



ORDINANCE NO. 2381-24

AN ORDINANCE RATIFYING AND CONFIRMING A PREVIOUSLY EXECUTED AGREEMENT FOR LOCAL FUND MATCH OF FEDERAL FUNDS FOR THE INDIAN CREEK ROAD RESURFACING PROJECT FROM GILMER ROAD TO EAST VILLAGE LIMITS IN THE AMOUNT OF \$74,800.

WHEREAS, Village of Hawthorn Woods is attempting to improve a segment of Indian Creek Road from Gilmer Road to the East Village Limits which is approximately 6,573 feet (1.24 miles) in length; and

WHEREAS, the cost of said improvement has necessitated the use of federal funds; and

WHEREAS, the federal fund source requires a match of local match.

NOW THEREFORE, BE IT ORDAINED that the Mayor and Board of Trustees of the Village of Hawthorn Woods authorized \$74,800 or as much as may be needed to match federal funds in the completion of MFT Section Number 22-00020-00-RS.

BE IT FURTHER ORDAINED that the Mayor and Village Clerk are hereby authorized and directed to ratify and confirm the Agreement (Exhibit A) and any other such documents related in advancement and completion of said project.

BE IT FURTHER ORDAINED that the Mayor and Village Clerk be and are hereby authorized and directed to ratify and confirm the Construction Engineering Services Agreement and any other such documents related to advancement and completion of said project.

BE IT FURTHER ORDAINED that the Village Clerk is hereby directed to transmit five certified copies of this Ordinance to the Illinois Department of Transportation through the Division of Transportation and one certified copy to the Village through the Village Board.

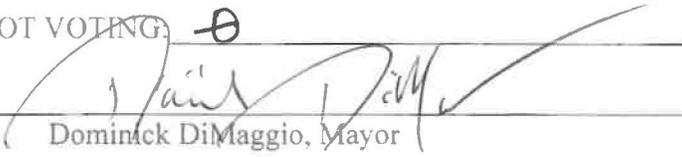
The foregoing Ordinance was adopted by the Board of Trustees of the Village of Hawthorn Woods, Illinois on September 23, 2024:

AYES: Kaiser, McCaskey, Ryschler, Beyer, Hurst, Kaman

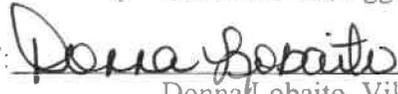
NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED: _____


Dominick DiMaggio, Mayor

ATTEST: _____


Donna Lobaito, Village Clerk

ADOPTED: _____

Sept. 23, 2024

APPROVED: _____

Sept. 23, 2024



LOCAL PUBLIC AGENCY

Local Public Agency		County	Section Number
Village of Hawthorn Woods		Lake	22-00020-00-RS
Fund Type	ITEP, SRTS, HSIP Number(s)	MPO Name	MPO TIP Number
STU	N/A	CMAQ	10-22-0031

Construction

State Job Number	Project Number
C-91-213-24	MW87(638)

- Local Let/Day Labor
 Construction on State Letting
 Construction Engineering
 Utilities
 Railroad Work

LOCATION

Local Street/Road Name	Key Route	Length	Stationing	
Indian Creek Road	FAU 1653	1.23 miles	From	To
			0.00	01.23

Location Termini

Gilmer Road to East Village Limit

Current Jurisdiction	Existing Structure Number(s)	
LPA	N/A	Remove

PROJECT DESCRIPTION

The work consists of milling and resurfacing 2" of asphalt and replacing with 1.5" of HMA Surface Course and 0.75" Polymerized HMA Binder Course along with patching – asphalt bases, concrete ribbon removal and replacement, structure adjustments, and pavement striping.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Hawthorn Woods	22-00020-00-RS	C9121324	MW87(638)

This Agreement is made and entered into between the above local public agency hereinafter referred to as the "LPA" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as the "STATE". The STATE and LPA jointly proposes to improve the designated location as described in the Location and Project Description sections of this agreement. The improvement shall be constructed in accordance with plans prepared by or on behalf of the LPA and approved by the STATE using the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereby referred to as "FHWA".

I. GENERAL

- 1.1 Availability of Appropriation, Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. The STATE may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the LPA by the STATE or the federal funding source, (ii) the Governor or STATE reserves funds, or (iii) the Governor or STATE determines that funds will not or may not be available for payment. The STATE shall provide notice in writing, to LPA of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.
- 1.2 Domestic Steel Requirement. Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Build America-Buy America provisions.
- 1.3 Federal Authorization. That this Agreement and the covenants contained herein shall become null and void in the event that the FHWA does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this agreement.
- 1.4 Severability. If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.
- 1.5 Termination. This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) calendar days' prior written notice to the other Party. If terminated by the STATE, the STATE must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If the STATE determines in the case of a partial termination that the reduced or modified portion of the funding award will not accomplish the purposes for which the funding award was made, the STATE may terminate the Agreement in its entirety.

This Agreement may be terminated, in whole or in part, by the STATE without advance notice:

- a. Pursuant to a funding failure as provided under Article 1.1.
- b. If LPA fails to comply with the terms and conditions of this funding award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any award.

II. REQUIRED CERTIFICATIONS

By execution of this Agreement and the LPA's obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules and any and all license requirements or professional certification provisions.

- 2.1 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). The LPA certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference.
- 2.2 Compliance with Registration Requirements. LPA certifies that it: (i) is registered with the federal SAM system; (ii) is in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS Number; (iv) have a valid UEI, if applicable. It is LPA's responsibility to remain current with these registrations and requirements.
- 2.3 Bribery. The LPA certifies to the best of its knowledge that its officials have not been convicted of bribery or attempting to bribe an officer or employee of the state of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).
- 2.4 Bid Rigging. LPA certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).
- 2.5 Debt to State. LPA certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because the LPA, or its affiliate(s), is/are delinquent in the payment of any debt to the STATE, unless the LPA, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and STATE acknowledges the LPA may declare the Agreement void if the certification is false (30 ILCS 500/50-11).
- 2.6 Debarment. The LPA certifies to the best of its knowledge and belief that its officials:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or

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commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;

c. are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses enumerated in item (b) of this certification; and

d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.

- 2.7 Construction of Fixed Works. The LPA certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the construction of the Program, the LPA shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.
- 2.8 Criminal Convictions. The LPA certifies that neither it nor any managerial agent of LPA has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. The LPA further certifies that it is not barred from receiving an funding award under 30 ILCS 500/50-10.5 and acknowledges that STATE shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).
- 2.9 Improper Influence. The LPA certifies that no funds have been paid or will be paid by or on behalf of the LPA to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, the LPA certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.
- 2.10 Telecom Prohibition. The LPA certifies that it will comply with Section 889 of the FY 2019 National Defense Authorization Act (NDAA) that prohibits the use of telecommunications or video surveillance equipment or services produced or provided by the following companies: Dahua Technology Company, Hangzhou Hikvision Digital Technology Company, Huawei Technologies Company, Hytera Communications Corporation, and ZTE Corporation. Covered equipment and services cannot be used as substantial or essential component or any system, or as critical technology as part of any system.
- 2.11 Personal Conflict of Interest - (50 ILCS 105/3, 65 ILCS 5/3.1-55-10, 65 ILCS 5/4-8-6) The LPA certifies that it shall maintain a written code or standard of conduct which shall govern the performance of its employees, officers, board members, or agents engaged in the award and administration of contracts supported by state or federal funds. Such code shall provide that no employee, officer, board member or agent of the LPA may participate in the selection, award, or administration of a contract supported by state or federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
- the employee, officer, board member, or agent;
 - any member of his or her immediate family;
 - his or her partner; or
 - an organization which employs, or is about to employ, any of the above.

The conflict of interest restriction for former employees, officers, board members and agents shall apply for one year.

The code shall also provide that LPA's employees, officers, board members, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The STATE may waive the prohibition contained in this subsection, provided that any such present employee, officer, board member, or agent shall not participate in any action by the LPA relating to such contract, subcontract, or arrangement. The code shall also prohibit the officers, employees, board members or agents of the LPA from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

- 2.12 Organizational Conflict of Interest - The LPA certifies that it will also prevent any real or apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or subcontract may, without some restriction on future activities, result in an unfair competitive advantage to the third party contractor or LPA or impair the objectivity in performing the contract work.
- 2.13 Accounting System. The LPA certifies that it has an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state and federally funded program. Accounting records must contain information

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pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. To comply with 2 CFR 200.305(b)(7)(i), the LPA shall use reasonable efforts to ensure that funding streams are delineated within LPA's accounting system. See 2 CFR 200.302

III. AUDIT AND RECORD RETENTION

- 3.1 Single Audits: The LPA shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200.

If, during its fiscal year, LPA expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), LPA must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. A copy of the audit report must be submitted to the STATE (IDOT's Financial Review & Investigations Section, Room 126, 2300 South Dirksen Parkway, Springfield, Illinois, 62764) within 30 days after the completion of the audit, but no later than one year after the end of the LPA's fiscal year.

Assistance Listing number (formally known as the Catalog of Federal Domestic Assistance (CFDA) number) for all highway planning and construction activities is **20.205**

Federal funds utilized for construction activities on projects let and awarded by the STATE (federal amounts shown as "Participating Construction" on Schedule 2) are not included in a LPA's calculation of federal funds expended by the LPA for Single Audit purposes

- 3.2 STATE Audits: The STATE may, at its sole discretion and at its own expense, perform a final audit of the Project (30 ILCS 5, the Illinois State Auditing Act). Such audit may be used for settlement of the Project expenses and for Project closeout purposes. The LPA agrees to implement any audit findings contained in the STATE's authorized inspection or review, final audit, the STATE's independent audit, or as a result of any duly authorized inspection or review.
- 3.3 Record Retention: The LPA shall maintain for three (3) years from the date of final project closeout by the STATE, adequate books, records, and supporting documents to verify the amounts, recipient, and uses of all disbursements of funds passing in conjunction with this contract, adequate to comply with 2 CFR 200.334. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.
- 3.4 Accessibility of Records: The LPA shall permit, and shall require its contractors and auditors to permit, the STATE, and any authorized agent of the STATE, to inspect all work, materials, payrolls, audit working papers, and other data and records pertaining to the Project, and to audit the books, records, and accounts of the LPA with regard to the Project. The LPA in compliance with 2 CFR 200.337 shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized STATE representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the STATE's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by the STATE (including auditors), by the state of Illinois or by federal statute. The LPA shall cooperate fully in any such audit or inquiry.
- 3.5 Failure to maintain the books and records: Failure to maintain the books, records and supporting documents required by this section shall establish presumption in favor of the STATE for recovery of any funds paid by the STATE under the terms of this contract.

