

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
October 7, 2013
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 September 16, 2013
- 2.2 Approve the Minutes of the Special Committee of the Whole Meeting of September 12, 2013
- 2.3 Approve the Minutes of the Special Committee of the Whole Meeting of September 19, 2103

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
 - SBA Incubator Program
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - Julie Membership
 - Presentation of the Sanitary Sewage Excess Flow Facility
 - Parkway Tree Replacement Program
 - Construction Engineering Service Agreement for the Hart Road Construction Project
- Special Events
 - Halloween Trick or Treat, Sunday October 27th – 1:00 to 5:00
- Building and Zoning
 - Chickens as Pets
- Police
- Administration
 - A-Tire Service Contract

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

DRAFT

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

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:20 P.M.

1. ROLL CALL

Present: Trustees Clements, Frye, Newby, Simoncelli, Triphahn, Wicinski

Absent: None

2. APPROVAL OF MINUTES

Motion by Trustee Clements, seconded by Trustee Wicinski to do an Omnibus approval on items 2.1 & 2.2. . Upon a unanimous voice vote, the Mayor declared the motion carried

2.1 Approve the Minutes of the Committee of the Whole Meeting of September 3, 2013

Approved – Omnibus Vote

2.2 Approve the Minutes of the Special Committee of the Whole Meeting of September 5, 2013

Approved – Omnibus Vote

3. PUBLIC COMMENT

None

4. COMMITTEE OF THE WHOLE

- Community Development
 - SBA Incubator Program
No report at this time
- Human Resources and Finance
 - Exchange Server Purchase
Finance Director Steve Shields gave the presentation on the Microsoft Exchange Server being a mail server, calendaring software and contact manager. Stating that the server allows collaborative use of task list, contact, email and calendars. The Exchange Server features will help to share information quickly and efficiently. The most significant concern that will be resolved with the Exchange Server Implementation are email issues, which include legitimate staff email issues as well as issues impacting productivity and communication among employees, residents and the business community and need to be addressed immediately.

Mayor MacGillis and the board agreed to move forward on this and bring it to the next Regular board meeting

- Public Works, Facilities and Capital Assets, and Engineering

- Nippersink IGA

Public Works Director Ron Kroop discussed the Joint Paving Project with Grant Township for the West End of Nippersink Road and presented a draft of the Intergovernmental Agreement for the shortened joint paving project for the boards review. Mr. Kroop stated that they do want to advertise this joint project yet this year with bids opening on October 1st and brought to he board for award (assuming suitable bids) on October 7th.

Mayor MacGillis and the board agreed to move forward on this and bring it to the next Regular board meeting

- Award Bid for Fencing of the Two Water Towers

Public Works Director Ron Kroop spoke about the two elevated water towers and that there is no deterrent to access today. Therefore he had budgeted \$30,000.00 to install security fencing around both water towers. Bids were solicited from four local fence companies for "Chain Link Fencing with Barbed Wire" on the top. Bid summaries were provided along with the actual bids. The low bidder is Shogren Fencing. The total cost for both towers would be \$15,040.00

Mayor MacGillis and the board agreed to move forward on this and bring it to the next Regular board meeting

- Clean-up of Hydraulic Spill on Road by Waste Management

Public Works Director Ron Kroop spoke regarding a Waste Management Refuse Truck experienced a hydraulic fluid leak on July 23, 2103 in one of the subdivisions, and although they responded quickly and placed absorbent on the stain, the visually observable staining has remained. He went on to say that there has been additional, unrelated staining of two roads in another subdivision. He has had several conversations with WM's Insurance Carrier and their position is that we should have the additional clean up done by us to our satisfaction and they will reimburse us for the cost. Upon the recommendation of Fire Chief Maplethorpe, PWD Kroop reached out to SET Environmental for their assessment proposal to provide a sufficient cleanup. Their proposal was sent to WM's Insurance Company for concurrence. Assuming agreement by WM's Insurance Carrier to have Set Environmental perform the additional hydraulic spill cleanup and reimburse us for all cost, he requested the Boards concurrence to proceed once he has the formal commitment from the Insurance Company

Mayor MacGillis and the board agreed to move forward on this

- Up-date of Tree Replacement Program

Public Works Director Ron Kroop gave a brief update as to the program and then what will be taking place this fiscal year. He also handed out a list of trees that residents will be able to choose from – which is a hardy variety for this region. Currently there is \$73,000.00 for tree removal. Purchase, Planting – which will be approx. 182 trees, with cost sharing contributions it could be as high as 200 trees this fiscal year. Intention is to plant all trees this October to mid-November, except for Oak Trees – those will be the Spring of 2014 due to its recommended planting season.

Information packets will be ready to send shortly that would include a letter from the Mayor, Brief program description, Cost Share Program explanation, Likely asked questions and a list of Species list with photos and descriptions. Communication will be through CTY, Village Web Site, Home Owners Associations contacted and Delivery directly to the affected Homes. Requests for proposal will go to local nurseries for trees and possibly Removal & Replacement and also to Tree Service Companies. Plans to visit each site with cost share residents first. Each tree installed will have a watering bag and the resident will be given a guide as to how to take care of it. Trustees asked if contributors to our Annual Arbor day could be opportunity to bid first. When asked about warranties for the trees, PWD Kroop stated it would most likely be for 1 year.

Since there were additional residents that joined the meeting the Mayor opened up Public Comment for anyone who would care to speak.

Mrs. Bauer of Magnolia lane asked if the dead trees could be removed first and if there is flexibility in the species of trees residents could choose. PWD Kroop stated that within the program he would like to start with the dead trees and then with the species type – Yes – with consideration of what type of species they are considering

- Special Events
 - Hometown Fest
Trustee Wicinski mentioned the festival meeting on Thursday here at the Village hall at 6 PM and also stated the Festival will be on Saturday September 21 between 11 am and 7 pm on the corners of Avilon and Goodnow
- Building and Zoning
 - Chickens as Pets
Village Administrator Russ Kraly stated currently chickens are not allowed per code in the Village, and with the Villages he has worked for in the past, it was not allowed in any of those as well. It was mentioned by a resident in the audience that Lake County currently does allow chickens whereas VA Kraly stated yes within Lake County and on farms or possibly someone with a great deal of acreage, but not on small lot sizes. He then stated he recently read that Prairie Crossing in Libertyville had been considering it; however that would be in a 10 acre area in the middle of Prairie Crossing for the chickens to be. VA Kraly stated that because of the size of the properties within the Village it would not be feasible to have them. Chickens aren't considered indoor pets. He stated he used to work on a farm and that they are not the most cleanliness of animals and carry diseases. When asked, VA Kraly stated he did not recommend it due to several factors – must have a fenced in yard, must have coops, how many to limit and what is done with them in the winter time. When asked of VA Kraly where the resident lived that is inquiring, Anastassia Hudachko-Strine, of Greenleaf Dr in the Valley Lakes Subdivision spoke up stating that it was her. She stated that part of her family is allergic to dogs and then also cats and she's wanting to have the chickens as pets and that her daughter will be volunteering in Prairie Crossing so she is familiar with the animals and how to take care of them as well. VA Kraly stated that he also lives in Valley Lakes and he would have to go back and read the covenant book to see if it is allowed but he is pretty sure it does not allow farm animals of any kind.

