

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
January 6, 2014
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of December 16, 2013

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - MacGillis Bridge Replacement
 - Winter Operations FY 13/14
- Special Events
- Building and Zoning
 - Plumbing Code Revision
- Police
- Administration
 - Employee Recognition

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
December 16, 2013
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:39 P.M.

1. ROLL CALL

Present: Trustees Frye, Newby, Triphahn, Wicinski

Absent: Trustees Clements, Simoncelli

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of December 2, 2013

Trustee Frye moved, Seconded by Trustee Wicinski, to approve the Minutes of the Committee of the Whole Meeting of December 2, 2013. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

None

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
- Special Events
- Building and Zoning
 - Revise/Update Village Plumbing Code
Village Administrator Russ Kraly stated that our plumbing inspector requested a revision to our plumbing code that reflects the size of pipe and type of material to be used when a new home is build or any remodeling is done to an existing home.
 - Approve Revision to Open Burning Ordinance
Village Administrator Russ Kraly stated he received confirmation from Fire Chief Maplethorpe regarding open burning, which he suggested adding one section. VA Kraly asked the Trustees to look over what was presented and if does not receive any feedback it will be placed on the next agenda for approval
- Police
- Administration

5. SUGGESTED NEW TOPICS

Trustee Newby asked about the Conceal/ Carry, whereas Mayor MacGillis stated the State still haven't put their laws into place in order for the Village to move forward with it yet. Trustee Newby

then inquired about the Employee Recognition program, Mayor MacGillis will discuss it during a staff meeting amongst the department heads and then bring to the board for further discussion.

6. EXECUTIVE SESSION

None

7. ADJOURN

Trustee Newby moved, seconded by Trustee Frye to adjourn. Upon a unanimous voice vote, the Mayor declared the motion carried and the meeting adjourned at 7:52 P.M.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: CONSIDERATION OF THE DESIGN SERVICE AGREEMENT
 FOR MACGILLIS BRIDGE REPLACEMENT

Item COTW

Executive Summary:

1. MacGillis Bridge is in our Capital Improvement Program for replacement in Calendar Year 2015 due to several structural issues (undermining of the bridge abutments, exposed reinforcing steel and concrete cracking). Federal Highway Bridge Program (HBP) funding has been obtained through IDOT, and therefore 80% of the design, construction and construction engineering cost will be covered (reimbursed to us). The current estimated Construction Cost for the Bridge Replacement is \$1.0 million; therefore our share would be \$200,000.
2. Baxter & Woodman has done the “Phase One Preliminary Engineering” and IDOT has approved this Report. Detailed design should begin now to support Bridge Replacement in 2015. Detailed design cost as proposed by B&W is \$115,939.00.
3. The local part of the Detour Route, for when the Bridge is out of service, is MacGillis Dr and Forest Ave. The Project as originally scoped did not include necessary pavement rehabilitation other than at the immediate approaches to the Bridge. As the Board is aware, Forest Ave in front of/along Rosewood Apartments is in very poor condition and needs substantive rehabilitation. As it is part of the designated Detour Route, I will seek IDOT’s concurrence to include the paving work as part of the Bridge Project to hopefully have such work made eligible for HBP funding. Accordingly, I have asked B&W to provide a cost for the design of this paving work and will present this “extra design/construction work” to the Regular Board at the Jan 20th Meeting.

Recommended Action:

Concur with Baxter & Woodman doing the detailed design for the MacGillis Bridge Replacement Project.