IV. LPA FISCAL RESPONSIBILITIES

- 4.1 To provide all initial funding and payment for construction engineering, utility, and railroad work
- 4.2 LPA Appropriation Requirement: By execution of this Agreement the LPA attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the LPA share of project costs. A copy of the authorizing resolution or ordinance is attached as Schedule 5.
- 4.3 Reimbursement Requests: For reimbursement requests the LPA will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLR 05621 should be used for consultant invoicing purposes). LPA invoice requests to the STATE will be submitted with sequential invoice numbers by project.
- 4.4 Financial Integrity Review and Evaluation (FIRE) program: LPA's and the STATE must justify continued federal funding on inactive projects. 23 CFR 630 106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months. To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the STATE within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.
- 4.5 Final Invoice: The LPA will submit to the STATE a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of work or from the date of the previous invoice, whichever occurs first. If a final invoice is not received within this time frame, the most recent invoice

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may be considered the final invoice and the obligation of the funds closed. Form BLR 05613 (Engineering Payment Record) is required to be submitted with the final invoice for engineering projects

- 4.6 Project Closeout The LPA shall provide the final report to the appropriate STATE district office within twelve (12) months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve (12) months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding
- 4.7 Project End Date The period of performance (end date) for state and federal obligation purposes is five (5) years for projects under \$1,000,000 or seven (7) years for projects over \$1,000,000 from the execution date of the agreement. Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date may result in the immediate close-out of the project and loss of further funding.

V. THE LPA AGREES

- 5.1 To acquire in its name, or in the name of the STATE if on the STATE highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the LPA shall certify to the STATE that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the LPA, the STATE, and the FHWA if required
- 5.2 To provide for all utility adjustments and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Public Agency Highway and Street Systems.
- 5.3 To provide on-site engineering supervision and inspection during construction of the proposed improvement.
- 5.4 To retain jurisdiction of the completed improvement unless specified otherwise by schedule (schedule should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, a jurisdictional schedule is required.
- 5.5 To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by schedule) in a manner satisfactory to the STATE and the FHWA.
- 5.6 To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- 5.7 To regulate parking and traffic in accordance with the approved project report.
- 5.8 To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes
- 5.9 To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.
- 5.10 For contracts awarded by the LPA, the LPA shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT - assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The LPA shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT - assisted contracts. The LPA's DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Upon notification to the recipient of its failure to carry out its approved program, the STATE may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.) In the absence of a USDOT - approved LPA DBE Program or on STATE awarded contracts, this agreement shall be administered under the provisions of the STATE'S USDOT approved Disadvantaged Business Enterprise Program.
- 5.12 That execution of this agreement constitutes the LPA's concurrence in the award of the construction contract to the responsible low bidder as determined by the STATE.

VI. THE STATE AGREES

- 6.1 To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the LPA's certification of compliance with Title II and III Requirements.
- 6.2 To receive bids for construction of the proposed improvement when the plans have been approved by the STATE (and FHWA, if required) and to award a contract for construction of the proposed improvement after receipt of a satisfactory bid.
- 6.3 To provide all initial funding and payments to the contractor for construction work let by the STATE. The LPA will be invoiced for their share of contract costs per the method of payment selected under Method of Financing based on the Division of Costs shown on Schedule 2.

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- 6.4 For agreements with federal and/or state funds in local let/day labor construction, construction engineering, utility work and/or railroad work:
- a. To reimburse the **LPA** for federal and/or state share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payments by the **LPA**;
 - b. To provide independent assurance sampling and furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors for steel, cement, aggregate, structural steel, and other materials customarily tested by the **STATE**

SCHEDULES

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

<input checked="" type="checkbox"/>	1. Division of Cost
<input checked="" type="checkbox"/>	2. Location Map
<input checked="" type="checkbox"/>	3. Risk Assessment
<input checked="" type="checkbox"/>	4. Attestations
<input checked="" type="checkbox"/>	5. Resolution*
<input type="checkbox"/>	

*Appropriation and signature authority resolution must be in effect on, or prior to, the execution date of the agreement.

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AGREEMENT SIGNATURES EXECUTION

The LPA agrees to accept and comply with the applicable provision set forth in this agreement including attached schedules.

APPROVED

Local Public Agency

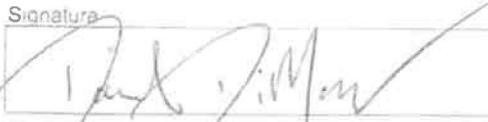
Name of Official (Print or Type Name)

Dominick DiMaggio

Title of Official

Village President

Signature



Date

7/31/24

The above signature certifies the agency's TIN number is
 362726116 conducting business as a Governmental Entity

DUNS Number 608086534
 UEI WT7DKVMQLN86

APPROVED

State of Illinois
 Department of Transportation

Omer Osman, P.E., Secretary of Transportation

Date

By:

George A. Tapas, P.E., S.E., Engineer of Local Roads & Streets

Date

Stephen M. Travia, P.E., Director of Highways PI/Chief Engineer

Date

Michael Prater, Chief Counsel

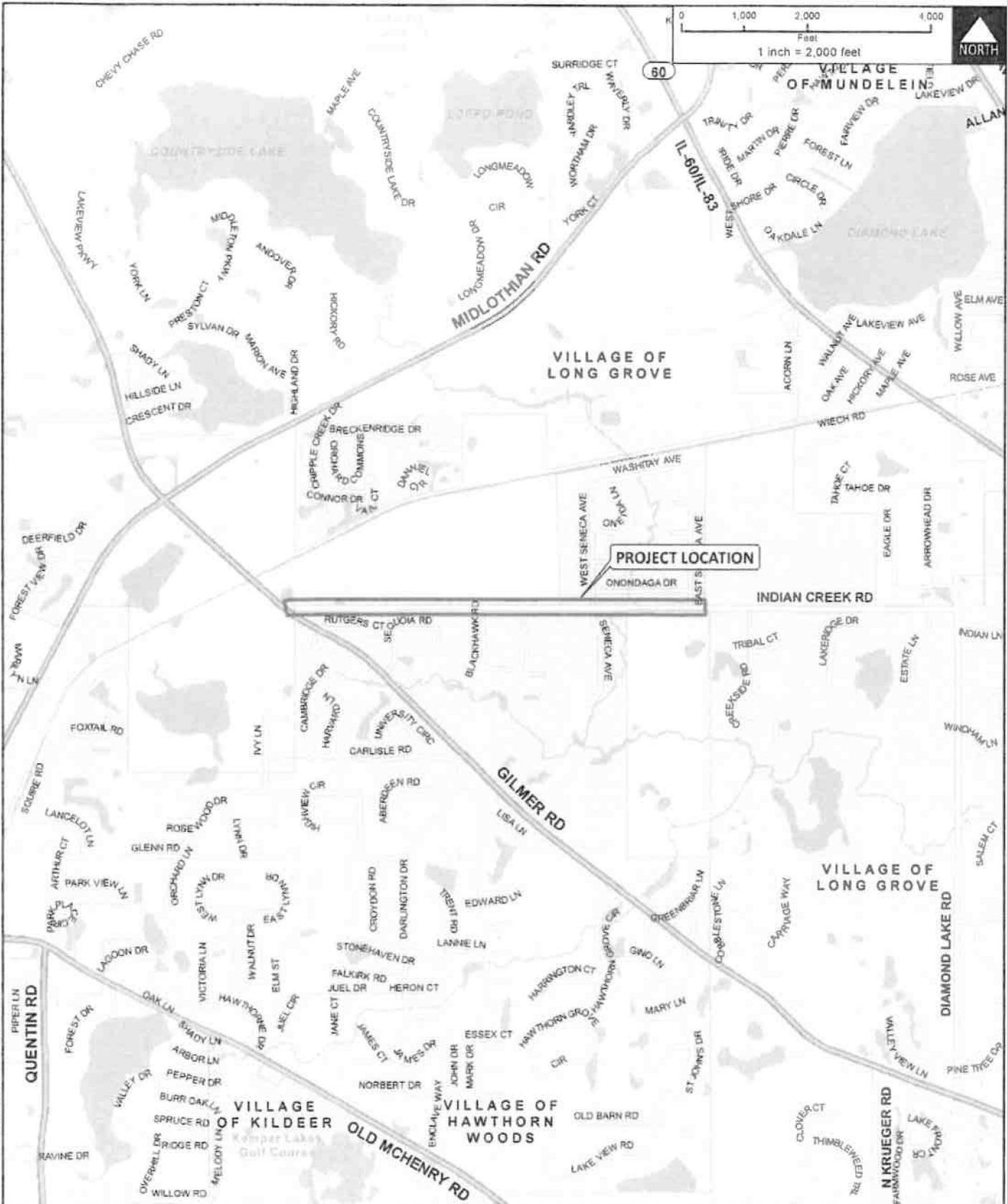
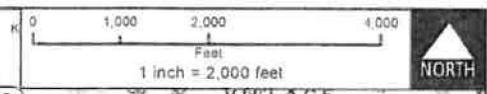
Date

Vicki Wilson, Chief Fiscal Officer

Date

NOTE: A resolution authorizing the local official (or their delegate) to execute this agreement and appropriation of local funds is required and attached as Schedule 5. The resolution must be approved prior to, or concurrently with, the execution of this agreement. If BLR 09110 or BLR 09120 are used to appropriate local matching funds, attach these forms to the signature authorization resolution.

Please check this box to open a fillable Resolution form within this form.