Trustee Triphahn mentioned that several years ago there was a resident who had a pot belly pig that had received a ticket due to it being housed in a resident's home and

although the resident considered it a pet, it was still considered a farm animal. It came in front of the board and the stance the board took at that time was to not allow farm animals within the Village. She went on to say that we live in a suburban atmosphere and not a in a farm like atmosphere. VA Kraly suggested to Ms. Strine to go to the Homeowners Association to check their covenants just to be sure. Mayor MacGillis spoke up as far as questioning that this topic had been visited in the past, stating we as a Village had looked at it and that there is codes and variances already put in place that will not allow this, where as Trustees Newby and Triphahn stated that that was correct. It was mentioned that if the Village changes its codes then it might affect Homeowners associations and their by-laws. Ms. Strine mentioned that she had read the Valley Lakes hand book and it does not mention that chickens are not allowed, although it does state farm animals. Village Attorney, Mike Zimmerman, stated that an issue as this comes up periodically in all municipalities, and the case law is that the Village Board has the prerogative to determine if farm animals are allow in an urban setting. He went on to say there is a movement right now, for nutritional and environmental reasons, that people are wanting to raise chickens. He also stated that it would violate the Villages zoning codes because we do not allow agricultural uses in a urban setting and that the Village would have to regulate not only for the best chicken owners, but for the worst chicken owners. Allowing livestock also brings other wild animals that want to get at that food. The Mayor went on to say that we have heard from the board and our attorney and that the general consensus is that we would not approve it, that there would be a lot of things we would have to adjust in our code and he is hearing that we do not want to go forward to have chickens available as pets. Trustee Simoncelli spoke up stating that she had been doing internet searches on the subject and would like to have further review done on the matter.

The Mayor then stated that Trustee Simoncelli would like to do additional research and recommended that the Board do additional research on the subject matter as well and it can be re-visited at the next committee of the whole meeting.

- Police
- Administration
 - Management Consultant Contract

Mayor MacGillis stated he had emailed a copy of the contract to the Trustee's the previous week and asked if there were any questions. Trustee Wicinski asked if what she had received was the same as what was approved in May, which the Mayor responded that the only date that had changed was the term date. Village Attorney Mike Zimmerman stated that the Trustees should have received in that email two documents, one being the original contract that the Village and Mr. Kraly entered into back in May and the second document is a very short first amendment and extension of consulting agreement and that has the new date. Trustee Wicinski stated she has two earlier documents that mention that we would actively look for a new administrator, although the job was never posted. The Mayor stated that at the time, the Village did not know where it would go and that Mr. Kraly has taken on this role and has done an excellent job and from what he recalls from the meeting is that Mr. Kraly would take the administrators seat and if we were going to seek to fill that position, Mr. Kraly would be involved in helping us fill that, but does not remember stating we would post the position. Trustee Wicinski reiterated that she felt that, in May, the Village was going to actively look to fill the position by posting it. She went on to say that Mr. Kraly has worked his time, built his retirement, is pulling a pension

and she feels the Village should let someone else have an opportunity, not that Mr. Kraly isn't doing a good job, but went on to say, how many people are without a job today and over the four year period, it's a lot of money that the village could invest in someone else so they could build their career. Mayor MacGillis stated he was looking into the welfare of the Village and asked if the board feels it necessary to replace Mr. Kraly. Several Trustees spoke up regarding Mr. Kraly's expertise that his knowledge is such a benefit to the Village and what he has already done within the village since he's come in has been incredible and the direction that the village is going in is such a positive one and that instead of severing we should be taking advantage and continue to work with him. The progress that has taken place in the last five months, several Trustees commented that they have not seen that since they've moved into the Village and since the contract can be severed at any time, by either party, the contract has a very low risk and their concerns are not with possibly someone else's public sector career, and that should not be the driver with their decision. The Mayor mentioned to Trustee Wicinski that his door, as well as Mr. Kraly door, is always open for discussion and if she ever has any concerns to please let them know.

Mayor MacGillis and the board agreed to move forward on this

○ IT project Consultant

Village Administrator Russ Kraly stated that Mr. Rupinder Jhattu will be representing the Village of Round Lake as an IT Project Consultant monitoring third party vendors performing work on various IT projects. List of projects will include Network connectivity between the Village Hall and the Public Works/Police Department, Implementing Microsoft Exchange Service for Mail, Server upgrades for the Village Hall and PW/PD and Telephone system upgrade. Also a quarterly review will be provided on our current provider by Mr. Jhattu. When asked how many hours Mr. Jhattu feels it would take to complete the various IT project, he stated approximately 120 hours. The Mayor stated this next year and the big projects we have slated will be the greatest unknown. The mayor went on to say that he, Mr. Jhattu and Finance Director Steve Shields will sit down and go over the current projects in place and he could come up with an outline of approximately of what it's going to take. A formal contract will be provided at the Regular Board meeting on October 7th.

Mayor MacGillis and the board agreed to move forward on this

5. SUGGESTED NEW TOPICS
National Day of Prayer
6. EXECUTIVE SESSION
7. ADJOURN

Trustee Clements moved, seconded by Trustee Simoncelli, to adjourn. Upon a unanimous voice vote, the Mayor declared the motion carried and the meeting adjourned at 8:35 P.M.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President

DRAFT

VILLAGE OF ROUND LAKE
SPECIAL COMMITTEE OF THE WHOLE MEETING
September 12, 2013
442 N. Cedar Lake Road, Round Lake, IL 60073
6:00 P.M.

MINUTES

CALL TO ORDER: THE HOME TOWN FEST WAS CALLED TO ORDER BY
COMMITTEE CHAIR TRUSTEE VICKIE WICINSKI AT 6:03 P.M.

Roll Call: Trustees Wicinski, Triphahn, Newby, Frye

Also in Attendance were: Public Works Director Ron Kroop, Sonia Sandoval, Keith Triphahn, Officers Pete Molidor and Rob Bell & Clerk Patty Blauvelt.

1.0 PUBLIC COMMENT- None

2.0 COMMITTEE OF THE WHOLE

2.1 Special Events – Home Town Fest

2.2 New Business – Some of the main topics discussed were:

Advertising/Flyers: Completed

Donations/Sponsor Letters: A-Tire Donated \$1000.00 others are expected soon

Music: Jose's band is back on for 1-3 time slot at a cost of \$350.00 – the Village will pay \$300.00 of the cost with Jose paying the remainder. Corner Garage will be \$300.00 Jeff & Jack both at \$200.00. We now need to get a sound system at a cost of \$500.00

Location: Completed

Stage: Completed.

Boy Scouts: Completed - Contact Person is Kathy Hult and her home number was provided. Trustee Newby also has her cell number

Food Venders:

Copa's – Taco's Fruit Cup, Mexican Corn, Ears of Corn, Burritos and Tamale's

LaLuz – Bakery Items, Torta's, Jarrito Drink

Michoakana Ice Cream- Smoothies and Ice Cream

Papa Saverios – Pizza and Ribs

Scotty's Hot Dogs – Hot Dogs, Hamburgers, Polish, Brats, Italian Sausage.

Beverage Tent – Beer, Wine, Mikes Hard Lemonade & Black Cherry, Pop and Water

Lomeli's has dropped out due to scheduling conflicts; however Copa's will pick up what they would have provided

Waste Management: Completed

Games: Game contact had to drop out due to scheduling conflict. Pete will see if he can get together prizes for games of some sort for the fest. Trustee Triphahn will contact someone regarding a bounce house.

Tables & Chairs: Completed

Beverage Tent: Completed

Car Show: Ted was not there but it was mentioned that flyers are done and being handed out at other shows.

Bingo: Completed Table and Chairs provided by LaLuz and the PA system Ted has.

Crafter Venders- Trustee Newby will send the application to Shanna at the Chamber.