Committee: PW/FAC/ENGR		Meeting Date: January 6, 2014																																		
Lead Department: Public Works		Presenter: Ron Kroop																																		
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account No(s):</th> <th style="text-align: right;">Budget:</th> <th style="text-align: left;">Expenditures</th> </tr> </thead> <tbody> <tr> <td>35-20-73-77307</td> <td style="text-align: right;">\$116,000.00</td> <td>\</td> </tr> <tr> <td>This Request</td> <td></td> <td style="text-align: right;">\$115,939.00</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$116,000.00</td> <td style="text-align: right;">\$115,939.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$61.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account No(s):	Budget:	Expenditures	35-20-73-77307	\$116,000.00	\	This Request		\$115,939.00													Total:	\$116,000.00	\$115,939.00	Request is over/under budget:			Under		\$61.00	Over	-		
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Local Agency Village of Round Lake	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation	Consultant Baxter & Woodman, Inc.
County Lake			Address 8678 Ridgfield Road
Section 11-00034-00-BR			City Crystal Lake
Project No. BRM-9003(744)			State IL
Job No. D-91-189-11			Zip Code 60012
Contact Name/Phone/E-mail Address Ron Kroop 847-546-0962 mkroop@eroundlake.com			Contact Name/Phone/E-mail Address Matt Washkowiak 815-459-1260 mwashkowiak@baxterwoodman.com

THIS AGREEMENT is made and entered into this _____ day of _____, 2013 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name MacGillis Drive Route Off-System Length 0.069 Miles Structure No. 049-7700 (Ex)
Termini Over Squaw Creek

Description: Phase II design for replacement of a bridge on a Village route. The Phase II includes design of bridge replacement, roadway approaches, detour route, driveway apron, sidewalks, and ditching. ENGINEER's Project No. 100730.40.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LA for the proposed improvement herein described.
2. To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LA or STATE.
3. To complete the services herein described within 545 calendar days from the date of the Notice to Proceed from the LA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
4. The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A 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.
5. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
6. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.

9. The undersigned certifies neither the ENGINEER nor I have:
- 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 me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - 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
 - paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - have 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,
 - are not presently indicted 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
 - have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
11. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - Design and/or approve cofferdams and superstructure shop drawings.
 - Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - Prepare preliminary roadway and drainage structure plans and meet with representatives of the LA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - Furnish the LA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee

- CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
- CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
- CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
IHDC = In House Direct Costs
OH = Consultant Firm's Actual Overhead Factor
R = Complexity Factor

Specific Rate (Pay per element)

Lump Sum _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) For the first 50% of completed work, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) After 50% of the work is completed, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) Final Payment – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) For progressive payments – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, 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 LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any 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 DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by 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 (31U.S.C. 3801 et seq.).

III. IT IS MUTALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LA of a written Notice to Proceed.
2. That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LA and the STATE before final acceptance. 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.
4. 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 LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, 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 STATE; 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 STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
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 save harmless the LA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LA 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 LA 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 LA. The LA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 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 State 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 State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other 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 a contract or grant of \$5,000 or more from the State, as defined in 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 the 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 five (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 of maintaining 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 by,
- 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.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

EXHIBIT A - PRELIMINARY PHASE II ENGINEERING

Route: _____
 Local Agency: MacGillis Drive
Village of Round Lake
 (Municipality)
 Section: 11-00034-00-BR
 Project: BRM-9003(744)
 Job No.: D-91-189-11

Method of Compensation:
 Cost Plus Fixed Fee 1 X 14.5% [(DL + R (DL) + OH (DL) + IHDC)]
 Cost Plus Fixed Fee 2 14.5% [(DL + R (DL) + 1.4 (DL) + IHDC)]
 Cost Plus Fixed Fee 3 14.5% [(2.3 + R) DL + IHDC]
 Specific Rate
 Lump Sum

* Firm's approved rates on file with IDOT's
 Bureau of Accounting and Auditing
 Overhead Rate (OH) 155%
 Complexity Factor (R.) 0
 Calendar Days 365

