<b>Award</b>	<b>Estimated Completion</b>
<b>A&amp;E Services</b>		Anticipated 6/2020	Spring 2021
<b>Construction RFP</b>	Will be advertised via City of DeKalb website, Mass Transit, Transit Talent, Daily Chronicle and Facebook.	Fall 2021	Winter 2021
<b>Begin Construction</b>	Will be advertised via City of DeKalb website, Mass Transit, Transit Talent, Daily Chronicle and Facebook.	Dependent on FTA Funding Projected Spring 2022	Dependent on FTA Funding Please refer to "Construction Completed"
<b>Construction Completed</b>		Dependent on FTA Funding	Dependent on FTA Funding Projected Spring 2024
<b>Move In operations and staff</b>			2024
<b>Operations Begins from Transit Facility</b>			2024

Estimated annual cash disbursement for REBUILD IL grant funding.

<b>Project Line Item</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
<b>Architecture &amp; Engineering</b>		\$1,000,000				
<b>Construction</b>			\$2,000,000	\$2,000,000		

## E. Other Information

1. Has this project been locally endorsed and identified in the local TIP? ☐ YES ☒ No  
If no, can the TIP be amended in 30 -60 days? ☒ YES ☐ No
2. Vehicle to be purchased from: (check one)
  - ☐ Own specifications and procurement
  - ☐ Purchase off existing state contract or CVP
  - ☐ Exercising an option on existing contract
  - ☐ Piggy-backing off another contract
  - ☐ Joint procurement
3. If using own spec/procurement: (check one)
  - ☐ Specifications are under development
  - ☒ Specs are complete-ready to bid
  - ☐ Bid process under way

The full project is currently not on the TIP. The beginning Architecture and Engineering Phase has already been identified on the TIP as funding is already in place. If the City of DeKalb were awarded the \$5,000,000 from the Rebuild Illinois Capital grant from the Illinois Department of Transportation, staff would amend the TIP within the 30-60 day timeline.

## Appendix A: Public Hearing Notice

The public hearing notice below was published in the DeKalb Daily Chronicle on May 14, 2020 and May 21, 2020.

### **Notice of Public Hearing**

City of DeKalb

RE: Rebuild Illinois Capital Assistance Grant Application for a Transit Operations, Maintenance, and Transfer Facility within the DeKalb Urbanized Area.

I. Notice is hereby given that a public hearing will be held by the City of DeKalb.

Date/Time: Tuesday, May 26<sup>th</sup>, 2020 at 6:00pm

Room: Council Chambers

Place: DeKalb City Hall

For the purpose of considering a project for which financial assistance is being sought from the Illinois Department of Transportation, pursuant to its Capital Grants Program. The project is generally described as follows:

- A. Project Description: A Transit Operations, Maintenance, and Transfer facility to house all City and Contractor owned equipment and vehicles used in the service of public transportation. All transit representatives of the City of DeKalb public transit system would report to and work out of the facility.
  - B. Relocation: Relocation Assistance will not be required.
  - C. Environment: This project is being implemented to minimize environmental impacts.
  - D. Comprehensive Planning: This project is in conformance with comprehensive transportation planning in the area.
  - E. Elderly and Handicapped: The facility included in this project will be accessible to the elderly and handicapped.
- II. At the hearing, the City of DeKalb will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of this project. Interested persons may submit orally or in writing evidence and recommendations with respect to said project.
- III. The City of DeKalb requests that any hearing-impaired person wishing to attend this Public Hearing notify Sabrina Kuykendall at 815-748-2369 at least one week before the scheduled hearing date so that arrangements can be made to provide an interpreter.
- IV. A copy of the application for a state grant for the proposed project will be made available for public inspection on the City of DeKalb public transit website beginning Friday, May 15<sup>th</sup>. Individuals who would like to review a hard copy of the application may contact the City representative listed below.

Sabrina Kuykendall  
Transit Planning & Grants Coordinator  
1216 Market Street, DeKalb, IL 60115  
815-748-2369  
Sabrina.Kuykendall@cityofdekalb.com

## Appendix B: Historic Preservation For Fixed Facility Projects Only

The City of DeKalb will complete the necessary Historic Preservation process when the site selection portion of the process has been completed.

## Appendix C: Opinion of Counsel

### Appendix C: Opinion of Counsel (Sample Language)

#### Opinion of Counsel

I, the undersigned, am an attorney, licensed by and duly admitted to practice law in the State of Illinois and counsel for and attorney for the City of DeKalb. In this capacity, my opinion has been requested concerning the eligibility of the City of DeKalb for grant assistance under the provisions of the Civil Administrative Code of Illinois (Act), 20 ILCS 2705-305. You are hereby advised as follows:

1. The City of DeKalb is an eligible recipient as defined in state regulations.
2. There are no provisions in the City of DeKalb's charter or by-laws or in the statutes of the State, the United States of America, or any other local ordinances that preclude or prohibit the City of DeKalb from making said application for or contracting with the State for the purpose of receiving a State capital improvement grant.
3. The undersigned has no knowledge of any pending or threatened litigation, in either Federal or State courts which would adversely affect this application, or which seeks to prohibit the City of DeKalb from contracting with the State for the purpose of receiving a State capital improvement grant.

Based upon the foregoing, I am of the opinion that the City of DeKalb is an eligible recipient under the provisions of the Act, and that it is fully empowered and authorized to apply for and to accept the grant from the State.