Fire Dept: Completed

Mobile Eye: Completed

Face Painting – There will be two church groups doing face painting. Since both of them are not charging the committee felt there is not a problem with having both do it. – no update

Contests: Taco eating contest –Yes. Officer Molidor will do the pie baking contest, double and single crust pies. He will work on the judges later on. It was agreed that there will be a limit of 6 contestants for both the Hot and Regular Taco's

Festival Shirts: Trustee Newby is meeting with him tonight

Sponsor Board: Need list and logo send to Keith as soon as donations are received.

Hay Bales: Completed - Ron Kroop to follow up with Marsha from

the Village Hall – she was the contact person for Mr. Tekampe and Public works will pick up and return the bales.

Signs: Signs are up and located within the Village as well as the larger banners from the beer vendors.

Line Up - Current lineup is;

11-1 – Puppet show, Pie Judging and Taco eating contest

1-3 - Jose's band ???

3-5 - Jeff & Jack

5-7 - Corner Garage

Tents – Completed

Dunk Tank – Jose Hernandez asked if he provides a dunk tank, could it be used for a fund raiser type with 10% of the funds going to the Village and the remaining funds going to the recreational facility he is opening. The Committee agreed that it was ok as long as proper attire is being worn by whoever is in there. **No Update**

Area Queens: Confirmed by Clerk Blauvelt

CTY Call – It was asked if one could be done a few days before the event which apparently Martha had done it in the past, it was also suggested that Laura from PW do it. Also have a signup sheet and information on what CTY is - at the ticket booth

Other:

Tickets – Completed

Bank to start the day – Completed – Clerk will pick up Money from Vault as well as the envelopes for the vendors. – Vendors turn in tickets and then get paid from there.

Who sits at the ticket booth – Vickie to send out email for volunteers for the ticket table.

RLHS and the Honor Society for volunteers - Officer Molidor to ask once school starts.

Mowing – still being done and will be completed entirely prior to the fest.

Snow Fence – will be put in place by PW

Dumpster – Ron will find best location and let Don know for when dumpster is delivered. –**Location still needed**

Trash Container – PW will provide trash and recycling containers

Marking locations – Trustee Newby and Keith will mark locations

Grounds Commander – Trustee Newby will be in charge on Friday and Trustee Wicinski will be charge on Saturday

Parking Lot – Will be closed as of 6PM Friday

- 3.0 NEXT MEETING DATE: Scheduled for September 19, 2013, 6:00 PM, at the Round Lake Village Hall
- 4.0 The Home Town Fest Committee Meeting adjourned at 6:48 P.M.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President

DRAFT

VILLAGE OF ROUND LAKE
SPECIAL COMMITTEE OF THE WHOLE MEETING
September 19, 2013
442 N. Cedar Lake Road, Round Lake, IL 60073
6:00 P.M.

MINUTES

CALL TO ORDER: THE HOME TOWN FEST WAS CALLED TO ORDER BY COMMITTEE CHAIR TRUSTEE VICKIE WICINSKI AT 6:03 P.M.

Roll Call: Trustees Wicinski, Newby, Simoncelli

Also in Attendance were: Public Works Director Ron Kroop, Sonia Sandoval, Keith Triphahn, Ted Lohman, Kevin Wallace, Mayor Dan MacGillis James Hult & Clerk Patty Blauvelt.

1.0 PUBLIC COMMENT- None

2.0 COMMITTEE OF THE WHOLE

2.1 Special Events – Home Town Fest

2.2 New Business – Some of the main topics discussed were:

Advertising/Flyers: Completed

Donations/Sponsor Letters: We have received several more and expect to have a few more donations, even after the fest.

Music: All information is in place – sound system is needed in the amount of \$500.00 to Tim Williams, he will contact Ted for setting up – no worries if he is paid after the fest.

Location: Completed

Stage: Completed.

Boy Scouts: Completed – Climbing wall is ok and will be on flat ground

Food Venders: Same venders as before with the exception of Papa Saverios, that needed to drop out due to an insurance issue. Funnel Cakes will be provided by Cal's Funnel Cake

Waste Management: Completed

Games: Bounces R Us are out, however Ace Hardware will donate a bounce House Castle but we have to pick up, put up, take down and get back Sunday AM. Officer Molidor also has 3 other games and volunteers for them

Tables & Chairs: Completed: Just needs to be picked up and then delivered back

Beverage Tent: Completed - Beer will not be from a tapper and instead will be from bottles. In order to get the trailer that has the tappers on it, we would have to go through 8 barrels and we only went through 2 last year.

Car Show: Awards all set. Mr. Wallace said the show is pretty self-sufficient and confirmations are coming in from the Low Riders, Trucks and Bikes participants. He will be sending out a reminder tonight via Facebook and include a map. Forms all ready to go as well as sound. Also, Ted Lohman had taken one of our old signs from Streets of Summer and removed all the old lettering and then Trustee Newby had it re-lettered promoting the Car Show – at a cost of \$29.00

Bingo: Completed

Crafter Venders- Currently at 5

Fire Dept.: Completed

Mobile Eye: Completed

Face Painting – All Set

Contests: Taco eating contest – Trustee Newby stated the Hot will be Hot and Copa's will be providing the Taco's. Eating contest will be in front of the vender providing the Taco's. Time will be in the early afternoon.

Festival Shirts: T-Shirts cost is \$3.50 per shirt for a total of about \$122.

Sponsor Board: Need list and logo send to Keith as soon as donations are received.

Hay Bales: – Completed – Ron had trouble contacting Mr. Tekampe, but will continue to try.

Signs: Signs are up and located within the Village as well as the larger banners from the beer vendors.

Line Up - Confirmed

11-1 – Puppet show, Pie Judging and Taco eating contest
1-3 - Jose's band ???
3-5 - Jeff & Jack
5-7 - Corner Garage

Tents – Completed - Ted will pick up Mr. Kohlmeyer's and Ron Kroop will pick up Mr. Obenauf's

Dunk Tank – Due to the weather this might not be feasible

Area Queens: Confirmed by Clerk Blauvelt

CTY Call – It was asked if one could be done a few days before the event which apparently Martha had done it in the past, it was also suggested that Laura from PW do it. Also have a signup sheet and information on what CTY is - at the ticket booth

Other:

Tickets – Completed

Bank to start the day – Completed – Clerk will pick up Money from Vault as well as the envelopes for the vendors. – Vendors turn in tickets and then get paid from there.

Who sits at the ticket booth – Trustee Triphahn volunteered early, Laura from Public Works volunteered. Keith Triphahn said he would be there for set up and then back late in the afternoon. Trustee Simoncelli will not be available. Ron Kroop might be available if needed

RLHS and the Honor Society for volunteers - Officer Molidor to ask once school starts.

Mowing – Completed.

Snow Fence – will be put in place by PW – Placed in front and behind the Mayor's house's as well as the area behind the stage. Other areas will be caution tape due to time constraints and putting it up.

Dumpster – Completed

Trash Container – PW will provide trash and recycling containers

Marking locations – Trustee Newby and Keith will mark locations

Grounds Commander – Trustee Newby will be in charge on Friday and Trustee Wicinski will be charge on Saturday. Most people showing up at 8AM

Parking Lot – Will be closed as of 6PM Friday

Under comments it was mentioned that Round Lake Park is also having some sort of event the same days as ours. Then, after the fest if there was

going to be some sort of critique regarding everything Trustee Wicinski reminded everyone to be there Saturday between 8-9 am and then our next meeting will be October 3rd in order to get everything brought in and counted.