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services By Others	In-House Direct Costs (IHDC)	Profit	Total
Manage Project									
Manage Project	SR ENGINEER IV	8	61.94	\$496.00	\$769.00			\$183.00	\$1,448.00
	SR ENGINEER III	8	54.46	\$436.00	\$676.00			\$161.00	\$1,273.00
	SR ENGINEER II	25	45.38	\$1,135.00	\$1,759.00			\$420.00	\$3,314.00
Preliminary Plans, Specs, and Estimate of Cost									
Agency Coordination									
	SR ENGINEER IV	4	61.94	\$248.00	\$384.00		\$100.00	\$106.00	\$838.00
	SR ENGINEER III	8	54.46	\$436.00	\$676.00			\$161.00	\$1,273.00
	SR ENGINEER II	12	45.38	\$545.00	\$845.00			\$202.00	\$1,592.00
Utility Coordination									
Topographic Survey	ENGINEER III	10	37.22	\$372.00	\$577.00			\$138.00	\$1,087.00
	ENGINEER III	4	37.22	\$149.00	\$231.00		\$76.00	\$66.00	\$522.00
	ENGR. TECH II	10	33.02	\$330.00	\$512.00			\$122.00	\$964.00
	CADD OPER IV	8	39.87	\$319.00	\$494.00			\$118.00	\$931.00
Geometric Plans									
	SR ENGINEER II	14	45.38	\$635.00	\$984.00			\$235.00	\$1,854.00
	ENGINEER III	36	37.22	\$1,340.00	\$2,077.00			\$495.00	\$3,912.00
	CADD OPER IV	20	39.87	\$797.00	\$1,235.00			\$295.00	\$2,327.00
Erosion Control Plans									
	SR ENGINEER I	16	40.98	\$656.00	\$1,017.00			\$243.00	\$1,916.00
	CADD OPER IV	10	39.87	\$399.00	\$618.00			\$148.00	\$1,165.00
Maintenance of Traffic Plan									
	SR. ENGINEER II	4	45.00	\$180.00	\$279.00			\$67.00	\$526.00
	CADD OPER II	8	30.53	\$244.00	\$378.00			\$90.00	\$712.00

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services By Others	In-House Direct Costs (IHDC)	Profit	Total
Structural Plans	SR ENGINEER III	110	54.46	\$5,991.00	\$9,286.00		\$50.00	\$2,222.00	\$17,549.00
	SR ENGINEER I	172	40.98	\$7,049.00	\$10,926.00			\$2,606.00	\$20,581.00
	CADD OPER IV	40	39.87	\$1,595.00	\$2,472.00			\$590.00	\$4,657.00
	SR ENGINEER II	10	45.38	\$454.00	\$704.00		\$104.00	\$183.00	\$1,445.00
Permits (Lake County SMC, ACOE)	SR ENGINEER I	70	40.98	\$2,869.00	\$4,447.00			\$1,061.00	\$8,377.00
	CADD OPER IV	10	39.87	\$399.00	\$618.00			\$148.00	\$1,165.00
	ENGINEER III	8	37.22	\$298.00	\$462.00			\$110.00	\$870.00
	CADD OPER IV	16	39.87	\$638.00	\$989.00			\$236.00	\$1,863.00
Cross Section Design	ENGINEER III	72	37.22	\$2,680.00	\$4,154.00			\$991.00	\$7,825.00
	CADD OPER II	20	30.53	\$611.00	\$947.00			\$226.00	\$1,784.00
	ENGINEER III	18	37.22	\$670.00	\$1,039.00			\$248.00	\$1,957.00
Special Provisions	ENGINEER III	12	37.22	\$447.00	\$693.00			\$165.00	\$1,305.00
	CLERICAL	4	24.80	\$99.00	\$153.00			\$37.00	\$289.00
Right of Way Documentation									
Plat of Highways & Field Work	SR ENGINEER II	24	45.38	\$1,089.00	\$1,688.00			\$403.00	\$3,180.00
	SR ENGINEER II	12	45.38	\$545.00	\$845.00		\$900.00	\$332.00	\$2,622.00
	SR ENGINEER II	8	45.38	\$363.00	\$563.00	\$6,500.00		\$134.00	\$7,560.00
Final Contract Plans/Contract Proposal									
QC/QA	SR ENGINEER IV	10	61.94	\$619.00	\$959.00			\$229.00	\$1,807.00
	ENGINEER III	24	37.22	\$893.00	\$1,384.00		\$70.00	\$340.00	\$2,687.00
	CADD OPER IV	20	39.87	\$797.00	\$1,235.00			\$295.00	\$2,327.00
	CLERICAL	6	24.80	\$149.00	\$231.00			\$55.00	\$435.00
Totals		871		\$36,972	\$57,306	\$6,500	\$1,300	\$13,861	\$115,939