PROJECT LOCATION

P:\d.b. N:\HAWTHORNWOODS\020265_Hs\W201-H3009\0265H270\GIS\Eshier\IndianCreek Rd General Location Map.mxd

CLIENT:  VILLAGE OF HAWTHORN WOODS	TITLE: PROJECT LOCATION MAP INDIAN CREEK RD. FROM GILMER RD. E. VILLAGE LIMITS	PROJ NO 020065 H270
		DATE 02/04/2022
		SHEET 1 OF 1
		DRAWING NO
 CHRISTOPHER B. BURKE ENGINEERING, LTD. 9575 W. Higgins Road, Suite 600 · Rosemont, Illinois 60018 · (847) 823-0500	OSGN _____ SCALE: 1:24,000 DWN _____ AUTH: DWALTERS CHKD _____ PLOT DATE: 2/28/2022 FILE Indian Creek Rd General Location Map	
	EXH	

SCHEDULE NUMBER 3

Local Public Agency	Section Number	County	State Job Number	Project Number
Village of Hawthorn Woods	22-00020-00-RS	Lake		

LRS Federal Funds RISK ASSESSMENT

Risk Factor	Description	Definition of Scale (time frames are based on LPA fiscal year)	Points
General History of Performance	Have there been any changes in key organizational staff or leadership, such as Fiscal and Administrative Management, Transportation Related Program/Project Management, and/or Elected Officials?	0 points - no significant changes in the last 4 or more years; 1 point - minor changes, but majority of key staff and officials have not changed in the last 4 years; 2 points - significant key staff or elected leadership changes within the last 3 years; 3 points - significant key staff and elected leadership changes within the last 3 years	
	What is the LPA's history with federal-aid funded transportation projects?	0 points - One or more federal-aid funded transportation projects initiated per year; 1 point - At least one project initiated within the past three years; 2 points - AT least one project initiated within the past 5 years; 3 points - None or more than 5 years	2
	Does LPA have qualified technical staff with experience managing federal-aid funded transportations through IDOT?	0 points - Full-time employee with experience designated as being in "responsible charge"; 1 point - LPA has qualified technical staff, but will be utilizing an engineering consultant to manage day-to-day with LPA technical staff oversight; 2 points - LPA has no technical staff and all technical work will be completed by consultant, but LPA staff has prior experience with federal-aid projects; 3 points - LPA staff have no prior experience or technical expertise and relying solely on consultant	1
	Has the LPA been untimely in submitting invoicing, reporting on federal-aid projects as required in 2 CFR 200, and or audits as required?	0 points - No; 1 point - Delays of 6 or more months; 2 points - Delays of up to 1 year; 3 points - 1 year or more years of delay	
Financial Controls	Are the annual financial statements prepared in accordance with Generally Accepted Accounting Principles or on a basis acceptable by the regulatory agency?	0 points - yes; 3 points - no	
	What is the LPA's accounting system?	0 points - Automated accounting software; 1 point - Spreadsheets; 2 points - paper only; 3 points - none	
	Does the organization have written policies and procedures regarding proper segregation of duties for fiscal activities that include but are not limited to a) authorization of transactions; b) recordkeeping for receipts and payments; and c) cash management?	0 points - yes; 3 points - no	
Audits	When was the last time a financial statement audit was conducted?	0 points - in the past year; 1 point - in the past two years; 2 points - in the past three years; 3 points - 4 years or more, or never	
	What type of financial statement audit has the organization had conducted?	0 points - Single Audit/Program Specific Audit in accordance with 2 CFR 200 501 or Financial audit conducted in accordance with Generally Accepted Auditing Standards or Generally Accepted Government Auditing Standards; 1 point - Financial review?; 2 points - Other type? or no audit required; 3 points - none	
	Did the most recent audit disclose findings considered to be significant deficiencies or material weaknesses?	0 points - no; 3 points - yes, or no audits required	
	Have the findings been resolved?	0 points - yes or no findings; 1 point - in progress; 3 points - no	

Summary of Risk		District Review Signature & Date	Central Office Review Signature & Date
General History of Performance	3		
Financial Controls			
Audits			
Total	3	Additional Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Local Public Agency	Section Number	State Job Number	Project Number
Village of Hawthorn Woods	22-00020-00-RS	C9121324	MW87(638)

SCHEDULE NUMBER 4
Attestation on Single Audit Compliance

1 In the prior fiscal year, did Village of Hawthorn Woods LPA expend more than \$750,000 in federal funds in aggregate from all federal sources?

Yes No

2 Does the Village of Hawthorn Woods LPA anticipate expending more than \$750,000 in federal funds in aggregate from all federal sources in the current Village of Hawthorn Woods LPA fiscal year?

Yes No

If answers to question 1 and 2 are no, please proceed to the signature section.

If answer to question 1 is yes, please answer question 3a.

If answer to question 2 is yes, please answer question 3b.

3. A single audit must be conducted in accordance with Subpart F of 2 CFR 200 if \$750,000 or more in federal funds are expended in a single fiscal year.

a. Has the Village of Hawthorn Woods LPA performed a single audit for their previous fiscal year?

Yes No

i. If yes, has the audit be filed with the Illinois Office of the Comptroller in accordance with 50 ILCS 310 (see also 55 ILCS 5 & 65 ILCS 5 & 60 ILCS 1/80)?

Yes No

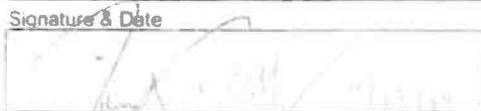
b. For the current fiscal year, does the Village of Hawthorn Woods LPA intend to comply with Subpart F of 2 CFR 200?

Yes No

By completing this attestation, I certify that I have authority to sign this attestation on behalf of the LPA; and that the foregoing information is correct and complete to the best of my knowledge and belief

Name	Title	LPA
Dominick DiMaggio	MAYOR	HAWTHORN WOODS

Signature & Date





**Local Public Agency
Engineering Services Agreement**

Using Federal Funds? Yes No

Agreement For: Agreement Type:

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Village of Hawthorn Woods	Lake	22-00020-00-RS	C-91-213-24
Project Number	Contact Name	Phone Number	Email
MW87(638)	Erika Frable, PE	(847) 540-5223	efrable@vhw.ORG

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Indian Creek Road	FAU 1653	1.23 Miles	N/A

Location Termini	<input type="button" value="Add Location"/> <input type="button" value="Remove Location"/>
Gilmer Road to E Village Limits	

Project Description

Scope includes: 2" Milling and Resurfacing with 1.5" of HMA Surface Course and 0.75" of Polymerized HMA Binder Course, Class D Patches Type I-IV 8 Inch, concrete ribbon removal and replacement (as necessary), thermoplastic pavement markings structure adjustments and all incidental and collateral work necessary to complete the project shown on the plans and described in the Special Provision herein.

Engineering Funding	<input checked="" type="checkbox"/> Federal <input type="checkbox"/> MFT/TBP <input type="checkbox"/> State <input checked="" type="checkbox"/> Other	STU 80% / Local 20%
Anticipated Construction Funding	<input checked="" type="checkbox"/> Federal <input type="checkbox"/> MFT/TBP <input type="checkbox"/> State <input checked="" type="checkbox"/> Other	STU 80% / Local 20%

AGREEMENT FOR

Phase III - Construction Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Christopher B. Burke Eng., Ltd.	Kevin Wilson	(847) 833-0274	kwilson@cbbel.com
Address	City	State	Zip Code
9575 W Higgins Road, Suite 600	Rosemont	IL	60018

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of his qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
- In Responsible Charge Contractor A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514)
- _____
- _____
- _____

I. THE ENGINEER AGREES,

- 1 To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
- 2 The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
- 3 That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
- 4 That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
- 5 To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
- 6 To invoice the LPA for Preliminary and/or Design Engineering. The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
- 7 To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
- 8 The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
- 9 That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
- 10 For Construction Engineering Contracts:
 - (a) The ENGINEER shall be prequalified with the STATE in Construction Inspection. All employees of the ENGINEER serving as the onsite resident construction supervisor or providing construction inspection shall have a valid Documentation of Contract Quantities certification.
 - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials, "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
- 11 That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

- 1 To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
 - (a) Professional Services Selection Act (50 Il CS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
- 2 To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
- 3 For Construction Engineering Contracts:
 - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
 - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
- 4 To pay the ENGINEER:

- (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- (b) Final Payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by LPA and DEPARTMENT, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subcontractors.

The Fixed Fee cannot exceed 15% of the DL + OH.

Field Office Overhead Rates: Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration

8. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.)

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract, the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT, the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy. The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful, if the ENGINEER fails to reply to a notification, or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

- 5 In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
- 6 This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
- 7 That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and hold harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting therefrom. These indemnities shall not be limited by the listing of any insurance policy.
- 8 The ENGINEER and LPA certify that their respective firm or agency:
- (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT.
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.
- If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.
10. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition;
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.)
- 12. For Construction Engineering Contracts:
 - (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee in Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
 - (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
 - (c) That any difference between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
 - (d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent employed on such work at the expense of the LPA.
 - (e) Inspection of all materials when inspection is not provided by the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Christopher B. Burke Eng., Ltd	36-3468939	\$30,650.00
Subconsultants		
Testing Service Corporation	35-0937582	\$3,350.00
	Subconsultant Total	\$3,350.00
	Prime Consultant Total	\$30,650.00
	Total for all work	\$34,000.00

AGREEMENT SIGNATURES

Attest: The of

By (Signature & Date)  7/31/24	By (Signature & Date)  7/31/24		
Local Public Agency Village of Hawthorn Woods	Local Public Agency Type Village	Clerk	Title Mayor

(SEAL)

Executed by the ENGINEER:

Attest:

Prime Consultant (Firm) Name

By (Signature & Date)


Title
Vice President

By (Signature & Date)


Title
President

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hawthorn Woods	Christopher B. Burke Eng., Ltd.	Lake	22-00020-00-RS

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

TASK 1 – PRE-CONSTRUCTION SERVICES

1. Review of Bidding/Contract Documents and Engineering Drawings.
2. Conduct Pre-Construction Meeting with Contractor, Village Staff, IDOT, School District Staff, Utility Company Representatives; CBBEL shall prepare a project contact list, including 24-hour emergency numbers, for distribution with the meeting minutes. Obtain from the Contractor a list of proposed suppliers and subcontractors
3. Attend and participate in Village Administered Project Informational Meeting with Impacted Property Owners and other Project Stakeholders (if required).
4. Permit Coordination; Obtain and distribute all permits issued for the construction of the project.
5. Utility Coordination (Nicor, North Shore Gas, ComEd, AT&T, Comcast, etc.).
6. Review the construction schedule submitted by the Contractor for compliance with the contract.
7. CBBEL shall document all existing conditions with digital photographs and videotapes to insure that all disrupted areas have been restored per the plan or existing conditions.
8. Review the Inspector's Checklists provided through IDOT for contract line items including Erosion Control, Hot-Mix Asphalt, Earth Excavation and Traffic Control.
9. Provide construction information so the Village will be able to update their website with construction updates.

TASK 2 – SHOP DRAWING REVIEW

1. Review of all submittals to ensure conformance with the requirements set forth in the Contract Documents and Engineering Drawings;
2. Shop Drawings and Contractor Submittals:
 - Record data received, maintain a file of drawings and submissions, and check construction for compliance with them.
 - Notify the Village of any deviations or substitutions. With the notification, provide the Village with a recommendation for acceptance or denial, and request direction from the Village regarding the deviation or substitution.
 - Alert the Contractor's field superintendent when materials or equipment are being installed before approval of shopdrawings or samples, where such are required, and advise the Village when it is necessary to disapprove work as failing to conform to the Contract Documents.

TASK 3 – CONSTRUCTION OBSERVATION

LAYOUT VERIFICATION AND/OR CONSTRUCTION LAYOUT

1. Verify Construction Layout Performed by Contractor.
2. Coordinate with the CBBEL design engineer and Contractor to verify initial geometric controls.
3. Since the Contractor is responsible for construction staking, perform periodic measurements to assure the Contractor's construction staking and construction layout is accurate per plan.