Signature:

  
Matthew Rose

Attorney for: City of DeKalb

Date:

May 15, 2020



## Appendix D: Governing Board Resolution

**RESOLUTION 2020-041**

**PASSED: MAY 26, 2020**

**AUTHORIZING THE SUBMITTAL OF A REBUILD ILLINOIS GRANT APPLICATION FOR A PUBLIC TRANSPORTATION CAPITAL ASSISTANCE GRANT UNDER THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S GENERAL AUTHORITY TO MAKE SUCH GRANTS.**

**WHEREAS**, the provision and improvement of public transportation facilities, rolling stock, equipment, and services are essential to the development of safe, efficient, functional public transportation; and

**WHEREAS**, the Illinois Department of Transportation has the authority to make grants and funds available to offset eligible capital costs required for providing and improving public transportation facilities, rolling stock, equipment, and services; and

**WHEREAS**, grants for said funds will impose certain obligations upon the recipient.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DEKALB, ILLINOIS:**

**SECTION 1:** That an application be made to the Division of Public & Intermodal Transportation, Department of Transportation, State of Illinois (the "Department"), for a financial assistance grant under the Department's general authority to make such grants for the purpose of off-setting eligible public transportation capital costs of the City of DeKalb.

**SECTION 2:** That the Transit Manager for the City of DeKalb is hereby authorized and directed to sign and submit such application on behalf of the City of DeKalb.

**SECTION 3:** That the Transit Manager for the City of DeKalb is authorized to furnish such additional information as may be requested by the Department in connection with the aforesaid application for said Grant.

**SECTION 4:** That the Transit Manager for the City of DeKalb, with prior approval from the City of DeKalb City Council, is hereby authorized and directed to execute on behalf of the City of DeKalb the Grant Agreement or subsequent Grant Agreement Amendments resulting from aforesaid application.

**SECTION 5:** That the Transit Manager for the City of DeKalb, with prior approval from the City of DeKalb City Council, is hereby authorized and directed to sign such documents as may be required by the Department to request payment for the project funding authorized under aforesaid Grant Agreement.

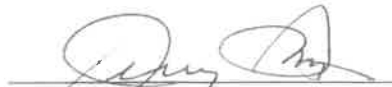
**SECTION 6:** That the City Clerk or the Executive Assistant of the City of DeKalb, Illinois be authorized and directed to attest the Mayor's signature and shall be effective

thereupon.

**PASSED BY THE CITY COUNCIL** of the City of DeKalb, Illinois, at a Regular meeting thereof held on the 26<sup>th</sup> day of May 2020 and approved by me as Mayor on the same day. Passed by a 7-0-1 roll call vote. Aye: Morris, Finucane, Smith, Perkins, McAdams, Verbic, Mayor Smith. Nay: None. Absent: Faivre.

**ATTEST:**

  
RUTH A. SCOTT, Executive Assistant

  
JERRY SMITH, Mayor



Certificate of the Publisher

Daily Chronicle

Description: GRANT AP TRANSIT OPERATIO  
1778137

CITY OF DEKALB LEGAL DEPT.  
ATTN: BETH PATRICK  
200 S FOURTH ST  
DEKALB IL 60115

Shaw Media certifies that it is the publisher of the Daily Chronicle. The Daily Chronicle is a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of DeKalb, County of DeKalb, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 2 time(s) in the Daily Chronicle, namely one time per week for two successive week(s). Publication of the notice was made in the newspaper, dated and published on  
05/14/2020 05/21/2020

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Shaw Media has signed this certificate by Laura Shaw, its publisher, at DeKalb, Illinois, on  
21st day of May, A.D. 2020

Shaw Media By:



Laura Shaw, Publisher

Account Number 40609

Amount \$298.22

**PUBLIC NOTICE**  
Notice of Public Hearing  
City of DeKalb

RE: Rebuild Illinois Capital Assistance Grant Application for a Transit Operations, Maintenance, and Transfer Facility within the DeKalb Urbanized Area.

I. Notice is hereby given that a public hearing will be held by the City of DeKalb.  
Date/Time: Tuesday, May 26th, 2020 at 6:00pm  
Room: Council Chambers  
Place: DeKalb City Hall

For the purpose of considering a project for which financial assistance is being sought from the Illinois Department of Transportation, pursuant to its Capital Grants Program. The project is generally described as follows:

A. Project Description: A Transit Operations, Maintenance, and Transfer facility to house all City and Contractor owned equipment and vehicles used in the service of public transportation. All transit representatives of the City of DeKalb public transit system would report to and work out of the facility.

B. Relocation: Relocation Assistance will not be required.

C. Environment: This project is being implemented to minimize environmental impacts.

D. Comprehensive Planning: This project is in conformance with comprehensive transportation planning in the area.

E. Elderly and Handicapped: The facility included in this project will be accessible to the elderly and handicapped.

II. At the hearing, the City of DeKalb will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of this project. Interested persons may submit orally or in writing evidence and recommendations with respect to said project.

III. The City of DeKalb requests that any hearing-impaired person wishing to attend this Public Hearing notify Sabrina Kuykendall at 815-748-2369 at least one week before the scheduled hearing date so that arrangements can be made to provide an interpreter.

IV. A copy of the application for a state grant for the proposed project will be made available for public inspection on the City of DeKalb public transit website beginning Friday, May 15th. Individuals who would like to review a hard copy of the application may contact the City representative listed below.

Sabrina Kuykendall  
Transit Planning & Grants Coordinator  
1216 Market Street, DeKalb, IL 60115  
815-748-2369

(Published in the Daily Chronicle May 14 & 21, 2020.)  
1778137