In-House Direct Costs (Included in Total Cost)
Vehicle Expenses - Travel, 400 MI @ \$0.565/Mile \$226.00
Postage \$174.00
Title Commitments - 3 @ \$300 each \$900.00
\$1,300.00

Services by Others (Included in Total Cost)
NEGOTIATOR
APPRAISER
Land Acquisitions, Inc. \$6,500.00

VILLAGE OF ROUND LAKE, ILLINOIS
MACGILLIS DRIVE BRIDGE REPLACEMENT
PHASE II DESIGN ENGINEERING
SECTION NO.: 11-00034-00-BR

EXHIBIT C

PROJECT UNDERSTANDING & SCOPE OF SERVICES

Route: MacGillis Drive
Section No.: 11-00034-00-BR
Project No.: BRM-9003(744)
Job No.: D-91-189-11
County: Lake
Structure No.: 049-7700 (Ex.)

Location:

This PROJECT is located on MacGillis Drive within the Village of Round Lake, Avon Township. The subject structure (S.N. 049-7700) over Squaw Creek is located 500 feet south of Main Street / Nippersink Avenue (IL Route 134) on MacGillis Drive.

Project Understanding:

The PROJECT will consist of providing final plans for the replacement of the existing bridge in accordance with the approved Project Development Report. The improvements on MacGillis Drive over Squaw Creek consist of removal of the existing structure and construction of a new single-span prestressed concrete deck beam structure. The existing profile will be slightly altered so that the low point will lie north of the structure, and approach pavement will be replaced to accommodate the new structure.

This location will undergo a full roadway closure during construction and a detour route will be provided. The pavement cross section will be improved to include one lane in each direction bordered by curb and gutter, with a 25-foot pavement width. The cross section will also include reconstruction of the sidewalk along the east side of the roadway throughout the PROJECT limits, and a sidewalk along the west side of the bridge. All permits will be obtained for construction.

Scope of Services:

1. **MANAGE PROJECT** – Plan, schedule, and control the activities that must be performed to complete the PROJECT including budget, schedule, and scope. Confer with LA staff, from time to time, to clarify and define the general scope, extent, and character of the PROJECT and to review available data. Attend one kick-off meeting with the LA to review the PROJECT and establish PROJECT

criteria and clear lines of communication, and up to three progress meetings to review the Plans, Contract Proposal, and Estimate of Cost prior to submittal to the STATE.

2. PRELIMINARY PLANS, SPECIFICATIONS, AND ESTIMATE OF COST

- AGENCY COORDINATION - Meet and coordinate the proposed improvements with the STATE, Village of Round Lake (LA), the Army Corps of Engineers, and Lake County Stormwater Management Commission.
- UTILITY COORDINATION - Notify and coordinate the proposed improvements with utility companies.
- ADDITIONAL TOPOGRAPHIC SURVEY- Perform supplemental topographic surveys of natural and manmade features with use of GPS and total station equipment. State Plane and FEMA/Lake County benchmarks will be used.
- DRAINAGE ANALYSIS AND PERMITS - Obtain a permit administered by the U.S. Army Corps of Engineers and a watershed development permit as necessary from the Lake County Stormwater Management Commission for the PROJECT. Prepare a grading plan showing compensatory storage for work within regulatory floodplain areas. Permit fees, wetland banking, and processing through the Lake County Stormwater variance procedures are not included in the scope of work.
- GEOMETRIC PLANS - Prepare the pavement design and geometric plan and profile sheets for the proposed improvements. Prepare the storm sewer design for the proposed improvements and incorporate into the geometric plan sheets. Develop a proposed pavement striping and signage plan for the proposed improvements. Submit preliminary, pre-final, and final plan submittals as required through BLRS.
- EROSION CONTROL PLANS - Design an erosion control plan for the PROJECT improvement. Coordinate the proposed improvements with the Lake County Stormwater Management Commission and obtain a permit for the PROJECT.
- MAINTENANCE OF TRAFFIC PLAN – Prepare maintenance of traffic notes, typical sections, and detour route for construction documents. The MacGillis Drive detour will include a detour onto Illinois Route 134 (Nippersink Ave.) to be approved by IDOT, and onto County Highway 28

(Nippersink Rd.) to be approved by Lake County as well as utilizing local Village roads.