CONSTRUCTION OBSERVATION

1. Develop and distribute regular Project Notifications (letters to impacted residents, businesses, schools, refuse and delivery companies, etc.).
2. Full-Time Construction Inspection of all Contract Work to ensure improvements are constructed safely with minimal impact on the public and in accordance with the project specifications; CBBEL shall keep the Village informed of the progress of the work, guard the Village against defects and deficiencies in the work, and advise the Village of all observed deficiencies of the work and disapprove or reject all work failing to conform to the Contract Documents.
3. Identification of Required Concrete Ribbon and Driveway Repairs within the Project Corridor.
4. Answering of questions and resolving issues and concerns from impacted property owners;
5. Ensure that Construction Completion Schedule is adhered to; review Contractor's progress on a bi-weekly

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hawthorn Woods	Christopher B. Burke Eng., Ltd.	Lake	22-00020-00-RS

basis and update the progress schedule. Compare actual progress to the Contractor's approved schedule. If the project falls 14 calendar days behind schedule, work with the Contractor to determine the appropriate course of action to get back on schedule. The Contractor is required to submit a revised schedule for approval prior to further payments being made.

6. Conduct Weekly Progress Meetings, if necessary.
7. Provide Weekly Progress Updates to Village Staff.
8. Alert the Contractor's field superintendent when materials or equipment are being installed before approval of shop drawings or samples, where such are required, and advise the Village when it is necessary to disapprove work as failing to conform to the Contract Documents.
9. Discuss the truck routes with the Contractor and monitor that the identified routes are being used.
10. All CBBEL personnel and their sub-consultants will comply with the Village's current safety guidelines.

TRAFFIC CONTROL INSPECTION

Perform Traffic Control Inspection as outlined in Section 700:

Work Zone Traffic Control of IDOT's Construction Manual. At a minimum, CBBEL shall perform the following in accordance with STP procedures:

- One detailed daytime inspection per week and two detailed nighttime inspections per month. These inspections shall be recorded on Form BC 726, Traffic Control Inspection Report.
- In addition, the Resident Engineer will drive through the jobsite daily and document the drive through in the project diary.
- If traffic control is in place during project suspensions, two drive-throughs per week will be performed.

If major deficiencies are observed, the Resident Engineer will notify the Contractor immediately and insure that the Contractor takes the appropriate actions as outlined in the contract documents.

TASK 4 – CONSTRUCTION DOCUMENTATION

CBBEL follows all IDOT guidelines and procedures for Construction Engineering, including, but not limited to, IDOT Construction Manual and IDOT Project Procedures Guide.

1. Maintain Daily Project Diary, Daily Inspection Reports, Field Books, Quantity Books, and all other Pertinent Records.
2. Contract Administration/Documentation.
3. Quantity Measurement.
4. Maintain and update CMMS.
5. Field Office: No field office is anticipated for this work.

Construction Engineer shall provide his/her own vehicle for use in the field at all times.

6. Review/Process Contractor Progress Pay Requests (review schedule submittal, waivers of lien, sworn statements and certified payroll records and have contractor revise documents as necessary) and provide Village Staff with a Recommendation for Payment.
7. Develop and Process Change Orders as necessary including Final Balancing Change Order.
8. Respond to any Requests for Information from the Contractor.

TASK 5 – MATERIAL QA TESTING

1. Performance of Quality Assurance Material Testing in conformance with IDOT requirements for QC/QA Material Testing.

The Resident Engineer provided by CBBEL will be familiar with the frequency of QA testing as required by IDOT as outlined in their Project Procedures Guide. The Resident Engineer will coordinate the QA material testing and review all required reports submitted by both QC and QA subconsultants for compliance with the project specifications.

TASK 6 – POST-CONSTRUCTION/ PROJECT CLOSE-OUT

1. Develop and ensure completion of "Punch List";
2. Completion of a final Inspection to identify and direct Contractor to address any issues that arise before final

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hawthorn Woods	Christopher B. Burke Eng., Ltd.	Lake	22-00020-00-RS

project closeout with IDOT.

3. Prepare final pay estimate and change order for the Village's approval.
4. Verify all necessary material inspection has been received and documented.
5. Submit the job box to the Village with all pertinent project information, including Record Drawings (see Task 7).

TASK 7 – RECORD DRAWINGS

Provide five (5) hard copies and one (1) electronic copy of the As-Built Topographical Survey and Engineering Drawings Detailing the "As-Built" conditions.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hawthorn Woods	Christopher B. Burke Eng., Ltd.	Lake	22-00020-00-RS

**EXHIBIT B
PROJECT SCHEDULE**

IDOT Letting: August 2, 2024 Preconstruction Services: Sept 2024 Construction Observation/Documentation: Sept-Nov 2024 Project Closeout: Nov 2024
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Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hawthorn Woods	Christopher B. Burke Eng., Ltd.	Lake	22-00020-00-RS

**Exhibit C
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (c) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

Village Website

Advertised from 4/4/24 - 4/18/24

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Technical Approach	30%
Similar Project Experience	20%
Project Team / Staff Capabilities	20%
Overall Completeness of Submittal	15%
Workload	15%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input type="checkbox"/>
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Selection committee (titles) for this project

Chief Operating Officer and Public Works Director/Village Engineer

Top three consultants ranked for this project in order

1 Christopher B. Burke Engineering, Ltd.

2

3

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Local Public Agency	Prime Consultant: (Firm) Name	County	Section Number
Village of Hawthorn Woods	Christopher B. Burke Eng., Ltd.	Lake	22-00020-00-RS
16 LPA is a home rule community (Exempt from QBS)			<input type="checkbox"/>



EXHIBIT D
 COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET
 FIXED RAISE

Local Public Agency Village of Hawthorn Woods	County Lake	Section Number 22-00020-00-R8
Prime Consultant (Firm) Name Christopher B. Burke Engineering, Ltd.	Prepared By Kevin Wilson	Date 4/22/2024
Consultant / Subconsultant Name Christopher B. Burke Engineering, Ltd.	Job Number C-01-213-24	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM 3 MONTHS	OVERHEAD RATE 132.00%
START DATE 9/1/2024	COMPLEXITY FACTOR
RAISE DATE 1/1/2025	% OF RAISE 2.00%
END DATE 11/30/2024	

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	9/1/2024	11/30/2024	3	100.00%

The total escalation = 0.00%

Local Public Agency	County	Section Number
Village of Hawthorn Woods	Lake	22-00020-00-RS
Consultant / Subconsultant Name		Job Number
Christopher B. Burke Engineering, Ltd.		C-91-213-24

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	0.00%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Engineer VI	\$82.63	\$82.63
Engineer V	\$72.59	\$72.59
Engineer IV	\$59.41	\$59.41
Engineer III	\$46.80	\$46.80
Engineer I/II	\$36.22	\$36.22
Survey V	\$85.04	\$85.04
Survey IV	\$76.25	\$76.25
Survey III	\$66.63	\$66.63
Survey II	\$54.50	\$54.50
Survey I	\$38.75	\$38.75
Engineering Technician V	\$68.90	\$68.90
Engineering Technician IV	\$64.03	\$64.03
Engineering Technician III	\$42.86	\$42.86
Engineering Technician I/II	\$30.00	\$30.00
CAD Manager	\$70.83	\$70.83
CAD Technician II	\$53.29	\$53.29
GIS Specialist III	\$58.00	\$58.00
Landscape Architect	\$65.00	\$65.00
Landscape Designer III	\$40.50	\$40.50
Environmental Resource Specialist V	\$76.01	\$76.01
Environmental Resource Specialist IV	\$60.78	\$60.78
Environmental Resource Specialist III	\$52.75	\$52.75
Environmental Resource Specialist I/II	\$30.92	\$30.92
Environmental Resource Technician	\$45.30	\$45.30
Engineering Intern	\$18.88	\$18.88
Business Operations Department	\$57.69	\$57.69

Local Public Agency

Village of Hawthorn Woods

County

Lake

Section Number

22-00020-00-RS

Consultant / Subconsultant Name

Christopher B. Burke Engineering Ltd

Job Number

C-91-213-24

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	15	\$65.00	\$975.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	442	\$0.12	\$53.04
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$1,028.04

9575 W. Higgins Rd.
 Rosemont, IL 60018
 February 27, 2017

Code	Description	Price	Per
111	8.5x11 RIP'd Color laser copies, Fiery's	\$ 0.60	per side
117	11x17 RIP'd Color laser copies, Fiery's	\$ 0.70	per side
151	Premium color poster	\$ 4.00	sqft
155	Operator required-processing charge	\$ 25.00	quarter hr
157	Color scan to pdf	\$ 1.40	sqft
400	8.5x11 B/W impressions	\$ 0.07	page
400W	8.5x11 B/W impressions (Walk Up)	\$ 0.07	page
403	8.5x11 Color paper stock	\$ 0.10	sheet
404	8.5x11 Card Stock	\$ 0.12	sheet
405	8.5x11 Sticky Back	\$ 1.00	sheet
409	Clear 4 mil mylar cover	\$ 0.50	sheet
413	8.5x11 Monochrome scan	\$ 0.075	side
413-1	11x17 Monochrome scan	\$ 0.075	side
414	8.5x14 B/W impression	\$ 0.12	sheet
417	11x17 B/W Impression	\$ 0.12	page
417W	11x17 B/W Impression(Walk Up)	\$ 0.09	page
418	11x17 Card Stock	\$ 0.19	sheet
419	11x17 Colored paper	\$ 0.16	sheet
420	1/4 Plastic comb binding	\$ 1.40	each
421	3/8 Plastic comb binding	\$ 1.60	each
422	1/2 Plastic comb binding	\$ 2.40	each
423	5/8 Plastic comb binding	\$ 2.50	each
424	3/4 Plastic comb binding	\$ 2.75	each
425	7/8 Plastic comb binding	\$ 2.90	each
426	1" Plastic comb binding	\$ 3.05	each
427	1-1/8" Plastic comb binding	\$ 3.55	each
428	1-1/4" Plastic comb binding	\$ 3.85	each
429	1-1/2 Plastic comb binding	\$ 4.00	each
430	1-3/4 Plastic comb binding	\$ 4.50	each
431	2" Plastic comb binding	\$ 4.70	each
438	Stapling	\$ 0.05	set
444-1	Plastic jackets	\$ 1.25	each
444	Misc. Charges	\$ 1.25	each
455	Imaging on tabs	\$ 0.15	impression
456	Tab card stock	\$ 0.75	sheet
470	Handwork	\$ 45.00	hour
472	Fan folding 11x17 to 8.5x11	\$ 0.03	sheet
473	Inserting	\$ 0.04	sheet
474	Drilling-Standard 2 or 3 holes	\$ 2.50	500 sheets
502	8.5x11 small format color scan	\$ 0.075	per side
502-1	11x17 Small format color scan	\$ 0.075	per side
580	Mounting on 3/16 foamcore	\$ 3.45	sqft
73	overtime	\$ 50.00	hour
777777	Paper per case or package 8.5x11, 8.5x14, 11x17	Subject to	change
800	Digital bond prints/plots	\$ 0.18	sqft
800h	Half size bond prints/plots	\$ 0.18	sqft
802	Scan Setup	\$ 2.00	sheet
822	Scan to file	\$ 2.00	sheet
850	Large document velium prints	\$ 0.40	sqft
872	Folding	\$ 0.05	sqft
870	Handwork	\$ 45.00	hour
885	Mylar reproduction	\$ 1.75	sqft
900	Digital bond prints/plots	\$ 0.18	sqft
900h	Half size bond prints/plots	\$ 0.18	sqft
905	Color inkjet plots	\$ 4.00	sqft
905-0	EGG (Engineering Grade) plots	\$ 1.35	sqft
905-2	EGG Scans	\$ 6.00	sheet
910	Mylar prints/plots	\$ 1.75	sqft
924	Burn a CD	\$ 12.00	each
925	File conversion processing	\$ 0.75	sheet
950	Velium Plots	\$ 1.25	sqft

NEW CODE

Local Public Agency

Village of Hawthorn Woods

County

Lake

Section Number

22-00020-00-RS

Consultant / Subconsultant Name

Christopher B. Burke Engineering, Ltd.