- 3.0 NEXT MEETING DATE: Scheduled for October 3, 6:00 PM, at the Round Lake Village Hall
- 4.0 The Home Town Fest Committee Meeting adjourned at 7:05 P.M.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: 2014 JULIE MEMBERSHIP ASSESSMENT

Item COTW

Executive Summary:

1. As a Public Utility, we are a member of "JULIE" (Joint Utility Locating for Excavators) . We are assessed an annual fee for being a member and that fee is based on the number of locate requests that are sent to us.
2. For the latest 12 month period of July 2013 to June 2013; there were 1197 requests for water/sewer locates in our Village, see attached Julie Notification. Based on Julie's operating expenses our proportionate cost share is \$1,588.42.

Recommended Action:

Approve payment of \$1,588.42 to JULIE for 2014

Committee: PW/FAC/ENGR		Meeting Date: October 7, 2013	
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.	Account No(s):	Budget:	Expenditures
	50-60-90-99005	\$1,700.00	
	This Request		\$1,588.42
	Total:	\$1,700.00	\$1,588.42
Request is over/under budget:			
Under		\$111.58	
Over	-		

RAK
20 Sep 13



**THIS DOCUMENT IS FOR
BUDGET PLANNING PURPOSES ONLY**

THIS IS NOT AN INVOICE

PLEASE NOTE: DO NOT PAY FROM THIS REPORT! This amount will be invoiced in January, 2014. If your January, 2014 bill is \$500.00 or less, you will be expected to pay in full upon receiving that invoice. If it is greater than \$500.00, you will have three payment options for scheduled payment; annual, semi-annual or quarterly.

RECEIVED
SEP 18 2013

2014 Member Annual Contribution

Assessment Notification

VILLAGE OF ROUND LAKE

JULIE, Inc. board approved cash requirements and multipliers for 2014. The approved multipliers for 2014 were unchanged from 2013. JULIE's 2014 revenue required will be supplemented by JULIE's cash reserve. (Quantities are for ALL JULIE members, from periods July 1, 2012 through June 30, 2013.) For your future planning purposes, please be advised that the board anticipates an adjustment to the 2015 multiplier.

	Printer/Email:	Fax:	Voice:	Grand Totals:
Quantity	6,206,391	205,779	65,976	6,478,146
Multiplier	\$ 1.30	\$ 2.02	\$ 2.69	
Revenue required	\$ 8,068,308.30	\$ 415,673.58	\$ 177,475.44	\$ 8,661,457.32

Summary of Message Activity for Your Code and Contribution Amount Calculation

Member: ROUND LAKE, VILLAGE OF
Member Code: RNDLOA

Message Delivery Method:	Number of messages you received over the 12 month period from July 2012 to June 2013:	2014 multiplier:	Amount:
Printer/Email:	1,167	\$1.30	1,517.10
Fax:	14	\$2.02	28.28
Voice:	16	\$2.69	43.04

TOTAL MEMBER BILL FOR 2014 = \$1,588.42

For more information, including Frequently Asked Questions, visit illinois1call.com (JULIE membership section). If you have additional questions, please call JULIE's Accounting Department at 815-741-5684.

Information provided for JULIE member coordinator. JULIE coordinator has access to Newtin's query application "Billing Reconciliation" under reports. Select "assessment year July 2012 to June 2013" to reconcile your activity to this notice. Log in instructions are provided on the back of this document.

ROUND LAKE, VILLAGE OF
RON KROOP
442 N. CEDAR LAKE ROAD
ROUND LAKE, IL 60073



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**TITLE: PRESENTATION ON CONSTRUCTION OF A REGIONAL
 SEWAGE EXCESS FLOW FACILITY**

Item COTW

Executive Summary:

1. The Village of Round Lake along with nine (9) other local jurisdictions are served by Lake County Public Works Interceptor Sewers and the Northwest Regional; Water Reclamation Facility (in Fox Lake) for both wastewater conveyance and treatment. A substantive problem throughout the Service Area has been increased sewage flows during wet weather conditions due to the "Inflow" and "Infiltration" (I & I) of storm water into the Sanitary Sewers of the member jurisdictions. This "I & I" problem has lead to overflow of sanitary sewers which is unsightly, unhealthy and illegal. Additionally, during substantive wet weather events, the I & I creates excess wastewater flows that exceed the capacity of the Treatment Plant resulting in inadequate treatment levels.
2. A Regional approach to these issues has been determined to be preferential when compared to each jurisdiction trying to sufficiently reduce its own I & I. This Regional Approach will be presented to the COTW (Power Point Presentation).
3. The Proposed Excess Flow Facility (see attached Map) has an estimated cost of \$7.1 Million of which Lake County will cover \$2.0 Million. The remaining \$5.1 Million cost is proposed to be "borrowed" from the IL EPA and paid back over 20 years via a \$1.50 per month "Surcharge" per residential unit. The County is proposing to have this Cost Surcharge take effect in January 2014.

Recommended Action:

Receive the Power Point Presentation and provide inputs on how best to proceed.

Committee: PW/FAC/ENGR		Meeting Date: October 7, 2013	
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.	Account No(s):	Budget:	Expenditures
	Total:	\$0.00	\$0.00
	Request is over/under budget:		
Under	-		
Over	-		



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: UPDATE ON PARKWAY TREE REPLACEMENT PROGRAM Item (COTW)

Executive Summary:

1. As presented to the COTW on September 16th, Public Works is soliciting Proposals from local Nurseries and Tree Service Companies (TSC) to provide an estimated 175 Parkway Trees to be purchased and planted this Fall* as replacement trees for those dead/dying trees.
2. Proposals are due on Friday October 11th and will be evaluated by Ron Kroop and Laura Bover to select those Nurseries/TSC's that offer the best tree quality, planting service and cost.
3. To expedite starting the Tree Replacement initiative, it would be extremely helpful to secure the Board's approval prior to the October 21st Board Meeting. Accordingly we propose to continue the October 7th Regular Board Meeting until Wednesday, October 16th, submitting the Proposal results, recommendations for Board action on October 16th.

* Oak trees purchased will be planted in the Spring of 2014

Recommended Action:

Approve a continuation of the October 7th Regular Board Meeting to expedite approval of Tree Replacement Proposals for tree purchasing and planting.

Committee: PW/FAC/ENGR		Meeting Date: October 7, 2013	
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.	Account No(s):	Budget:	Expenditures
	35-20-88-88801	\$232,802.00	
	YTD		\$5,514.66
	Encumbrances		\$5,489.05
	This Request		\$73,000.00
	Total:	\$232,802.00	\$84,003.71
Request is over/under budget:			
Under		\$148,798.29	
Over	-		



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**TITLE: CONSIDERATION OF THE CONSTRUCTION ENGINEERING
SERVICE AGREEMENT FOR THE HART RD CONSTRUCTION
PROJECT**

Item COTW

Executive Summary:

1. Hart Rd Reconstruction , which also includes major improvements on Sunset Dr, has a scheduled Bid Opening date of November 8, 2013. Following Bid Opening, we have typically transitioned from a "Design Engineering Service Agreement" to a "Construction Engineering Service Agreement (CESA)".
2. As requested by us, Baxter & Woodman has submitted a proposed CESA for our consideration (see attached).
3. Several comments are provided to aid in our consideration of this CESA:
 - A. The Hart Rd Project has Federal Participation (70 % of eligible costs), and therefore more rigorous inspection, cost tracking and documentation is required for Construction Engineering.
 - B. The Hart Rd Project is substantive in scope with an estimated cost of \$4.7 million.
 - C. The proposed CESA includes two items not normally provided:
 1. A WEB Site for this Project to provide Weekly updates
 2. Electronic capturing of various infrastructure items via GPS to easily download into our GIS Database.
 - D. While \$477,247. is recognized as a significant cost, this is a "Not to Exceed" amount and is in the 10 % range that is typical of complex infrastructure projects. Given the unknowns, at this time, of contractor schedule and the likelihood of some "unforeseen site conditions", this CESA is conservatively estimated.
 - E. The Federal Participation, will cover 70 % of the Construction Engineering cost.

