



ORDINANCE NO. 1966-19

AN ORDINANCE AUTHORIZING THE EXECUTION OF THE  
PROPOSAL TO PERFORM PROFESSIONAL ENGINEERING SERVICES –  
SEWER RATE STUDY UPDATE, MIDLOTHIAN ROAD SEWER SYSTEM –  
CHRISTOPHER B. BURKE ENGINEERING, LTD.

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Chief Operating Officer be, and the same is hereby authorized to execute a certain Agreement with Christopher B. Burke Engineering, LTD., in substantially the form attached hereto as Exhibit "A", and, by this reference, made a part hereof.

The foregoing Ordinance was adopted by a roll call vote as follows:

AYES: Kaiser, Kosik, Rizzo, Corrigan, DiMaggio, David

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED:   
Joseph Mancino, Mayor

ATTEST:   
Donna Lobaito, Village Clerk

ADOPTED: Sept. 23, 2019

APPROVED: Sept. 23, 2019



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

August 16, 2019

Village of Hawthorn Woods  
2 Lagoon Drive  
Hawthorn Woods, IL 60047

Attention: Erika M. Frable, P.E.,  
Director of Public Works/ Village Engineer

Subject: Proposal to Perform Professional Engineering Services  
Sewer Rate Study Update, Midlothian Road Sewer System

Dear Ms. Frable:

At your request, Christopher B. Burke Engineering, Ltd. (CBBEL) is submitting this proposal for professional engineering services for performing an update sewer rate study for the Midlothian Road Sewer System.

**UNDERSTANDING OF THE ASSIGNMENT**

It is our understanding that the Village would like to perform an update rate study for the Midlothian Road Sewer System. CBBEL performed the initial rate study for this system in 2015. Since the initial rate study, which in 2015 had only two users - the Aquatic Center and the Spencer Loomis Middle School, the Stonebridge development has moved ahead which is tributary to the Midlothian Road Sewer System. Additionally, the Village has received sewer fund revenue from new connections for other sewer service areas within the Village but not tributary to the Midlothian Road Sewer System.

The proposed study will update the numbers of Population Equivalents (PE) and Single Family Units (SFU) currently connected to the Midlothian Road Sewer System as well as summarize the Village's projections for new sewer connections for the next 2 years.

The historical revenues, expenses and fund balances from the Village Annual Sewer Fund Budgets will be reviewed, summarized and accessed. The study will incorporate the Village's 2-year projections for revenue and expenses and show the anticipated changes to the fund balance of the projections.

CBBEL will utilize the background, spreadsheets and report format from the original rate study to the extent possible and/or practical, as it relates preparation of the proposed rate study update.

CBBEL will utilize the Village's projections for growth, revenue and expenses (Personnel Services, Contractual Services and Capital Expenses) for the assessment of the current sewer rates and fees.

We understand that the Village's current rate ordinance does not include a provision for late charges for bill payments. Other communities will be surveyed for how they apply bill payment late charges, the survey findings will be reviewed with Staff and it is anticipated that a joint recommendation will be formulated for the addition of late charges to the Village ordinance.

It is our understanding that the Scope of Services is to include attendance at one Staff meeting and one Village Board meeting to discuss and review the report.

### **SCOPE OF SERVICES**

CBBEL will complete the following major tasks for this proposed Rate Study Update:

#### **Task 1 – Project Meetings and Data Collection**

CBBEL will attend a kickoff meeting with the Village to discuss and confirm objectives, methodology and scope of work for the study. The kickoff meeting will also be used to collect relevant data for the proposed study such as current billing mechanisms, connection fees, annual maintenance costs, and planned/proposed capital improvements to the sewer system.

#### **Task 2 – Assessment of Revenues and Expenses**

CBBEL will estimate expenses associated with the Midlothian Road sewer system using the Village budgeted expenses in the Sewer Fund budgets since 2015, appropriate additional estimates of O&M expenses, capital costs associated with planned/proposed system improvements. An assessment of future water usage will be made to estimate potential future revenues. Revenues and expenses will be projected over a 2-year period to determine potential fees needed to cover expenses. It is assumed that current and future sewer fees charged by Lake Zurich and Lake County will be treated as pass through rates and will not be a factor in the Village fee assessment. It is assumed that discussions with the Village Staff will be necessary during the evaluation before reaching study conclusions and making recommendations.

#### **Task 3 – Preparation of Study Report**

A brief summary report will be prepared to document study methodology and assumptions, revenues and expense projections, evaluation of alternatives, and conclusions and recommendations. A draft report will first be prepared and submitted to the Village for review and comment. A final report will be prepared to incorporate Village comments.

### **ESTIMATED FEE**

The estimated fee is not to exceed \$9,000.

We will bill you at the hourly rates specified in our previously agreed upon Schedule of Charges (**2008 Rates**) and establish our contract in accordance with the previously agreed upon General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are included in the Estimated

Fee. We will not exceed the fee without written permission of the client. The General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,



Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE  
President

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF HAWTHORN WOODS:

BY: Jamela D. Zeeb  
TITLE: Chief Operating Officer  
DATE: 9/24/19