Job Number

C-91-213-24

**AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Preconstruction Services			Shop Drawing Review			Construction Observation			Construction Documentation			Materials QA Testing		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Engineer VI	82.83	0.0																	
Engineer V	72.59	0.0																	
Engineer IV	59.41	0.0																	
Engineer III	46.80	50.0	17.05%	7.99									50	100.00%	46.80				
Engineer I/II	36.22	243.0	82.94%	30.04	16	100.00%	36.22	2	100.00%	36.22	200	100.00%	36.22						
Survey V	85.04	0.0																	
Survey IV	76.25	0.0																	
Survey III	66.63	0.0																	
Survey II	54.50	0.0																	
Survey I	38.73	0.0																	
Engineering Technician V	68.90	0.0																	
Engineering Technician IV	64.03	0.0																	
Engineering Technician III	42.86	0.0																	
Engineering Technician I/II	30.00	0.0																	
CAD Manager	70.83	0.0																	
CAD Technician II	53.29	0.0																	
GIS Specialist III	58.00	0.0																	
Landscape Architect	85.00	0.0																	
Landscape Designer III	40.50	0.0																	
Environmental Resource S	76.01	0.0																	
Environmental Resource S	60.78	0.0																	
Environmental Resource S	52.75	0.0																	
Environmental Resource S	30.92	0.0																	
Environmental Resource T	45.30	0.0																	
Engineering Intern	18.88	0.0																	
Business Operations Depa	57.69	0.0																	
		0.0																	
TOTALS		293.0	100%	\$38.03	16.0	100.00%	\$36.22	2.0	100%	\$36.22	200.0	100%	\$36.22	50.0	100%	\$46.80	0.0	0%	\$0.00

Local Public Agency

Village of Hawthorn Woods

County

Lake

Section Number

22-00020-00-RS

Consultant / Subconsultant Name

Christopher B. Burke Engineering, Ltd.

Job Number

C-91-213-24

**AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Post Construction / Closeout			Record Drawings														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Engineer VI	82.83																		
Engineer V	72.59																		
Engineer IV	59.41																		
Engineer III	46.80																		
Engineer III	36.22	24	100.00%	36.22	1	100.00%	36.22												
Survey V	85.04																		
Survey IV	76.25																		
Survey III	64.83																		
Survey II	54.50																		
Survey I	38.75																		
Engineering Technician V	58.90																		
Engineering Technician IV	64.03																		
Engineering Technician III	42.86																		
Engineering Technician III	30.00																		
CAD Manager	70.83																		
CAD Technician II	53.29																		
GIS Specialist III	58.00																		
Landscape Architect	65.00																		
Landscape Designer III	40.50																		
Environmental Resource Spe	75.71																		
Environmental Resource Spe	60.78																		
Environmental Resource Spe	52.75																		
Environmental Resource Spe	30.92																		
Environmental Resource Tech	45.30																		
Engineering Intern	18.88																		
Business Operations Departm	57.69																		
TOTALS		24.0	100%	\$36.22	1.0	100%	\$36.22	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



TESTING SERVICE CORPORATION

Corporate Office

360 South Main Place, Carol Stream, IL 60188-2404
630 462 2600

April 18, 2024

Mr. Kevin Wilson
Christopher B. Burke Engineering, Ltd.
9575 West Higgins Road Suite 600
Rosemont, IL 60018-4920

RE: P.N. 73,009
Construction Material Engineering
Indian Creek Road - Contract 61K49
Hawthorn Woods, IL

Dear Mr. Wilson:

Testing Service Corporation (TSC) is pleased to submit this proposal to provide the Construction Material Engineering for the referenced project. The broad objectives of our work will be to conduct and interpret tests, and to report our findings as directed by Christopher B. Burke Engineering, Ltd..

TSC is staffed and equipped to provide any of the following services that may be ordered by you:

- **Field Quality Control Services**
 - Observe proof-rolling operations.
 - Recommend amount of undercut using IDOT cone penetrometer procedure.
 - Perform in-place density tests on engineered fill/backfill and granular base course.
 - Test plastic concrete for slump, air content, temperature, unit weight and cast test cylinders.
 - Establish rolling pattern for bituminous concrete pavement mix with nuclear density gauge.
 - Pickup samples in the field for laboratory tests.
- **Bituminous Concrete Batch Plant Quality Control Services**
 - Daily hot bin and extraction analysis.
 - Sampling and testing of stockpile materials.
 - Check and adjust mixing formulas, as necessary.
 - Check temperatures of bitumen, drum and final mix.
 - Mold Marshall samples and check for stability and flow or determine density of Prepared (HMA) specimen by means of Gyratory Compactor.
 - Other tests as required by current IDOT procedures guide.
- **Portland Cement Concrete Batch Plant Quality Control Services**
 - Verify that current IDOT mix design is being used.
 - Check moisture content of fine aggregate.
 - Perform sieve analysis on stockpiled materials, as required by IDOT criteria.
 - Check the slump, air and temperature of final mix.
 - Other tests, as required by current IDOT procedure guide.
- **Laboratory**
 - Perform laboratory compaction curve for each soil type used.
 - Determine density and thickness for core samples submitted by contractor.
 - Aggregate gradation and soundness analysis.
 - Perform compressive and flexural strength tests for concrete cylinders and beams
 - Other tests, as required.

- **QA Manager Services**

- Review test results performed by our technicians in accordance with IDOT specification.
- Monitor and schedule site visits to test 20% of the total quantities for HMA and PCC mixes.
- Complete the necessary paperwork for PCC and HMA testing and electronically submit them to IDOT and your office.

TSC's field technicians are represented by Local 150 of the International Union of Operating Engineers. Supervision of the testing, observation, and reporting is provided by a Registered Professional Engineer. Reports will generally be issued on a weekly basis as work progresses. Invoices will be issued monthly, subsequent to the reporting period.

A budget amount of Three Thousand Three Hundred and Fifty Dollars (\$3,350.00) is recommended for your project. This estimate is based on a review of plans and specifications provided by Christopher B. Burke Engineering, Ltd. and prior experience on similar projects. TSC's itemized estimate is included in the "Assumptions and Estimated Fee" portion of this proposal. Factors such as weather and contractor efficiency and deviations from minimum testing and observation requirements may significantly impact the CME budget. Our fee is further subject to this proposal being accepted by you on or before December 31, 2024.

The Services performed by TSC under this proposal are now subject to prevailing wage regulations under Illinois law. Prevailing wage rates are established in June by the State of Illinois. Should the established wage be changed between the time of this proposal and the time of work, it will be necessary to revise this proposal so that the rates required by law are properly reflected. Prevailing wage categories are defined as follows:

Material Tester I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

Material Tester II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete and concrete and asphalt batch plants, adjusting proportions of bituminous mixtures.

TSC's fees include TSC's services being performed subject to the attached General Conditions which are incorporated herein. Unless we receive written instructions to the contrary, invoices will be sent to:

Mr. Kevin Wilson
Christopher B. Burke Engineering, Ltd.
9575 West Higgins Road Suite 600
Rosemont, IL 60018-4920
Tel: (847) 823-0500
Email: kwilson@cbbel.com

When completing the attached project data form, kindly indicate who is to receive copies of TSC's report and other project data.

Christopher B. Burke Engineering, Ltd.
Proposal #73,009 - April 18, 2024

Your consideration of our proposal is appreciated. We look forward to being of service to you on this project.

Respectfully Submitted,

TESTING SERVICE CORPORATION



Jeffrey Schmitz
Project Engineer

Enc: General Conditions
Project Data Sheet

Approved and accepted for _____ by:

(NAME)

(TITLE)

(DATE)

SCHEDULE OF FEES

CONSTRUCTION MATERIALS ENGINEERING SERVICES

ITEM I FIELD SERVICES

A.	Material Tester I	Per Hour: \$ 117.00
B.	Material Tester II	Per Hour: \$ 120.00
C.	Transportation, Light Vehicle	Per Trip: \$ 60.00
	<p>The time is portal-to-portal from the office servicing the project. Increase hourly rate by 1.5 for over 8.0 hours per day on Saturday. Increase hourly rate by 1.7 for Sunday or Holiday work The minimum trip charge for 0 to 4 hours is four (4) hours and for 4 to 8 hours is eight (8) hours Monday through Friday and eight (8) hours on Saturday and Sunday</p> <p>Engineering services for summary report preparation are invoiced at the Graduate Engineer Rate.</p>	
D.	Use of Nuclear Moisture/Density Gauge	Per Day: \$ 50.00
E.	Pickup Concrete Test Samples	
	1. Fewer than 20 Cylinders at Grade Level	Per Trip: \$ 100.00
	2. 20 or more Cylinders or Cylinders in Basement or on Elevated Deck or Concrete Beams	Per Trip: \$ 150.00
F.	Structural Steel Test Equipment	
	1. Ultrasonic Flaw Detector	Per Day: \$ 50.00
	2. Magnetic Particle Yoke	Per Day: \$ 35.00
G.	Fire-Proofing	
	1. Cohesion Test Supplies	Per Day: \$ 60.00
	2. Density Test	Each: \$ 45.00

ITEM II LABORATORY SERVICES

A.	Soils	
	1. Compaction Curve to establish the Maximum Dry Unit weight and optimum water content	
	a. Modified (AASHTO T180, ASTM D1557)	Each: \$ 250.00
	b. Standard (AASHTO T99, ASTM D698)	Each: \$ 225.00
	c. Add for Methods B, C, or D	Each: \$ 20.00