- STRUCTURAL PLANS - Design bridge structure in accordance with the approved Type, Size and Location (TS&L) drawing and per IDOT Bridge Manual. Structural engineering calculations, plans, details, and special provisions will be included.
- PROJECT DETAILS AND STANDARDS – Prepare a Cover Sheet, Typical Sections, Design Details, Summary of Quantities, and State Standard Detail sheets. Prepare alignment and ties sheet and set field alignment control.
- CROSS SECTION DESIGN - Design roadway cross sections at 50-foot intervals and at all driveways. Compute earthwork calculations.
- ESTIMATE OF COST AND TIME - Prepare summary of quantities, estimate of time, schedules of materials, and an engineer's estimate of cost.
- SPECIAL PROVISIONS – Prepare special provisions in accordance with BLRS guidelines.

3. RIGHT-OF-WAY DOCUMENTATION

- RESEARCH & LEGAL DESCRIPTIONS – Research existing documentation at County Recorder's office. Prepare legal descriptions in accordance with IDOT standards.
- PLATS OF HIGHWAYS & FIELD WORK – Prepare plats of highway in accordance with IDOT standards. Prepare monumentation of permanent easement (if required). Obtain title commitments for 3 parcels @ \$300 each.
- ROW APPRAISALS - Employ the services of a real-estate appraiser certified by the DEPARTMENT to prepare a comparable land sales analysis and appraisals for parcels of land to be acquired for right-of-way, permanent easements, or temporary construction easements.
- ROW NEGOTIATIONS - Employ the services of a negotiator certified by the DEPARTMENT to negotiate the sale of parcels of land to be acquired for right-of-way, permanent easements, or temporary construction easements.

4. **FINAL PLANS, SPECIFICATIONS, AND ESTIMATE OF COST**

- QC/QA – Perform an in-house peer review and constructability review of the pre-final plans, specifications, and estimates of cost for the PROJECT.
- FINAL CONTRACT PLANS AND CONTRACT PROPOSAL - Prepare contract documents consisting of Plans, Special Provisions, Contract Proposals, and Engineer's Estimate of Probable Construction Cost, and Estimate of Time, and submit these documents to the STATE for the LA to receive construction bids. Make any necessary changes to the documents as required by the STATE in order to secure approval.

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VILLAGE OF ROUND LAKE, ILLINOIS
 MACGILLIS DRIVE BRIDGE REPLACEMENT
 PHASE II DESIGN ENGINEERING
 SECTION NO.: 11-00034-00-BR

EXHIBIT E

BAXTER & WOODMAN, INC.
 2013 SCHEDULE OF HOURLY WAGE RATES
 AND OVERHEAD COSTS FOR PROFESSIONAL SERVICES
 ILLINOIS DEPARTMENT OF TRANSPORTATION

EMPLOYEE CLASSIFICATION	HOURLY WAGE RATES
Principal	\$61 to \$70
Sr. Engineer IV	\$52 to \$66
Sr. Engineer III	\$53 to \$58
Sr. Engineer II	\$45 to \$47
Sr. Engineer I	\$39 to \$44
Engineer III	\$36 to \$41
Engineer II	\$32 to \$34
Engineer I	\$23 to \$25
Engineer Tech V	\$54
Engineer Tech IV	\$45
Engineer Tech III	\$36 to \$40
Engineer Tech II	\$26 to \$36
Engineer Tech I	\$16 to \$22
CAD / GIS / Survey IV	\$38 to \$44
CAD / GIS / Survey III	\$36 to \$38
CAD / GIS / Survey II	\$29 to \$33
CAD / GIS / Survey I	\$24 to \$25
Clerical	\$24 to \$29

General and employee overhead is 155% of employee compensation.
 Mileage Charges - As set by the U.S. Internal Revenue Service.
 Traffic Counters - \$50/day.
 Postage - At cost.