Recommended Action:

Review the proposed CESA and ask questions, provide comments at the COTW.

Committee: PW/FAC/ENGR	Meeting Date: October 7, 2013
Lead Department: Public Works	Presenter: Ron Kroop

AMK
25 Sep 13

Local Agency Village of Round Lake	 Illinois Department of Transportation Construction Engineering Services Agreement For Federal Participation	Consultant Baxter & Woodman, Inc.
County Lake		Address 8678 Ridgefield Road
Section 00-00025-00-FP		City Crystal Lake
Project No. M-9003(482)		State Illinois
Job No. C-91-070-10		Zip Code 60012
Contact Name/Phone/E-mail Address Ron Kroop 847-546-0962 rkroop@eroundlake.com		Contact Name/Phone/E-mail Address Craig Mitchell 815-459-1260 cmitchell@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 described herein. 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.

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

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

Project Description

Name Hart Road Route FAU 201 Length 0.833 mi Structure No. n/a

Terminal IL 134 to Cedar Lake Road

Description: Improvements to Hart Road consist of roadway reconstruction, curb & gutter, sidewalk, driveways, traffic signal replacement, storm sewer installation; striping, landscaping, and other incidental items.
ENGINEER's Project No. 071749.80.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the engineering services for the LA, in connection with the PROJECT hereinbefore described and checked below:
 - a. Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
 - b. Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
 - c. For soils, to obtain samples and perform testing as noted below.
 - d. For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

- e. Inspection of all materials when inspection is not provided at the sources by the STATE BMPR, and submit inspection reports to the LA and the STATE in accordance with the STATE BMPR "Project Procedures Guide" and the policies of the STATE.
 - f. For Quality Assurance services, provide personnel who have completed the appropriate STATE BMPR QC/QA trained technician classes.
 - g. Inspect, document and inform the LA employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
 - h. Geometric control including all construction staking and construction layouts.
 - i. Quality control of the construction work in progress and the enforcement of the contract provisions in accordance with the STATE Construction Manual.
 - j. Measurement and computation of pay items.
 - k. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
 - l. Preparation and submission to the LA by the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the LA and the STATE.
 - m. Revision of contract drawings to reflect as built conditions.
 - n. Act as resident construction supervisor and coordinate with the LA employee In Responsible Charge.
2. Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with the AGREEMENT.
 3. To furnish the services as required herein within twenty-four hours of notification by the LA employee In Responsible Charge.
 4. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the LA or STATE.
 5. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without the 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.
 6. The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work completed to date. Such invoices shall represent the value, to the LA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
 7. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable to improvement of the SECTION; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
 8. That the ENGINEER shall be responsible for the accuracy of the ENGINEER's work and correction of any errors, omissions or ambiguities due to the ENGINEER'S negligence which may occur either during prosecution or after acceptance by the LA. Should any damage to persons or property result from the ENGINEER's error, omission or negligent act, the ENGINEER shall indemnify the LA, the STATE and their employees from all accrued claims or liability and assume all restitution and repair costs arising from such negligence. The ENGINEER shall give immediate attention to any remedial changes so there will be minimal delay to the contractor and prepare such data as necessary to effectuate corrections, in consultation with and without further compensation from the LA.
 9. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.
 10. The undersigned certifies neither the ENGINEER nor I have:
 - a) 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;

- b) 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) 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.
 - d) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - e) 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;
 - f) 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) of this certification; and
 - g) 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.
11. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
 12. 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.
 13. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the work called for in the AGREEMENT.
 14. To be prequalified with the STATE in Construction Inspection when the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor. The onsite resident construction supervisor shall have a valid Documentation of Contract Quantities certification.
 15. Will provide, as required, project inspectors that have a valid Documentation of Contract Quantities certification.

II. THE LA AGREES,

1. To furnish a full time LA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
2. To furnish the necessary plans and specifications.
3. To notify the ENGINEER at least 24 hours in advance of the need for personnel or services.
4. 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 Formulas

- $FF = 14.5\%[DL + R(DL) + OH(DL) + IHDC]$, or
- $FF = 14.5\%[(2.3 + R)DL + IHDC]$

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor
 FF=Fixed Fee
 SBO = Services by Others

$Total\ Compensation = DL + IHDC + OH + FF + SBO$

Specific Rate (Pay per element)

Lump Sum _____

5. 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.

6. 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 (31 U.S.C. 3801 et seq.).

7. To submit approved form BC 775 (Exhibit C) and BC 776 (Exhibit D) with this AGREEMENT.

III. It is Mutually Agreed,

1. That the ENGINEER and the ENGINEER's subcontractors will maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times during the AGREEMENT period and for three years from the date of final payment under this AGREEMENT, for inspection by the STATE, Federal Highway Administration or any authorized representatives of the federal government and copies thereof shall be furnished if requested.
2. That all services are to be furnished as required by construction progress and as determined by the LA employee In Responsible Charge. The ENGINEER shall complete all services specified herein within a time considered reasonable to the LA, after the CONTRACTOR has completed the construction contract.
3. That all field notes, test records and reports shall be turned over to and become the property of the LA 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.
4. That this AGREEMENT may be terminated by the LA upon written notice to the ENGINEER, at the ENGINEER's last known address, with the understanding that should the AGREEMENT be terminated by the LA, the ENGINEER shall be paid for any services completed and any services partially completed. The percentage of the total services which have been rendered by the ENGINEER shall be mutually agreed by the parties hereto. The fixed fee stipulated in numbered paragraph 4d of Section II shall be multiplied by this percentage and added to the ENGINEER's actual costs to obtain the earned value of work performed. All field notes, test records and reports completed or partially completed at the time of termination shall become the property of, and be delivered to, the LA.
5. That any differences between the ENGINEER and the LA 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 LA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
6. That in the event the engineering and inspection services to be furnished and performed by the LA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LA.

7. That the ENGINEER has not been retained or compensated to provide design and construction review services relating to the contractor's safety precautions, except as provided in numbered paragraph 1f of Section I.
8. 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 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, any employee who is convicted, as required by section 5 of the Drug Free Workplace Act.
 - (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.
9. 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 DOT-assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination this AGREEMENT or such other remedy as the LA deems appropriate.

VILLAGE OF ROUND LAKE, ILLINOIS
HART ROAD
GENERAL CONSTRUCTION ADMINISTRATION AND
RESIDENT PROJECT REPRESENTATIVE

EXHIBIT C

SCOPE OF SERVICES

1. Act as the Village's representative with duties, responsibilities and limitations of authority as assigned in the Construction Contract Documents.
2. CS100 - PROJECT INITIATION
 - Attend Resident Information Meetings, and attend a pre-construction conference with the Contractor, Village, and other parties at IDOT. IDOT will document and record the meeting minutes, and then distribute the minutes to the parties in attendance, which we will review for correctness.
 - Obtain from the Contractor a list of proposed suppliers and subcontractors. Make recommendations to the Village regarding the suitability of the subcontractors for the proposed work.
 - Review the construction schedule submitted by the Contractor as it is available for compliance with the contract. Provide suggestions of any needed schedule revisions during the Project to IDOT and the Village with special attention to the substantial completion of the Contractor's work as defined in the Contract documents. Once accepted by IDOT, provide the Contractor with an approved progress schedule of the work.
3. CS105 - CONSTRUCTION ADMINISTRATION
 - Prepare for construction startup by providing and distributing media (door hangers, website, website updates, and Village newsletters) to relay information directly to the Public upon approval of said media by the Village.
 - Prepare and review the Contractor's requests for payments as construction work progresses, and advise the Village of the amounts due and payable to the Contractor in accordance with the terms of the Construction Contract Documents.
 - Prepare Construction Contract Change Orders within the scope of the Project when authorized by the Village.
 - Review and approve shop drawings, manufacturer's literature, samples, and other submittals by the Contractor, but only for compliance with the Drawings and

Specifications as to quality of materials and performance of equipment. Such review shall not be construed as relieving the Contractor of the responsibility to meet requirements of the Construction Contract Documents.