2. Thin-Walled Tube Samples		
a. Combined Water Content & Dry Unit Weight Determination	Each: \$	20.00
b. Unconfined Compressive Strength	Each: \$	20.00
B. Portland Cement Concrete/Aggregates		
1. Concrete Test Cylinders (4"x8")		
a. Compressive Strength	Each: \$	16.00
b. Spares/Handling Charge	Each: \$	16.00
c. Trim End of Specimen When Necessary	Additional: \$	10.00
2. Concrete Test Cylinders (6"x12")		
a. Compressive Strength	Each: \$	19.00
b. Spares/Handling Charge	Each: \$	19.00
c. Trim End of Specimen When Necessary	Additional: \$	10.00
3. Concrete Beams for Flexural Strength Testing	Each: \$	50.00
4. Mortar Cubes		
a. Compressive Strength	Each: \$	19.00
b. 2" Cube Mold	Per Day: \$	8.00
5. Contractor Made Cylinders	Each: \$	30.00
a. Trim End of Specimen When Necessary	Additional: \$	10.00
6. Evaluation of Mortars for Plain & Reinforced Masonry		
a. Pre-Construction	Each: \$	350.00
b. Cement/Aggregate Ratio	Each: \$	50.00
7. Masonry Block Prisms	Each: \$	50.00
8. Sieve Analysis		
a. Washed w/200 Sieve	Each: \$	100.00
b. Unwashed	Each: \$	75.00
C. Bituminous Concrete		
1. Extraction Analysis		
a. Unwashed	Each: \$	225.00
b. Washed	Each: \$	250.00
2. Compaction of Bituminous Mixture by Gyrotory Methods and Bulk Specific Gravity Test	Set of Two \$	225.00
3. Theoretical Maximum Specific Gravity of Paving Mixture	Each: \$	100.00
4. Determining Asphalt Content by Ignition Oven	Each: \$	125.00

- | | |
|---|-----------------|
| 5. Determining Asphalt Content by Ignition Oven and Washed Gradation: | Each: \$ 200.00 |
| 6. Bulk Density of Core Specimens | Each: \$ 50.00 |

ITEM III CONSULTATION AND REPORT PREPARATION

- | | |
|--|-----------------------|
| A. Registered Professional Engineer, Principal | Per Hour: \$ 200.00 |
| B. Registered Professional Engineer | Per Hour: \$ 175.00 |
| C. Graduate Civil Engineer | Per Hour: \$ 160.00 |
| D. Daily Engineering Services | Per Hour: \$ 160.00 |
| E. Transportation | |
| 1. Light Vehicle | Trip Charge: \$ 60.00 |
| 2. Light Vehicle (Over 100 miles round trip) | Per Mile: \$ 0.60 |
| 3. Public Transportation | Cost + 10% |

The above rates are valid through December 31, 2024.

ASSUMPTIONS & ESTIMATED FEE

The following estimate is based on our current cost structure.

Portland Cement Concrete/Field					
Item No.	ITEMS	Unit	Quantity	Unit Price	Amount
1	Material Tester I	Hour	4	117.00	\$ 468.00
2	Material Tester I (Overtime)	Hour		175.00	\$ 0.00
3	Travel, Light Vehicle	Trip	1	60.00	\$ 60.00
4	Pickup Test Samples	Each	1	100.00	\$ 100.00
5	Concrete Test Cylinders (6" x 12")	Each	4	19.00	\$ 76.00
6	Concrete Test Cylinders (4" x 8")	Each		18.00	\$ 0.00
7	Sieve Analysis, Aggregate	Each		100.00	\$ 0.00
Subtotal					\$ 704.00

Estimate Basis – One site visit to test and sample concrete placed for the concrete ribbon.

Bituminous Concrete/Field					
Item No.	ITEMS	Unit	Quantity	Unit Price	Amount
1	Material Tester I	Hour	8	117.00	\$ 936.00
2	Material Tester I (Overtime)	Hour		175.00	\$ 0.00
3	Travel, Light Vehicle	Trip	2	60.00	\$ 120.00
4	Pickup Test Samples	Each		100.00	\$ 0.00
5	Nuclear Moisture Density Gauge	Day	1	50.00	\$ 50.00
6	Bituminous Concrete Extraction Analysis	Each		225.00	\$ 0.00
7	Compaction of Bituminous Mixture by Gyratory Methods and Bulk Specific Gravity Test	Set of Two		225.00	\$ 0.00
8	Density of Core Samples	Each	20	50.00	\$ 1,000.00
Subtotal					\$ 2,106.00

Estimate Basis – One site visit to monitor the compaction of the bituminous surface mix. One plant visit to pick up core samples for density determinations.

Project Coordination & Report Preparation					
Item No.	ITEMS	Unit	Quantity	Unit Price	Amount
1	Project Engineer	Hour	3	175.00	\$ 525.00
2	QA Manager	Hour		160.00	\$ 0.00
Subtotal					\$ 525.00

TSC's base fee schedule includes up to three copies of each report.

Estimated Total: \$ 3,335.00

RECOMMENDED BUDGET: \$ 3,350.00

Jeff Househ

From: Danmole, Salmon O. <Salmon.Danmole@Illinois.gov>
Sent: Friday, April 19, 2024 11:23 AM
To: EFrable@vhw.org
Cc: Lee Fell; Jeff Househ; PNewton@vhw.org; DOT.D1.BLRS; Feliciano, Jessica A; Riddle, Charles F
Subject: RE: Indian Creek STP QBS Procedure

Good morning,

Mr. Riddle received the email with required documents from the Village of Hawthorn Woods seeking approval of their QBS process for the subject project.

The submitted QBS selection process by the Village of Hawthorn Woods for the subject project is acceptable. The Village of Hawthorn Woods can proceed with their selection. The Village of Hawthorn Woods confirmed their QBS process substantially follows the IDOT BLRS Section Manual 5-5.06. The Village provided a copy of the RFQ that was advertised on website and included the weighted criteria.

Please include the date of this email in your documentation for the engineering agreement.

Thank you,
Salmon Danmole
Milhouse Engineering and Construction, Inc.
Consultant to IDOT D1 Bureau of Local Roads and Streets

From: Erika Frable <EFrable@vhw.org>
Sent: Friday, April 19, 2024 10:36 AM
To: Riddle, Charles F <Charles.Riddle@Illinois.gov>
Cc: P. E. Lee M. Fee ([tell @cbba.com](mailto:fell@cbba.com)) <fell@cbba.com>; Jeff Househ <jeff.househ@cbba.com>; Pamela Newton <PNewton@vhw.org>
Subject: [External] Indian Creek STP QBS Procedure

Chad,

Attached is a copy of the advertised RFQ for Phase III Engineering services that the Village posted on our website from April 4, 2024, to April 18, 2024, requesting RFQ's for the Village of Hawthorn Woods' Indian Creek Road STP Resurfacing project.

Upon the close of the period for RFQs, the Village received only one submittal from Christopher B. Burke Engineering Ltd. It is my understanding that since the Village only received one submittal, IDOT needs to approve the selection prior to the Village moving forward with final selection of the engineering firm. I have also attached the Village's QBS Policy for your reference.

Please let me know if you have any questions.

Thank you.

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

Village of Hawthorn Woods
35 Old McHenry Road
Hawthorn Woods, IL 60047
847.540.5223
efrable@vhw.org



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Local Public Agency Resident Construction Supervisor/ In Responsible Charge



Regional Engineer
Jose Rios

Contract Number 61K49
District 1
Letting Date 08/02/24

Department of Transportation
Address
201 West Center Court

Municipality
Village of Hawthorn Woods

City State Zip Code
Schaumburg IL 60196

Route County
FAU 1653 Lake

Project Number Job Number
MW87(638) C-91-213-24

Section Number
22-00020-00-RS

- I recommend the following individual as a local public agency employee qualified to be resident construction supervisor and to be in responsible charge of this construction project.
I certify that I am in responsible charge as defined by the department of this construction project. Since the local public agency does not have a local public agency employee qualified to be the resident construction supervisor, I am recommending a consulting engineer to serve as resident construction supervisor.

Signature (for the local public agency) Date
[Signature] 7/31/24

Title
Mayor

Applicants Name
Kevin Wilson, PE

The following describes my educational background, experience and other qualifications to be resident construction supervisor of this construction project for the Local Public Agency

For Consultants: I certify that my firm is pre-qualified in Construction Inspection. Documentation of Contract Quantities certificate number 21-18290

See attached resume.

Signature of Applicant Date
[Signature] 4/22/24

Job Title of Applicant
Vice President, Assist. Dept. Head, Construction

Based on the above information and my knowledge of the applicant's experience and training, it is my opinion that the applicant is qualified to serve as the resident construction supervisor on this construction project.

Regional Engineer Signature Date Approved

- cc: Engineer of Local Roads and Streets, Central Bureau of Local Roads and Streets
Engineer of Construction, Central Bureau of Construction
Resident Construction Supervisor
Local Public Agency



Kevin Wilson, PE

YEARS EXPERIENCE: 22
YEARS WITH CBBEL: 22

EDUCATION

Bachelor of Science, 2002
Civil Engineering
University of Illinois at
Urbana-Champaign

PROFESSIONAL REGISTRATION

Professional Engineer, IL,
062.059552, 2006

CERTIFICATIONS

Documentation of Contract
Quantities, IDOT, 21-18290

Material Management of
Job Sites, IDOT

PROFESSIONAL DEVELOPMENT

IDOT QC/QA Courses:
Mixture Aggregate Technician
Course

Bituminous Concrete Level 1
Technician Course

Bituminous Concrete Level 2
Technician Course

Portland Cement Concrete
Level 1

Troxler Nuclear Gauge Safety
Training Class

STTP-S11 Hot Mix Asphalt
Field Inspection

STTP-S33 Soils Field Testing
and Inspection

TT - ADA/PROWAG

Civil Engineer with over 20 years of construction engineering experience related to highway construction and utility installations. Responsibilities include construction observation, project reports, documentation of quantities, review of contractor pay estimates, coordination of materials testing and inspection, site surveys and interaction with the contractor and client. Observed activities include roadway, water main, sanitary sewer, storm sewer, streambank stabilization, and retaining wall construction. Civil design experience consists of resurfacing and reconstruction projects which have included water main, storm sewer, sanitary sewer, and combined sewer design.

CONSTRUCTION

FAU Route 3533 (Franklin Avenue Reconstruction) [IDOT Contract #61H14], Franklin Park: Resident Engineer for the \$22 Million reconstruction and widening of Franklin Avenue from a 2-lane roadway to a new 5-lane composite pavement section from 2022 thru 2024. The project scope included staged construction, installation of a new closed sewer system, precast box culvert along north side of the Franklin Avenue, sheet piling, temporary and permanent erosion control, water main installation, traffic signal modernization with three new signalized intersections, new roadway lighting, signing, pavement markings and landscaping improvements. The work required coordination with ComEd to relocate multiple poles and overhead/underground lines, coordination with Canadian Pacific to replace two railroad at grade crossings, and coordination with the Illinois Tollway on adjacent contracts. The project was funded using National Highway Freight Program and Local Funds. The contract was administered by IDOT using CMMS. CBBEL coordinated inspection services with multiple subconsultants throughout the project.