VILLAGE OF ROUND LAKE, ILLINOIS
MACGILLIS DRIVE BRIDGE REPLACEMENT
PHASE II DESIGN ENGINEERING
SECTION NO.: 11-00034-00-BR

EXHIBIT F

BAXTER & WOODMAN, INC.

OVERHEAD* RATE AS
PERCENTAGE RATE OF EMPLOYEE COMPENSATION

	Total Percent
Salaries with Retirement Plan	121.00%
Repairs	2.00%
Rents	5.00%
Taxes	1.00%
Depreciation	3.00%
Dues & Subscriptions	1.00%
Utilities (Electric, etc.)	1.00%
Insurance	4.00%
Professional Services	1.00%
Office Supplies & Services	3.00%
Computer Service	4.00%
Recruitment & Training	2.00%
Telephone	3.00%
Reproduction	1.00%
Automotive Expense	2.00%
Misc. Services & Expenses	1.00%
IDOT Approved Rate	155.00%

*Payroll Burden and Indirect Cost

VILLAGE OF ROUND LAKE, ILLINOIS
MACGILLIS DRIVE BRIDGE REPLACEMENT
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EXHIBIT G

SUMMARY OF DIRECT COSTS

Mileage:

400 miles x \$0.565/mile = \$226.00

Postage:

Mailing of report submittals, agency and utility coordination.

10 mailings x \$17.40 each = \$174.00

Title Commitments:

Obtain Title Commitments for three parcels.

3 parcels x \$300.00 each = \$900.00

TOTAL DIRECT COST FOR THIS PROJECT = \$1,300.00

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VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: WINTER OPERATIONS FOR FY 13/14 THRU DEC 29, 2013 Item COTW

Executive Summary:

1. This Agenda Item is to provide the Board with a "Quick Look" of our Winter Operations thru Dec 29th. Pls find attached a Summary Sheet and a Graph.
2. I will briefly summarize this information and be pleased to answer any questions.

Recommended Action:

Information

Committee: PW/FAC/ENGR	Meeting Date: January 6, 2014																																							
Lead Department: Public Works	Presenter: Ron Kroop																																							
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Account No(s):</th> <th style="width: 30%;">Budget:</th> <th style="width: 35%;">Expenditures</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td style="text-align: right;">-</td> <td> </td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: right;">-</td> <td> </td> </tr> </tbody> </table>	Account No(s):	Budget:	Expenditures																									Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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VRL WINTER OPS FY 2013/2014

QUICK LOOK THRU 29 DEC, 2013

1. NUMBER OF EVENTS: 10
 - A. SALT ONLY: 4
 - B. PLOW & SALT: 6

2. SALT USED: 1125 TONS
3. COST OF SALT USED: (1125 Tons x \$60.32) \$67,860
4. SALT CONTRACT: (1600 Tons x \$65.00) \$104,000
5. PERCENTAGE OF SALT USED: 70%
6. PERCENTAGE OF WINTER: 33%
7. OVERTIME:
 - A. HOURS: 281.5
 - B. COST: (\$34.00/HR AVG): \$9571.00

8. SNOWBIRD USAGE:
 - A. HOURS: 38
 - B. COST: (\$15.00/HR): \$570.00

9. EQUIPMENT MAJOR REPAIR:
 - A. TRUCK 54 DIFFERENTIAL: \$4560.09
 - B. TRUCK 50 TRANSMISSION: \$2300.00 (ESTIMATE)



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: PLUMBING ORDINANCE REVISION

Agenda Item No. COTW

Executive Summary:

Our plumbing inspector wanted to update the Plumbing Ordinance with some new material that is now allowed by the State Code.

Recommended Action:

Approve

Committee: Building and Zoning	Meeting Date: January 6 th , 2014																																							
Lead Department: Building and Zoning																																								
Presenter: Russell S. Kraly																																								
Item Budgeted: ___ Yes <u> X </u> No If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Account No(s):</th> <th style="width: 30%;">Budget:</th> <th style="width: 40%;">Actual Request:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td colspan="2">-</td> </tr> <tr> <td style="text-align: right;">Over</td> <td colspan="2">-</td> </tr> </tbody> </table>	Account No(s):	Budget:	Actual Request:																									Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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ORDINANCE NO. _____

AN ORDINANCE AMENDING THE VILLAGE CODE RELATING TO PLUMBING MATERIALS

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: That Title 15 of the Round Lake Village Code, as amended, is hereby further amended with deletions shown in strike through text and additions shown in underlined text, so that the same shall be read as follows:

15.16.040 - Additions, insertions and amendments.

