

ORDINANCE NO. 2400-24

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH CHRISTOPHER B. BURKE ENGINEERING, LTD. – SEWER RATE STUDY UPDATE

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Village Clerk be and the same are, hereby authorized and directed to execute an agreement with Christopher B. Burke Engineering, Ltd., substantially in the form attached hereto as “Exhibit A”, and, by this reference made a part hereof.

The foregoing Ordinance was adopted on October 28, 2024 by a roll call vote as follows:

AYES: Krisen, McCutkey, Lynch, Bayer, Hurst, Roman

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED: 
Dominick DiMaggio, Mayor

ATTEST: 
Donna Lobaito, Village Clerk

ADOPTED: October 28, 2024

APPROVED: October 30, 2024

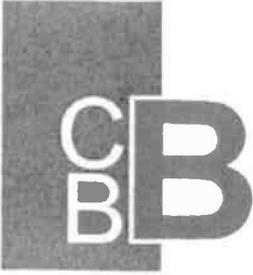


Exhibit "A"

CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

September 24, 2024

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

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

Subject: Proposal for Professional Engineering Services
Sewer Rate Study Update – Midlothian Road Sewer System

Dear Ms. Frable:

At your request, Christopher B Burke Engineering, Ltd. (CBBEL) is submitting this proposal for professional engineering services for performing a sewer rate study update for the Midlothian Road Sewer System. Included below is our Understanding of the Assignment, Scope of Services and Estimated Fee.

UNDERSTANDING OF THE ASSIGNMENT

It is our understanding that the Village would like to perform a rate study update for the Midlothian Road Sewer System. CBBEL performed the initial rate study for this system in 2015 and an update in 2019. The number of customers and service area has changed since 2019 and are to be updated in the proposed study to current conditions. Additionally, the Village may have received sewer fund revenue from new connections from other sewer service areas within the Village but not tributary to the Midlothian Road Sewer System.

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

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

CBBEL will utilize the background, spreadsheets and report format from the previous studies to the extent possible and/or practical, in the preparation of the proposed rate study update.

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

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

SCOPE OF SERVICES

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

Task 1 – Project Meetings and Data Collection

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

Task 2 – Assessment of Revenues and Expenses

CBBEL will estimate expenses associated with the Midlothian Road sewer system using the Village budgeted expenses in the Sewer Fund budgets since 2019, appropriate additional estimates of O&M expenses, capital costs associated with planned/proposed system improvements. An assessment of future water usage will be made to estimate potential future revenues. Revenues and expenses will be projected over a 2-year period to determine potential fees needed to cover expenses. It is assumed that current and future sewer fees charged by Lake Zurich and Lake County will be treated as pass through rates and will not be a factor in the Village fee assessment. It is assumed that discussions with the Village Staff will be necessary during the evaluation before reaching study conclusions and making recommendations.

Task 3 – Preparation of Study Report

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

ESTIMATED FEE

<u>TASK</u>	<u>FEE</u>
Task 1 – Project Meetings and Data Collection	\$1,600
Task 2 – Assessment of Revenues and Expenses	\$7,200
Task 3 – Preparation of Study Report	\$7,200
TOTAL	\$16,000

We will bill you at the hourly rates specified in our previously agreed upon Schedule of Charges and establish our contract in accordance with the previously agreed upon General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are included in the Estimated Fee. We will not exceed the fee without written permission of the client. The General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

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

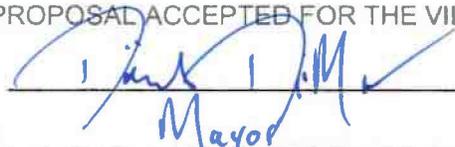
Sincerely,



Michael E. Kerr, PE
President

MEE/pjb

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF HAWTHORN WOODS:

BY:  _____

TITLE: Mayor _____

DATE: 10/30/24 _____