- Cooperate with the Contractor in dealing with the various local agencies having jurisdiction over the Project (including IDOT) in order to complete service connections to public utilities and facilities. Coordinate and provide site-specific information to the public utility companies when their facilities are being relocated.
- Attend all construction conferences. Arrange a schedule of progress meetings and other job conferences as required. Maintain and circulate copies of records of the meetings.
- Visit site as needed by the Project Manager or other Office Staff and provide written reports to the Village, as requested.

4. CS110 - FIELD OBSERVATION

- Whenever the Contractor is working, provide a Resident Project Representative at the construction site on a full-time basis of fifty (50) hours per week from Monday through Friday, not including legal holidays, for a total of 2,000 hours (includes overtime and fifteen (15) Saturdays), as well as an Assistant Resident Project Representative on a full-time basis of forty (40) hours per week from Monday through Friday for a total of 1,000 hours from the Engineer's office as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. The construction Contractor is a separate company from the Engineer. The Village understands and acknowledges that the Engineer is not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the Project, and the Engineer does not guarantee the performance of the Contractor and is not responsible for the Contractor's failure to execute the work in accordance with the Construction Contract Documents.
- Establish and reference all control points of the centerline surveys such as PCs, PTs and POT, base lines, and benchmarks as shown on the plans necessary for locating the principal components of the work.
- Observe the progress and quality of the executed work. Determine if the work is proceeding in accordance with the Contract Documents. If questions arise with the intent of the work, discuss this with the Village. The Engineer shall keep the Village informed of the progress of the work, provide digital photos with a Company-provided camera when necessary, advise the Village of all observed

deficiencies of the work and disapprove or reject all work failing to conform to the Contract Documents.

- Keep a daily record of the Contractor's work on those days that the Engineer is at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Village of the construction progress and working days charged against Contractor's time for completion.
- Review the Contractor's progress on a regularly scheduled basis (weekly or other appropriate interval) and update the approved progress schedule. Compare actual progress of the work completed to the Contractor's approved schedule.
- Perform barricade checks (including at night) and document on the appropriate IDOT form. The inspection shall be made after sunset or before sunrise. The Barricade Check Reports shall be completed and delivered weekly to the Public Works Department. Notify the Contractor of, and take appropriate steps to correct, any deficiencies noted in a timely manner.
- Maintain orderly files of correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original Contract documents including all addenda, change orders, and additional drawings issued subsequent to the award of the contract.
- Help prepare and distribute upon Village approval daily/weekly/bi-weekly/ monthly informational notifications/newsletters for residents and businesses.
- Coordinate with the Village, Residents, and Contractor during the time period that they will not have access to their property, detour routes, temporary construction easements, and noise control by enforcement of the Village's work times.
- The Engineer shall arrange for any required material testing required under the Contract with a geotechnical subconsultant.
- Direct cost for mileage charged will be calculated at \$0.565/mile from the Engineer's Office to the site.

5. CS130 - COMPLETE PROJECT

- Prior to final inspection, submit to the Contractor a deficiency list of observed items requiring correction and verify that each correction has been made.
- Upon Substantial Completion of the work by the Contractor, conduct a final inspection with the Village and prepare a final deficiency list of items to be corrected.

- Verify that all items on the final deficiency list have been corrected and make recommendations to the Village concerning Project acceptance within ten (10) calendar days of substantial completion by the Contractor.
- Review the Contractor's request for final payment, and advise the Village of the amounts due and payable to the Contractor in accordance with the terms of the Construction Contract Documents.

6. CS135 – GIS/GPS DATA PROCESSING & RECORD DRAWINGS

- Document the location of appurtenances with the use of a hand-held GPS device for station and offset.
- Create, develop, and populate an ESRI geodatabase with the newly collected features and populate associated databases with pertinent information. All data collected and processed will adhere to the standards developed and set forth by the County. Incorporate all data collected, processed, and populated as part of this Project in the Village's existing GIS.
- All GIS data created as part of this Project shall be delivered to the Village in ESRI Version 10 geodatabase format.
- Maintain a set of Record Drawings on which all changes are noted. Deliver both a reproducible set of drawings and drawing file(s) on CD ROM to the Village at the completion of the Project.

I:\Crystal Lake\ROULK\071749\Contract\construction\Exhibit C.doc



**Illinois Department
of Transportation**

**Local Public Agency Resident
Construction Supervisor/ In
Responsible Charge**

Mr. John Fortmann
Deputy Director Division of Highways
Regional Engineer
Department of Transportation
201 West Center Court
Schaumburg, Illinois 60196

County Lake
Municipality Village of Round Lake
Section 00-00025-00-FP
Route FAU 201
Contract No. _____
Job No. C-91-070-10
Project M-9003(482)

- 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.

Date Signature and Title (for the Local Public Agency)

Craig D. Mitchell, PE
Applicants Name (Type or Print)

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 prequalified in Construction Inspection and my Documentation of Contract Quantities certificate number is 13-0155.

BSCE from Iowa State University, worked at IDOT for 15-1/2 years in the Bureau of Construction, left as an Area Construction Supervisor. Registered Professional Engineer in Illinois and Wisconsin.

7/24/2013 _____
Date Signature of Applicant Construction Services Group Leader
Job Title of Applicant

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.

Approved _____
Date Deputy Director Division of Highways Regional Engineer

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

Instructions for Preparation of Form BC 775

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

When a project is located on a street or highway over which the STD does not have legal jurisdiction, or when special conditions warrant, the STD, while not relieved of overall project responsibility, may arrange for the local public agency having jurisdiction over such street or highway to perform the work with its own forces or by contract. In those instances where a local public agency elects to use consultants for construction engineering services, the local public agency shall provide a full-time employee of the agency to be in responsible charge of the project.

The full-time local public agency employee in responsible charge of the project shall perform the following duties and functions:

- Administer inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of projects;
- Maintain familiarity of day to day project operations, including project safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Review financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The Department of Transportation, in accordance with the requirements, requires the local public agency to identify the local public agency employee who will be in responsible charge of each Federal-Aid project which will be constructed under the supervision of the county, municipality or other public agency. County Engineers, Municipal Engineers, and full-time local public agency employees registered as a professional engineer should be identified in the pre-construction meeting minutes. All other resident construction supervisors must submit their qualifications on this form for approval by the department. Resident construction supervisors who are consultants shall be certified in Documentation of Contract Quantities and their firm shall be prequalified in Construction Inspection.

This form will be completed by the applicant, endorsed by a representative of the local public agency, and submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This signatory for the local public agency should be the County Engineer or Municipal Engineer, as applicable. In the event a municipality does not have a Municipal Engineer, the applicant will be recommended by the appropriate municipal authority.

If a consultant is named on this form, the approved form will be included as an attachment to the appropriate construction engineering consultant agreement.

This document should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.



**Illinois Department
of Transportation**

**Local Public Agency
Construction Inspector**

John Fortmann, PE
Deputy Director Division of Highways
Regional Engineer
Department of Transportation
201 West Center Court
Schaumburg, Illinois 60196-1096

County	<u>Lake</u>
Municipality	<u>Village of Round Lake</u>
Section	<u>00-00025-00-FP</u>
Route	<u>FAU 201</u>
Contract No.	<u></u>
Job No.	<u>C-91-070-10</u>
Project	<u>M-9003(482)</u>

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 _____ Date _____ Construction Services Group Leader
Signature and Title of Resident Construction Supervisor

Adam Wedoff, PE
Applicants Name (Type or Print)

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 10-0636.
Graduate Engineer with a Master's Degree in Civil Engineering, PE, DECI, doc certified.

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

Approved _____ Date _____ Signature and Title of In Responsible Charge from BC-775

Instructions for Preparation of Form BC 776

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

A consultant may be utilized for periodic examination and consultation or for full-time technical inspection of construction. However, the prime responsibility for general supervision of the construction must remain with the state. The state (or county or municipality under agreement with the state) cannot be relieved of its responsibility to ensure that the work is performed in accordance with the approved project plans, specifications and estimate.

Therefore, the Department of Transportation requires the local public agency to submit the qualifications of all personnel who will be assigned to construction layout and inspection duties on each Federal-Aid project which will be constructed under the supervision of the county, municipality or other local public agency. This form will be approved by the resident construction supervisor. If the resident construction supervisor is a consultant, this form will also be approved by the local public agency employee in responsible charge.

If a consultant is named on this form, the approved form will be included as an attachment to the construction engineering consultant agreement.

The approved form will be submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This form should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.



SOIL AND MATERIAL CONSULTANTS, INC.

office: 1-847-870-0544
fax: 1-847-870-0661
www.soilandmaterialconsultants.com
us@soilandmaterialconsultants.com

July 23, 2013
Proposal No. 13,151

Mr. Craig D. Mitchell
Baxter & Woodman, Inc.
8678 Ridgefield Road
Crystal Lake, IL 60012

Re: Soil and Construction Material Testing
Hart Road – FAU 201
Round Lake, IL

Dear Mr. Mitchell:

Submitted for your consideration is our proposal to provide soil and construction material testing on a will-call basis initiated by your office or representative.

We understand the testing requirements of the IDOT QC/QA program are applicable. We propose to be the QA project manager and provide QA jobsite testing. IDOT is to provide QA plant testing.

Attached is our Schedule of Fees for anticipated services. Note that hourly rates are inclusive of mileage and equipment charges. Based on available information and our experience on similar projects, we estimate a charge of \$10,083.00 may be incurred for the anticipated services. Actual billing will be on a unit price basis and you will only be billed for those services actually provided. Final billing may be less than or greater than the estimated charge. Requests for services not included within the scope of this proposal will be provided at our established unit prices.

Thank you for the opportunity of submitting this proposal, which includes the attached General Conditions. If acceptable, please sign and return one copy to our office. Further, please include applicable plans and specifications, if not already submitted.

Very truly yours,

SOIL AND MATERIAL CONSULTANTS, INC.

Thomas P. Johnson, P.E.
President

TPJ:kg

Proposal Accepted By:

Client _____

Street _____

Town _____ State _____ Zip Code _____

Phone () _____ E-Mail Address _____

Signature _____ Position _____

Printed Name _____ Date _____

8 WEST COLLEGE DRIVE • ARLINGTON HEIGHTS, IL 60004

SOIL BORINGS • SITE INVESTIGATIONS • PAVEMENT INVESTIGATIONS • GEOTECHNICAL ENGINEERING
TESTING OF • SOIL • ASPHALT • CONCRETE • MORTAR • STEEL

SOIL AND MATERIAL CONSULTANTS, INC.

SCHEDULE OF FEES

Effective 1-1-13

BITUMINOUS CONCRETE

<u>Service</u>	<u>Estimated Units</u>	<u>Fee</u>	<u>Cost</u>
<u>Field Testing</u>			
Technician with Nuclear Gauge	32 hours	\$ 85.00 /hour 340.00 /day min.	\$ 2,720.00
<u>Laboratory Testing</u>			
Unit Weight – cores	30 each	\$ 10.00 each	\$ 300.00
<u>Engineering</u>			
Senior Engineer (P.E.) - QA Project Manager, includes project administration, field/laboratory engineering, mix design review, consultation and report review	2 hours	\$ 130.00 /hour	\$ 260.00
Estimated Cost:			\$ 3,280.00

Estimates:

<u>Item</u>	<u>Tons</u>	<u>Est. Contractor Working Days</u>	<u>Est. Days - 20% QA</u>
HMA Surface, N50	1,179	1	1
HMA Binder, N50	1,654	2	1
HMA Pavement (Full Depth)	3,527	4	1
HMA Base Course	814	1	1
Total:	7,174	8	4

Billing Notes:

Hourly Charges: Portal To Portal
 Weekdays over 8 hours/day: Hourly Rate x 1.5

Saturdays: Hourly Rate x 1.5
 Sundays: Hourly Rate x 2.0

SOIL AND MATERIAL CONSULTANTS, INC.

SCHEDULE OF FEES

Effective 1-1-13

PORTLAND CEMENT CONCRETE

<u>Service</u>	<u>Est. Work Units</u>	<u>Fee</u>	<u>Cost</u>
<u>Field Testing</u>			
Technician - Includes temperature, slump, air and cylinders	36 hours	\$ 85.00 /hour 340.00 /day min.	\$ 3,060.00
Cylinder Pick-up	6 hours	\$ 85.00 /hour	\$ 510.00
<u>Laboratory Testing</u>			
Cylinder Compressive Strength	24 each	\$ 12.00 each	\$ 288.00
<u>Engineering</u>			
Senior Engineer (P.E.) - QA Project Manager. includes project administration, field/laboratory engineering, mix design review, consultation and report review	3 hours	\$ 130.00 /hour	\$ 390.00
Estimated Cost:			\$ 4,248.00

Estimates:

<u>Item</u>	<u>Quantity</u>	<u>CY</u>	<u>Est. Contractor Working Days</u>	<u>Est. Days - 20% QA</u>	<u>Cyls.</u>
PCC Combined C & G	7,077 ft.	395	8	2	8
PCC Sidewalk	24,449 sq.ft.	452	5	2	8
PCC Driveway	141 SY	31	1	1	4
Concrete Foundation	16	--	2	1	4
Handhole	3	--	1	--	--
Total:		878	17	6	24

Billing Notes:

Hourly Charges: Portal To Portal
 Weekdays over 8 hours/day: Hourly Rate x 1.5

Saturdays: Hourly Rate x 1.5
 Sundays: Hourly Rate x 2.0

SOIL AND MATERIAL CONSULTANTS, INC.

SCHEDULE OF FEES

Effective 1-1-13

AGGREGATE AND SOIL

<u>Service</u>	<u>Est. Work Units</u>	<u>Fee</u>	<u>Cost</u>
<u>Field Testing</u>			
Technician (5 days @ 5 hrs./day)	25 hours	\$ 85.00 /hour 340.00 /day min.	\$ 2,125.00
<u>Laboratory Testing</u>			
Standard Proctor	2 each	\$ 150.00 each	\$ 300.00
<u>Engineering</u>			
Senior Engineer (P.E.) - includes project administrations field/laboratory engineering, consultation and report review	1 hours	\$ 130.00 /hour	\$ 130.00
		Estimated Cost:	\$ 2,555.00

Billing Notes:

Hourly Charges: Portal To Portal
 Weekdays over 8 hours/day: Hourly Rate x 1.5

Saturdays: Hourly Rate x 1.5
 Sundays: Hourly Rate x 2.0

TERMS AND CONDITIONS

Soil and Material Consultants, Inc. (SMC) scope of work defined in the proposal was based on information provided by the client. If incomplete, inaccurate or if unexpected site conditions are discovered, the scope of work may change.

GEOTECHNICAL INVESTIGATIONS

Client will furnish SMC with right-of-access to the site. SMC will take reasonable precautions to minimize site damage due to its operations, but has not included in the fee the cost of restoration of any resulting damage. SMC shall not be liable for damage or injury due to encountering subsurface structures (pipes, tanks, utilities or others) not called to SMC's attention in writing or are not correctly shown on the drawings furnished by client or client's representative. If the client desires, SMC will restore any damage to the site and add the cost of restoration to the fee.

Field work, laboratory testing and engineering analysis will be performed in accordance with generally accepted soil and foundation engineering practices. Samples are retained in our laboratory for 30 days from date of report and then destroyed unless other disposition is requested. The data reported applies only to the soils sampled and the conditions encountered at each boring location. This does not imply or guarantee that soils between borings will be identical in character. Isolated inclusions of better or poorer soils can be found on any site. SMC will not be liable for extra work or other consequences due to changed conditions encountered between borings.

Any exploration, testing and analysis associated with the investigation will be performed by SMC for the client's sole use to fulfill the purpose of this Agreement. SMC is not responsible for use or interpretation of the information by others. The client recognizes that subsurface conditions may vary from those encountered in borings or explorations. Information and recommendations developed by SMC are based solely on available information and for the currently proposed improvement.

Documents including but not limited to technical reports, original boring logs, field data, field notes, laboratory test data, calculations, reports of inspection and testing, geotechnical reports, technical reports, submittals and estimates furnished to the client or its agents pursuant to this agreement are not intended or represented to be suitable for reuse by the client or others on extensions of this project or on any other project. Any reuse without SMC's written consent will be at user's sole risk and without liability or legal exposure to SMC. User shall indemnify and hold harmless SMC from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. To the maximum extent permitted by law, the Client agrees to limit SMC liability for clients' damages to \$100,000 or the fee, whichever is lesser. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

Soil and Material Consultants, Inc. is a Professional Engineering Corporation. Engineering services are often completed by extension through technical staff. The unit rates presented in this proposal do not reflect charges associated with organized labor. Future agreements, if any, with organized labor will invalidate some of the unit rates presented. Required rate adjustments will be presented to the client for acceptance prior to providing services at the adjusted rates.

Services are invoiced monthly for the preceding period. Client agrees to pay each invoice within thirty (30) days of receipt and further agrees to pay interest on all amounts not paid at the rate of 2.0% per month, an annual rate of 24%, from the due date. Client agrees to pay all reasonable costs of collection including staff time, court costs, Attorneys' fees and related expenses, if this account becomes delinquent. Client agrees that reports furnished to the client but not paid for in full remain the sole property of SMC and will not be used for design, construction, permits, licensing, sales or other gain.

TESTING SERVICES

Client shall furnish SMC with at least one working day's notice on any part-time (less than 8 hours/day) job when field personnel are requested. SMC shall make reasonable effort to provide field personnel in a timely manner but reserves the right to schedule field personnel as deemed appropriate. Minimum charges will be billed when work cancellations are received after field personnel have left for the project site.

SMC personnel will provide a professional service based on observations and testing of the work of a contractor, subcontractor, or other service/material provider, as specifically requested. SMC field personnel will look for general conformance with project specifications, plans and/or soil report but does not accept the responsibility to control or direct the work of others. Discrepancies noted by SMC office or field personnel will be referred to client or client's representative.

Testing Services furnished by SMC are defined as the taking of soil and/or material tests at various locations and the making of visual observations relating to earthwork, foundations, and/or materials as specifically requested by the client and agreed to by SMC, and will be limited to those specifically agreed services. Such services will be performed by SMC using that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of the profession practicing in this or similar localities.

Observations and testing of soils and/or materials by SMC in no way implies a guarantee or warranty of the work of the contractor, subcontractor, or other service/material provider. SMC's work or failure to perform same shall in no way excuse such contractor, subcontractor or other service/material provider from liability in the event of subsequently discovered defects, omissions, errors, deficiencies or failure to perform in accordance with the project plans and specifications. SMC field personnel shall not be responsible for superintendence of the construction process nor direction of the work of the contractor, subcontractor, or other service/material provider. SMC's work shall not include determining or implementing the means, methods, techniques, sequences or procedures of construction. SMC shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare.

VILLAGE OF ROUND LAKE, ILLINOIS
HART ROAD

EXHIBIT A

CONSTRUCTION ENGINEERING

Route: FAU 21 (Hart Road)
Local Agency: Village of Round Lake
(Municipality/Township/County)
Section: 00-00025-00-FP
Project: M-9003(482)
Job No.: C-91-070-10

*Firm's approved rates on file with IDOT's
Bureau of Accounting and Auditing:
Overhead Rate (OH)
Complexity Factor (R)
125 Working Days

4/15/14 to 5/31/15 for field work, closeout in June/July 2015

Method of Compensation:
Cost Plus Fixed Fee 1
Cost Plus Fixed Fee 2
Cost Plus Fixed Fee 3
Specific Rate
Lump Sum

14.5%[DL + R(DL) + OH(DL) + IHDC]
 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 14.5%[(2.8 + R)DL] + IHDC
 [2.65 (DL)]+SBO+IHDC

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Services by Others (SBO)	In-House Direct Costs (IHDC)	Total (2.65(DL))+SBO+IHDC
PROJECT INITIATION	SR ENG IV	12	\$63.80	\$766.00		\$50.00	\$2,079.00
	ENG TECH III	2	\$38.59	\$77.00			\$204.00
CONSTRUCTION ADMIN	PRINCIPAL	8	\$70.00	\$560.00			\$1,484.00
	SR ENGR IV	450	\$63.80	\$28,710.00		\$904.00	\$76,985.00
	ENG TECH III	40	\$38.59	\$1,544.00			\$4,091.00
	MARKETING ASST	84	\$31.58	\$2,653.00			\$7,030.00
	CLERICAL	30	\$28.54	\$766.00			\$2,029.00
FIELD OBSERVATION	ENG TECH III	2000	\$38.59	\$77,180.00		\$6,780.00	\$211,307.00
	ENG TECH II	1000	\$34.01	\$34,010.00		\$3,531.00	\$93,657.00
	SURVEY TECH II	120	\$31.45	\$3,774.00		\$306.00	\$10,307.00
COMPLETE PROJECT	ENG TECH III	220	\$38.59	\$8,490.00		\$763.00	\$23,261.00
	CAD OP II	8	\$31.45	\$252.00			\$667.00
	SR ENG IV	40	\$63.80	\$2,552.00		\$100.00	\$6,862.00
	ENG TECH V	120	\$55.48	\$6,658.00			\$17,643.00
GIS PROCESSING	SUPPORT MGR.	10	\$48.80	\$488.00			\$1,293.00
	GIS TECH I	60	\$23.68	\$1,421.00		\$4,500.00	\$8,265.00
MATERIAL TESTING							
TOTALS		4,204		\$ 169,901	\$ 10,063	\$ 16,934	\$10,083.00 \$477,247.00

In-House Direct Costs:

VEHICLE EXPENSES - TRAVEL (\$0.565/mile) Sr Eng IV-1,866 mi; ET III-13,350mi; ET II-6,250mi;
Survey Tech II-542mi=22,008mi

GPS Rental Unit 9 months @ \$500/month

Services by Others: Soil & Material Consultants QA HMA, PCC and Soil testing

\$12,434.00

\$4,500.00

\$10,083.00