Neighborhood Storage Project - Phase 3, Wilmette: Project Manager responsible for the successful delivery of construction engineering services related to the installation of a 13.9 AC FT StormTrap Doubletrap Vault (with approximately 47,500 cubic yards of excavation) at Thornwood Park and installation of various utilities and roadway improvements to reduce flooding. The utility improvements included approximately 7,500 linear feet of box culvert and storm sewer (12" to 60" diameter), 2,400 linear feet of 10" sanitary sewer installation, 1,750 linear feet of 6" and 8" water main, and landscaping restoration. Upon completion of the underground utilities, the neighborhood roadways were restored with new PCC curb, sidewalk, and driveways before HMA pavement reconstruction or resurfacing with patching was completed. The engineering team coordinated with various stakeholders throughout the project, including the Wilmette Park District and School District 39.

FAU Route 3533 (Franklin Avenue Advanced Contract) [IDOT Contract #61G76], Franklin Park: Resident Engineer responsible for the construction engineering and observation of the removal and reconstruction of the Silver Creek Box Culvert; two 12x7 box culverts were placed using precast and cast-in-place methods. Additional work under this contract included roadway reconstruction with HMA pavement, guardrail removal and installation, storm sewer, and a concrete retaining wall (using helical soil nails) under the I-294 Bridge over Franklin Avenue. Final completion included pavement markings and landscaping restoration. This project was funded using National Highway Freight Program and Local Funds. The contract was administered by IDOT using CMMS and we utilized Headlight Inspection software to document daily site observations.

Neighborhood Storage Project - Phase 2, Wilmette: Project Manager responsible for the successful delivery of construction engineering services related to the installation of a 10-acre-foot Doubletrap StormTrap underground storage basin with a Pump Station with back-up generator at Hiobart Park. Additional work required to deliver this stormwater storage project included storm sewer ranging in size from 12" diameter to 60" diameter (PVC, DIP and RCP pipes), 19"x30" elliptical RCP storm sewer, installation of 8" water main, installation of 8" sanitary main, and various types of drainage structures required to complete the work. The roadways were restored primarily by resurfacing of existing pavement with spot curb removal and replacement. Hill Street required multiple utility replacements and required pavement reconstruction with full curb and gutter removal and replacement. Additional improvements on this project included sidewalk removal and replacement, park amenities, green infrastructure, pedestrian signal upgrades, and ADA upgrades.

Neighborhood Storage Project - Phase 1, Wilmette: Project Manager responsible for the successful delivery of construction engineering services related to the installation of a 20.2-acre-foot StormTrap stormwater storage and detention facility and additional storm sewer ranging in size from 12" diameter to 60" diameter, and 3x7" and 5'-6" RCP rectangular box storm sewer. Upon completion of the underground utilities, the neighborhood roadways were restored with new PCC curb, sidewalk, and driveways before HMA pavement resurfacing was completed. The proximity of the project to Highcrest Middle School and within Park District property led to a heightened need for communication and coordination with the various stakeholders. Enhanced community outreach included the use of Constant Contact, a project website, and EarthCam streaming video.

North Shore Avenue Sewer Separation, Lincolnwood: Resident Engineer responsible for the construction engineering and observation of storm sewer installation ranging in size from 12" to 60"; the purpose was to install a large diameter storm sewer system in a combined sewer area to reduce flooding and resident sewer backups. The project included a 60" storm sewer outfall to North Shore Channel; 256 feet of 60" storm sewer jacked in place under McCormick Boulevard; HMA pavement; removal and replacement; and removal and replacement of PCC curb, sidewalk, and driveways. The project was funded by an MWRD grant and local funds.

Transmission Main Project, Lincolnwood: Engineering Manager and Resident Engineer (2019) responsible for the construction engineering and observation of the installation of approximately 14,000 lineal feet of 20" ductile iron water main; 4,000 lineal feet of 8" water main, and 387 lineal feet of horizontal directional drilling of 24" HDPE water main. The purpose of the project was to connect to a new water source in the City of Evanston and discontinue purchasing water from City of Chicago. Additional improvements to complete the project included storm sewer repairs; cured-in-place pipe liner; pavement patching and resurfacing; miscellaneous curb, sidewalk, and driveway repairs; landscaping; and mechanical improvements at the Village reservoir. Coordination was required with the City of Evanston, Village of Skokie, CTA, MWRD, and other various stakeholders.

Sherman Avenue Improvements, Evanston: Resident Engineer for Sherman Ave Improvements from Church St to Davis St. This streetscape project included ductile iron water main replacement, replacement of brick paver sidewalk with concrete sidewalks and brick ribbon, curb replacement, roadway resurfacing, roadway and decorative lighting replacements in Downtown Evanston. Responsibilities included construction observation, material inspection, public relations with business owners and residents, and contract documentation.

FAU Route 2853 (Chicago Avenue/Sheridan Road) [IDOT Contract #61036], Evanston: Resident Engineer for construction of Chicago Ave through downtown Evanston and Sheridan Rd through the Northwestern University Campus to the Wilmette Village limit. Net length of improvements was 1.87 miles; Chicago Ave included HMA resurfacing, Sheridan Rd included 3 to 4 lanes of PCC reconstruction with new protected bike lanes. New items related to protected bike lane included bicycle traffic signals and radar detection. Additional work included new traffic signals, ADA improvements, water main replacement, and landscaping. Project was on an accelerated schedule in order to accommodate Northwestern University school calendar and was funded with Federal, ITER, and Local funds.

Twin Lakes Subdivision Sidewalk Improvements, Villa Park: Resident Engineer for construction of a new sidewalk in a subdivision with an existing rural ditch typical section. Sidewalk construction included approx. 74,000 SF of new PCC sidewalk with ADA accessible crossings. Additional improvements included installation of pipe culverts, driveway replacements, and ditch regrading to accommodate new drainage patterns. A retaining wall was installed adjacent to the sidewalk in front of Target due to ROW space restrictions. Project was funded with Federal and Local Funds.

2016 Road Program, Wilmette: Resident Engineer responsible for construction engineering and observation for resurfacing or rehabilitation of 5,050 LF of roadways throughout the Village. Roadway construction included approx. 14,000 SY of HMA partial depth resurfacing, and approx. 1,300 SY of brick pavement reusing existing brick pavers. Additional improvements included reconstruction of sidewalks, curb and gutter, and additional drainage improvements as necessary. Project was funded with MFT and Local Funds.

FAP Route 326 (IL 47), IDOT, Yorkville: Providing Phase III assistance to IDOT Resident Engineer and Inspectors from 2012-2015. Serving as Assistant Resident Engineer responsible for construction documentation and observation; managed CBHEL and subcontract staff that assisted with documentation and observation. Project included 5.04 km of pavement reconstruction, lane additions, storm sewer, traffic signals, and other work along IL Route 47 from just north of IL Route 71 continuing northerly to just north of US Route 34.

ADA Ramp Program, CDOT: Resident Engineer responsible for construction engineering and observation of replacement of previously constructed ADA ramp locations not meeting CDOT ADA requirements. Far South Area included 12 ramp locations and South Area included 40 locations. CDOT QC/QA requirements for ADA ramp replacements were followed. Engineering responsibilities included submittal review, daily observation, measurement of quantities, pay estimates, coordination of material inspection, and documentation on CDOT's online web system.

Book Road LAPP Resurfacing, Naperville: Resident Engineer responsible for construction engineering and observation for resurfacing of Book Rd from 111th St to 87th St. Roadway construction included 3.07 miles of partial depth asphalt pavement. Resurfacing required approx. 2,700 tons of Polymer HMA N50 Leveling Binder and 6,300 tons of Polymer HMA N90 Surface Course "F" Mix. Additional roadway improvements included curb and gutter spot repairs, utility structure adjustments, and thermoplastic pavement markings. Sidewalk improvements were completed where necessary, including new sidewalk ramps meeting ADA standards at all roadway crossings within the project limits.

Road and Relief Sewer Project, Wilmette: Project Engineer and Resident Engineer responsible for construction engineering and observation including: verifying that contractor was in conformance with plans and specifications, preparing pay estimates and change orders. Project consisted of partial depth resurfacing of over 1.1 total miles of various residential roadway improvements. Utility construction included 600' of 18" sanitary sewer removal and replacement, 396' of 18" Relief Sewer, 768' of 24" Relief Sewer, 984' of 42" Relief Sewer, 14 Relief Sewer manholes and a 10' diameter junction chamber. Project was funded using MFT and Local Funds.

Conway Park Sidewalk Improvements, Conway Park Owners Association, Lake Forest: Resident Engineer responsible for construction engineering and observation including: verifying that contractor was in conformance with plans and specifications, preparing pay estimates and change orders. Project consisted of constructing a 36,000 SF sidewalk to provide a continuous walking path throughout the Conway Park office park corridor. Additional improvements included removing and replacing curb and gutter, improving handicap accessibility, pavement markings, and landscaping regarding and restoration.

Glenview Road Resurfacing, Wilmette: Resident Engineer responsible for construction engineering and observation including: verifying that contractor was in conformance with plans and specifications, preparing pay estimates and change orders. Project consisted of resurfacing over 0.5 miles asphalt pavement. Additional improvements included curb and gutter spot repairs, sidewalk replacement, and PCC Driveway replacement. Detector loop replacement was coordinated with CCHD. Project was funded using ERP funds.



Certificate of Proficiency

This certificate is awarded to

Kevin Edward Wilson

for successfully completing the examination for

Documentation of Contract Quantities

Certificate Number: 21-18290
Effective Date: 2/15/2021
Expiration Date: 2/15/2025
Professional Development Hours: 14

Handwritten signature of Tim Kell in black ink.

Tim Kell - Engineer of Construction

Handwritten signature of Gregory J. Reinhaw in black ink.

Gregory J. Reinhaw, P.E. - Senior Research Engineer ICT



Local Public Agency Construction Inspector



Regional Engineer
Jose Rios

Department of Transportation
Address
201 West Center Court
City State Zip Code
Schaumburg IL 60196

Contract Number District Letting Date
61K49 1 08/02/24

Municipality
Village of Hawthorn Woods

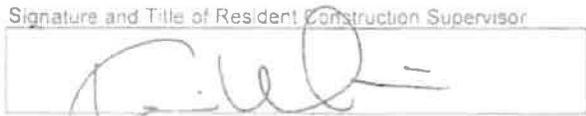
Route County
FAU 1653 Lake

Project Number Job Number
MW87(638) C-91-213-24

Section Number
22-00020-00-RS

I consider the following individual to be qualified as a local public agency construction inspector. In addition, I certify that adequate instruction has been given this individual concerning the requirements of the contract, specifications and construction manual which pertain to the work which he/she will inspect. This individual has been instructed on the proper procedures for any necessary tests. Furthermore, if a consultant, this individual has a valid Documentation of Contract Quantities certification.

Approved

Signature and Title of Resident Construction Supervisor Date
 4/22/24

Applicants Name
Nicole Lehmann, PE

The following describes the educational background, experience and other qualifications of the named applicant to serve as an inspector on this project.

For Consultants Employees: Documentation of Contract Quantities certificate number is 24-21538

See attached resume.

If the Resident from BC-775 is a consultant, the local public agency employee in responsible charge must also approve this individual.
Approved

Signature and Title of In Responsible Charge from BC-775 Date
 7/3/24



YEARS EXPERIENCE: 23
YEARS WITH CBBEL: 22

EDUCATION

Bachelor of Science, 2001
Civil Engineering
University of Illinois at
Urbana-Champaign

PROFESSIONAL REGISTRATION

Professional Engineer, IL,
062.058749, 2006

CERTIFICATIONS

Documentation of Contract
Quantities, IDOT, 24-21538

ICORS Training Seminar, IDOT

Material Management of
Job Sites, IDOT

eBuilder Training Seminar,
Illinois Tollway

CMMS Training Seminar,
IDOT

Nicole Lehmann, PE

Nicole is a Professional Engineer experienced in civil and construction engineering. Her responsibilities include entering and checking of daily inspections, measurement of quantities, material inspection, and working on required paperwork such as pay estimates, daily reports, extra work reports, etc., as well as interaction with the contractor and client. She has worked on various projects including watermain, storm and sanitary sewer installation, road resurfacing and reconstruction, streetscape installation, traffic signals and lighting, and retaining wall construction. Nicole is proficient in documentation for various types of work including FAU, STP, LAPP, MFT, CDBG, Illinois Tollway and City of Chicago projects. She performs in-house audits of IDOT, Illinois Tollway, and City of Chicago projects before final review and submittal and assists with closeout of various IDOT and CDOT projects throughout the Construction Department. She also assists on the design portion of various projects by doing quantity take-offs, compiling contract documents, and designing the grading, utility and site plans.

Performed Documentation, Material Inspection review and entry, and Closeout Assistance to the RE for the following IDOT Contracts:

- North Main St Roundabout, Algonquin
- Green Bay Trail Reconstruction & Path, Glencoe
- Des Plaines River Trail Segment 1, Park Ridge
- Des Plaines River Trail Segment 2, Rosemont
- Des Plaines River Trail Segment 3, Cook County Forest Preserve District
- Deer Park Boulevard STP Resurfacing, Deer Park
- North Branch Trail MUP, Niles
- Oakton Street MUP, Skokie
- Burlington Ave STP Resurfacing, Clarendon Hills
- Oak Park Ave STP Resurfacing, Chicago Ridge
- Gladstone St Bridge Replacement, Westchester
- Franklin Ave Reconstruction, Franklin Park
- Hager Rd MUP and Ped Bridge, Oak Brook
- Jackson Blvd Resurfacing, Forest Park
- 27th St Resurfacing, Zion
- Lawndale Ave Resurfacing, Lincolnwood
- Green Bay Trail SUP, Recon, and Retaining Wall, Glencoe
- 95th St & 50th Ct/Museum Dr Improvements, Oak Lawn
- East Fullerton Ave Resurfacing, Northlake
- Euclid/Roselle Bike Path, Palatine
- Euclid Bike Path, Rolling Meadows
- Kirchoff Rd Resurfacing, Rolling Meadows
- Barker Ave Bridge Replacement, Rolling Meadows
- Schwerman Rd, Hawthorne Woods
- Oketo Ave & Wilson Ave Resurfacing, Harwood Heights
- Des Plaines River Rd, Rosemont
- Lake Cook Rd Multi-Use Path, FPDCC
- Sand Ridge Trail, Calumet City
- Eastern Ave Pedestrian Bridge, Clarendon Hills
- North Main St Roundabout, Algonquin
- Old Green Bay Rd, MUP, Glencoe
- Edgelawn Bikeway, Aurora
- Main St Bridge Replacement, Algonquin
- IL Route 47 MUP, Huntley
- Sheridan Rd, Evanston
- Reed Rd, Huntley
- US 52 / River Rd, Shorewood
- Roy Ave Resurfacing, Northlake
- Main St (Commuter Station), Maywood

Pedestrian Bridge over Des Plaines River, Rosemont: Documentation Engineer for contract to construct a new pedestrian bridge from the eastern dead end of Bryn Mawr Avenue across the Des Plaines River to the forest preserve and Des Plaines River Trail. Project included installing a pedestrian truss superstructure, metal shell piles, boardwalk structure, and associated aggregate trail repairs, pavement patching, and landscaping. Responsibilities included entry/checking of daily quantities and diary in CMMS; running pay estimates, authorizations, and weekly reports; and completion of material inspections, final papers, and project closeout with IDOT.

Ridgeland Avenue Access to Transit, Chicago Ridge: Documentation Engineer for contract to remove and replace sidewalks and install pedestrian signals at multiple intersections along Ridgeland Avenue. Project included sidewalk removal and replacement, installation of pedestrian signals and pushbuttons at signalized intersections, wayfinding signing, pavement markings, curb and gutter removal and replacement, pavement patching, median planter installation, railroad signal crossing improvements, and roadway lighting. Coordination with Metra was required. Responsibilities included checking of daily quantities and diary in CMMS; assisting with pay estimates, authorizations, and weekly reports; and completion of material inspections, final papers, and project closeout with IDOT.

Old Orchard Road Bike and Pedestrian Path, Skokie: Joint Resident Engineer position with Skokie Inspector. Project included the construction of an HMA bike and pedestrian path including sidewalks, ADA ramp improvements, forest preserve aggregate path, signage, landscaping, and pavement markings along Old Orchard Road from Harms Drive to Woods Drive; and traffic signal improvements at Old Orchard Road and Woods Drive. The path runs adjacent to Cook County Forest Preserve property and Cook County owns the traffic signals at Old Orchard and Woods Drive. Responsibilities included checking of documentation sent from Village field inspector and entering daily quantities and diary in ICORS, processing of pay estimates, authorizations, weekly reports, material inspection, final papers and project closeout with IDOT, and coordination with Cook County for permits and acceptance.

Black Road Resurfacing, Shorewood: Took over Resident Engineer responsibilities during finalization and closeout. Project included HMA surface removal and replacement, PCC sidewalk and curb and gutter removal and replacement, driveway removal and replacement, striping and landscaping. Responsibilities included agreement to final quantities, checking of documentation, material inspection documentation, authorizations, final papers submittal and audit coordination with IDOT.

Cumberland Avenue Bridge at I-90, IDOT: Aided in closeout documentation. Project included full reconstruction of Cumberland Avenue Bridge over I-90, roadway reconstruction and resurfacing, traffic signal modernization, traffic signal interconnect, retaining walls, and lighting. Responsibilities included coordination of material inspection, final quantity determination, and documentation as outlined in IDOT's Construction Manual.

Reconstruction of Ashland Avenue at Pershing Road, CDOT: Reconstruction included removal of existing Ashland Ave viaduct over Pershing Rd, reconstruction of roadway intersection and approaches, sewer installation, traffic signal modernization, and roadway lighting. As Documentation Engineer, duties included checking of project IDRs, review and entry of documented quantities, verification and entry of material certifications, submittal of CDOT paperwork, assistance with generation of PCMs, RDNs, LICs and pay estimates, and project closeout.

IDOT Work Order Contract – Refining Closeout of CDOT Projects with IDOT Funding: Created a booklet of checklists and procedures to be used by the RE, CDOT PM, CDOT Records and Estimates, and IDOT Engineer during construction and closeout of CDOT projects, specifically ones with IDOT funding. Goal is to significantly decrease the time it takes from significant construction completion in the field to final closeout of contract on the books.

Retaining Wall, Noise Wall and Drainage Improvements on I-90 (Arlington Heights Road to East of Oakton Street), Illinois Tollway: Documentation Engineer for installation of retaining and noise walls along I-90 corridor, drainage system improvements, sign installation and relocation, striping and temporary lighting. Duties included review of submittals and RFIs, documentation in eBuilder system, checking daily reports and review material documentation.

Arterial Street ADA Ramps – 2011 (Central), CDOT: Documentation Engineer for improvements of 535 ADA Ramps in the Sedgwick Avenue, Central Avenue, and Pulaski Road Station priority areas. Duties included daily construction documentation, checking QC paperwork for all ADA ramps, review and approval of materials, submittal of required CDOT paperwork, assistance with generation of pay estimates and PCMs, and project closeout.

Arterial Street ADA Ramps – 2011 (North), CDOT: Documentation Engineer for improvements of 338 ADA Ramps in the Kimball Avenue and

Logan Square Station priority areas. Duties included daily construction documentation, checking QC paperwork for all ADA ramps, review and approval of materials, submittal of required CDOT paperwork, assistance with generation of pay estimates and PCMs, and project closeout.

Jeffery Boulevard Bus Rapid Transit – Pilot Project, CDOT: Project included accessibility improvements at bus stops along the route, roadway improvements along south portion of the #14 Jeffery Express CTA Route and traffic signal improvements. Roadway improvements included roadway surface rehabilitation, curb and gutter modifications, sidewalk improvements, ADA curb ramps, sewer and utility relocations, roadway lighting relocations, traffic signal controller replacement, pavement markings, and signage. As Documentation Engineer, duties included checking project IDRs, review and entry of documented quantities, verification and entry of material certifications, and assistance with change orders, force accounts, pay estimates and other CDOT required paperwork. Also assisted with entries in and use of CDOT websites.

PROFESSIONAL DEVELOPMENT

IDOT BDE – Regulated Substances and Special Provisions During Construction Projects 2024 Training

ITE - IDOT ADA Compliance for Local Agencies

SWS - MS4 Permit Challenges - Picking BMPs for Treating Storm Water

S33 Geotechnical Field Testing and Inspection, IDOT

Lakeland College/IDOT

- Hot Mix Asphalt Level I
- Mixture Aggregate Technician Course
- PCC 1/IDOT/ACI Technician Course
- Bituminous Concrete Level II Technician Course
- PCC Level II Technician Course

Erosion Control 007, Joliet Junior College

APWA/IDOT

- Special Waste, Construction Projects, and Special Provisions Local Agency Contract Administration Seminar
- Materials Closeout for Resident Engineers
- Equipment Rental Rates Blue Book Seminar
- Local Agency & Consultant Resident Engineers Seminar

CEI

- Identification of Distress Conditions in Traffic Pavements
- Introduction to Geotextiles in Pavement and Drainage Applications



Certificate of Proficiency
This certificate is awarded to
Nicole Lehmann
for successfully completing the examination for
Documentation of Contract Quantities

Certificate Number: 24-21538
Effective Date: 1/16/2024
Expiration Date: 1/16/2028
Professional Development Hours: 14

Douglas A. Drisk, Construction Operations Engineer

A handwritten signature in black ink, appearing to read 'Gregory J. Renshaw', written over a horizontal line.

Gregory J. Renshaw, P.E. - Principal Research Engineer ICT