The following sections of the Illinois State Plumbing Code as applicable to the village shall be amended to read as follows:

(...)

H. Section 890, Appendix A, Tables. Plumbing Materials, Equipment, Use Restrictions and Applicable Standards. The following amendments to Appendix A - Tables shall be amended as follows:

1. Table 1 and 2, Building Drainage/Vent Pipe.
 - a. Approved for use: Items 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 14
 - b. Delete from use: Items 1, 9, 13
2. Table 3, Building Sewer.
 - a. Approved for use: Items 4, 7, 8
 - b. Delete for use: Items 1, 2, 3, 5, 6, 9
3. Table 4 and 5 Water Service Pipe.
 - a. Approved for use: Items 2, 3, 6 type K copper tube with flared connection only
 - b. Delete from use: Items 1, 4, 5, 7, 8, 9, 10, 11, 12, 13
4. Table 6, Water Distribution Pipe.
 - a. Above Ground.
 - i. Approved for use: Items 1, 3, 4, 6, 9
 - ii. Delete from use: Items 2, 5, 7, 8
 - b. Below Ground.
 - i. Approved for use: Item 3, type K copper tube with no joint connections
 - ii. Delete from use: Items 1, 2, 4, 5, 6, 7, 8, 9

~~5.~~

I. Section 890. Appendix A. Table B, Minimum Number of Plumbing Fixtures. Plumbing materials, equipment, use restrictions and applicable standards, single dwelling or multiple dwelling units, condo or apartment or hotel/motel unit, other fixtures, add as follows:

1. Install a minimum of one anti-siphon self-draining frost-proof sill-cock at ground level for attached or detached single-family dwellings, when separate water service and water meter is provided for each dwelling unit.
2. Additional Material Allowed For Hot and Cold Domestic Water Piping:
 - a. FlowGuard Gold® 1/2" - 2" CTS CPVC pipe/fittings; 2 1/2" and larger Corzan® IPS CPVC pipe/fittings, extruded/molded from CPVC compounds that meet or exceed a cell class of 24448 as defined by ASTM D1784/D2847 (for pipe/fittings up to 6" and 23447 for larger diameter pipe/fittings). Both pipe and fittings compounds shall be certified by NSF for use with potable water, and shall bear the "NSF-PW" mark on the print line of the pipe.
 - b. FlowGuard Gold pipe/fittings to be joined by socket welding with One-Step solvent cement.
 - c. Corzan pipe/fittings to be joined by socket welding with Two-Step solvent cement.
 - d. Contractor to review and confirm "chemical compatibility" with all ancillary products that come into contact with pipe/fittings — shall confirm with either the manufacturer of the ancillary product or the www.systemcompatible.com website.
 - e. Contractor shall have obtained documentable training for joining of the CPVC pipe and fitting system prior to start of construction (or have obtained within two years of the start of this project), such training shall be by manufacturer's representative or Lubrizol Field Technical territory manager.
 - f. Grade A Pex tubing shall be allowed only below interior concrete slab construction. All plastic water piping shall be installed per state code and manufacturer's requirements.

IJ. Section 890.510 is amended to add a new definition to read as follows:

Air Break: An air break is a piping arrangement in which a drain from a fixture, appliances or device discharges indirectly into another fixture, receptacle or interceptor to a point below the flood level rim.

JK. Section 890.510 Grease Interceptor Requirements. (It is expressly provided that to the extent the following provisions are in conflict with other provisions of this chapter, the following provisions shall apply and control; it is further expressly provided that the following provisions shall have application to the entirety of the premises, inside and outside, without limitation as to exterior distance from a primary structure):

(...)

SECTION TWO: That the Village Clerk is directed hereby to publish this Ordinance in pamphlet form, pursuant to the Statutes of the State of Illinois.

SECTION THREE: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT: