



Gayle A. Smolinski Mayor
Patty Burns Village Clerk

AGENDA
VILLAGE BOARD COMMITTEE OF THE WHOLE
Monday, February 9, 2015
Following Village Board Meeting

Meeting Chaired by Mayor Gayle Smolinski

1. **Roll Call**
2. **Approval of Prepared Agenda**
3. **Citizen Comments/Questions** (Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.)
4. **Animal Shelter Services Request for Proposals**
Presenter: Steve Herron, Chief of Police
5. **5 Year Capital Improvement Plan – General Capital Projects Fund**
Presenter: Jeffrey O'Dell, Village Administrator
6. **Engineering Services Agreement – Rodenburg Road**
Presenter: Philip Cotter, Public Works Director
7. **Executive Session**
 - A. Executive Session Minutes
 - B. Personnel
 - C. Collective Bargaining
 - D. Security Procedures
 - E. Real Property
 - F. Litigation
 - G. Risk Management
8. **Citizen Comments/Questions** (Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.)
9. **Other Business**
10. **Adjourn**

In compliance with the Americans with Disabilities Act, any person with a disability requiring a reasonable accommodation to participate in the meeting should contact Jason Bielawski, ADA Compliance Officer, 8:30 a.m. to 5:00 p.m. Monday through Friday, telephone: 630-671-2810, email: jbielawski@roselle.il.us.



AGENDA ITEM # 4

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
February 9, 2015**

Item Title: **Animal Shelter Services RFP**

Staff Contact: Steve Herron, Chief of Police

COMMITTEE OF THE WHOLE ACTION

Recommend approval of a contract with BMK Veterinary Associates (Golf-Rose Animal Hospital) to provide boarding and emergency veterinary services for the police department.

Executive Summary:

The police department’s current boarding and emergency veterinary services with Golf-Rose Animal Hospital has expired. A request for proposals for a new thirty-six (36) month contract with an option to extend for another 36 month period upon mutual agreement with the Village of Roselle was sent out for bid. We received only one completed bid proposal and that was from BMK Veterinary Associates (Golf-Rose Animal Hospital). Golf-Rose provides these services to over a dozen police departments in the area. Golf-Rose also provides a myriad of other specialized services on an emergency basis for police departments as well. They have been in business since 1964 and have veterinarians on staff 24 hours a day. We would request the Village Board authorize the signing of a contract with Golf-Rose for a period of three years with the option of a three year extension.

Implications:

Is this item budgeted? Yes: Dog Impoundment PD line item 10615120-61720 has \$2,500 approved in FY15. Funds are used only on an as needed basis depending on the number of dogs held or emergency care required in a given year.

Any other implications to be considered? None

Attachments:

Golf-Rose Bid Submission
Resolution

RESOLUTION NO. 2015-

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN
AN ANIMAL SHELTER SERVICE CONTRACT BETWEEN THE
VILLAGE OF ROSELLE AND BMK VETERINARY ASSOCIATES
DBA GOLF ROSE ANIMAL HOSPITAL**

WHEREAS, the corporate authorities of the Village of Roselle deem it in the best interests of the Village to enter into a ANIMAL SHELTER SERVICE contract between the VILLAGE OF ROSELLE and BMK VETERINARY ASSOCIATES DBA Golf Rose Animal Hospital; and

WHEREAS, the Animal Service Contract is for a thirty-six (36) month term beginning February 23, 2015, and allows the parties to mutually agree to a thirty-six (36) month extension upon mutual agreement; and

NOW, THEREFORE, be it resolved by the Mayor and Board of Trustees of the Village of Roselle that the Mayor is hereby authorized to sign and the Village Clerk is hereby directed to attest that certain "ANIMAL SHELTER SERVICE contract between the VILLAGE OF ROSELLE and BMK VETERINARY ASSOCIATES DBA Golf Rose Animal Hospital" which is attached hereto and incorporated as fully set forth as Exhibit A.

ADOPTED this ____ day of February, 2015

AYES:

NAYS:

ABSENT:

Mayor

ATTEST:

Village Clerk

**Request for Proposals for Animal Shelter Services
January 20, 2015**

The Village of Roselle, Illinois is accepting sealed proposals for Animal Shelter Services for the Roselle Police Department. **Copies of the full RFP documents can be found at www.roselle.il.us/bids.**

All documents requested in this proposal must be submitted by 11:00 am on Tuesday, January 20, 2015. Four (4) copies of the complete proposals shall be sealed and placed in an envelope and are to be clearly marked "Proposals for Animal Shelter Services – Roselle, IL". Any proposals received after the stated closing time of 11:00 am will be returned unopened.

Proposals are to be submitted in sealed envelopes and must be addressed to and received at:

Patricia Burns
Village Clerk
31 S. Prospect Street
Roselle, IL 60172

The Village of Roselle reserves the right to reject any and all proposals; waive formalities, technical requirements and/or deficiencies and irregularities; or solicit new proposals and to accept the proposal deemed by the Village Board to be the most favorable to the interests of the Village.

Questions or clarifications on the proposal documents shall be submitted in writing to Village contact Sergeant John Lawson, at jlawson@roselle.il.us or fax 630-980-8558 before 12:00 pm on Friday, January 16, 2015. Questions submitted after this time will not be answered. All clarifications and answers will be confirmed in a published addendum if warranted which will be posted at www.roselle.il.us/bids by 5:00 pm January 16, 2015.

REQUEST FOR PROPOSAL ANIMAL SHELTER SERVICES

CONTRACT DESCRIPTION:

A thirty-six (36) month contract with the Village of Roselle to be administered by the Roselle Police Department. In addition, this contract may be extended for 36 months upon mutual agreement between the Village of Roselle and contractor.

NOTICE TO BIDDERS:

Sealed proposals will be received until 11:00 am on January 20, 2015, in the Village Clerk's Office, Village of Roselle 31 S. Prospect Street, Roselle, and Illinois, 60172, requesting proposals for supplying the Village with item listed herein and as further specified. The bids will be publicly opened in the Village Hall, Conference Room in the presence of the public and officials. The public is invited to attend the opening. After tabulation and review, bids and staff analysis will be presented to the Village Board of Trustees for award; such award to be considered at a subsequent Board Meeting.

HOW TO SUBMIT A BID:

It will be the sole responsibility of the bidder to ensure that this bid reaches the Village Clerk's Office, Village of Roselle, on or before closing hour and date shown above. Any bid that is not sealed or marked as specified in the requirements for submitting a bid will be disqualified from the bidding process.

**ALL BIDS WILL BE OPENED AT A PUBLIC OPENING ON
January 20, 2015 at 11:00 am.**

PURPOSE OF REQUEST FOR BIDS:

The Village of Roselle intends to secure a source of supply for the above service(s). Any failure on the part of the supplier or contractor to comply with the ensuing conditions and specifications shall be reason for termination of the contract.

CONTRACT REQUIREMENTS:

The Village of Roselle requests proposals for animal control services with the Village of Roselle and the Illinois Animal Control Act and any other services requested by the Village of Roselle administration pursuant to animal control.

The Village of Roselle is looking for at least one location to impound stray or unwanted animals including Canine and Feline. The facility is to be constructed to the standards required by the State of Illinois for new kennels. The Village of Roselle Police Department must have 24 hour access to the facility. The facilities must have separate areas to segregate healthy from infirmed animals. All animals are expected to receive parasite control prior to entry into

boarding facilities. The facility must have 24 hour emergency care. The facility must be within 5 miles of the Village of Roselle borders.

The facility must be fully licensed by the Department of Agriculture, the Department of Professional Regulation, and the municipality in which they operate.

QUESTIONS:

How many cages does your facility have? 157

How many cages will your facility hold empty at a time? 15

What are your procedures for holding dogs and cats? (i.e. length of time before euthanasia, process for finding owners, etc.)

We hold animals in compliance with the Illinois Animal Control Act and any local ordinances the impounding municipality may have. The length of time we hold an animal is dictated by the above and any other circumstances that may require an excess hold period beyond the above law, such as court proceedings, other laws requiring a longer hold, and discretionary knowledge that we may be able to avoid economic euthanasia for the animal being held. We work with surrounding communities to locate owners. We also use the internet, email, telephone, and US Mail notifications to locate an animal's owner. The Golf Rose Pet Lodge is constructed to meet the standards required for new kennels in the State of Illinois. Golf Rose Pet Lodge exceeds these requirements and is inspected and approved for use by US Army Veterinarians and the Federal Government. The Golf Rose Pet Lodge is inspected and approved for Animal Control by the State of Illinois. The Golf Rose Pet Lodge was designed and built in 2013. The lodge is designed and built with the highest quality comfort level for animals and retains some of the latest air quality controls for an animal holding facility available in the country. The Village of Roselle will have 24 hour access to the facility and 10 State Licensed Veterinarians 24 hours a day 365 days a year. The Village of Roselle will have 24 hour access to the animal emergency room at Golf Rose. Golf Rose has an insolation unit and an intensive care unit for animals in need of such special care.

What type of parasite control do you give the animals? Nitenpyram, Selamectin, Imidacloprid, Fipronil/(s)-Methoprene, Milbemycin, Lufenuron, Etofenprox/Piperonyl/Butoxide

Do you vaccinate the animals? Yes

What is the percentage of animals that are turned to the owner? 50 ± %

Location of facilities proposed 1355 & 1375 N. Roselle Road, Schaumburg, IL 60195

REFERENCES

1. Municipality Name Elgin Police Department
Contact Name James Rog
Email Address Rog_J@cityofelgin.org
Length of Contract 10+ years

2. Municipality Name Schaumburg Police Department
Contact Name Deborah Diamond
Email Address ddiamond@ci.schaumburg.il.us
Length of Contract 30+ years

3. Municipality Name Palatine Police Department
Contact Name Dora Mecko
Email Address dmecko@palatine.il.us
Length of Contract 20+ years

4. Municipality Name Streamwood Police Department
Contact Name Jim Greimo
Email Address JGreimo@streamwood.org
Length of Contract 10+ years

2015 PRICING

	Village of Roselle	Citizens
Boarding per night	dog <u>20.00</u> cat <u>14.00</u>	<u>33.00</u>
Parasite Control	<u>VARIES - SEE ATTACHED</u>	<u>VARIES</u>
Vaccines (if required)		
Dog	<u>16.25</u>	<u>31.00</u>
Cat	<u>11.95</u>	<u>31.00</u>
Euthanasia and Disposal	<u>VARIES - SEE ATTACHED</u>	<u>VARIES</u>
Microchip	<u>N/A</u>	<u>35.50</u>
Registration	<u>N/A</u>	<u>27.00</u>

Are you willing to hold your price in 2016 Yes X No

If not, what percentage of increase would you charge in 2015 N/A
In 2017 4% In 2018 4% In 2019 if renewed? 4%

Bidder Name Charles Bulson

Phone Number 847-885-2122

Roselle 2015

BOARDING PRICES:

Cost per day for dogs:	\$20.00
Cost per day for cats:	\$14.00

EUTHANASIA, CREMATION, DISPOSAL:

	Euthanasia, Cremation & Disposal	Disposal
Cats	\$32.25	\$27.75
Small Dogs, Lg. Wild Animals	\$34.80	\$30.55
Medium Dogs	\$40.15	\$33.10
Large Dogs	\$42.65	\$35.65
Euthanasia without Boarding	\$50.55	

PARASITE CONTROL:

Imidacloprid	\$11.10
Fipronil/(S)-Methoprene	\$14.45
Permethrin/Imidacloprid	\$14.45
Milbemycin	\$10.00
Nitenpyram	\$ 5.55
Selamectin	\$14.45
Lufenuron	\$10.00
Etofenprox/Piperonyl Butoxide	\$14.45

VACCINATIONS:

Feline Nasal Boosters:	\$11.95
Canine Distemper	\$16.25

BIDDERS PLEASE READ

SUBMISSION AND RECEIPT OF BIDS

- A. Bids, to receive consideration, shall be received prior to the specified time of opening as designated in the invitation.
- B. Unless otherwise specified, bidders SHALL use the bid form furnished by the Village. Failure to do so may cause bid to be rejected. Removal of any part of the bid proposal may invalidate the bid.
- C. Proposals having any erasures or corrections SHALL be initialed by the bidder in ink. Bids shall be signed in ink; all quotations shall be typewritten or filled in with a pen and ink.

PRICES AND SERVICES TO BE FIRM:

- A. Bidders warrant by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the Village or the bidder.

SIGNATURE REQUIRED:

All quotations and proposals **SHALL** be signed by an officer or employee having authority to bind the company or firm by his signature.

TAXES:

The Village of Roselle is exempt from any taxes imposed by State and/or Federal Government.

SIGNED BID CONSIDERED AN OFFER:

The signed bid shall be considered an offer on the part of the bidder or contractor, which offer shall be deemed accepted upon approval by the Village Board of Trustees of the Village of Roselle and in case of default on the part of the bidder or contractor after such acceptance, the Village of Roselle may take such action as it deems appropriate including legal action for damages or specific performance.

LIABILITY, INSURANCE, LICENSES, AND PERMITS:

The bidder will assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, and insurance when required. The bidders shall be liable for any damages or loss to the Village occasioned by negligence of the bidder (or his agent) or any person the bidder has designated in the completion of services as a result of this proposal.

RESERVATIONS, REJECTIONS, AND AWARD:

The Village of Roselle reserves the right to accept or reject any or all proposals or parts of proposals, to waive irregularities and technicalities, and to request rebids. The Village also reserves the right to award the contract for services to the provider of services the Village deems in its sole discretion will best serve its interests.

SPECIFICATIONS:

Bidders should carefully examine the specifications and fully inform themselves as to all conditions and matters which could in any way affect the equipment/material /service or the cost thereof. Any errors, omissions, ambiguities, or discrepancies in the specifications shall be brought to the attention of the Village of Roselle without delay. All inquiries will be promptly reviewed; and when necessary, a clarifying written addendum will be issued to all bidders and made part of the contract documents. The Village of Roselle will not be held responsible for verbal instructions or interpretations; and upon execution of the agreement, no consideration will be given to any claim of misunderstanding of the documents.

EQUAL OPPORTUNITY CLAUSE:

In the event of the contractors non-compliance with any provision of the Equal Employment Opportunity Clause, the Illinois Human Rights Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the Village of Roselle, Illinois, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided for by statute or regulation.

ANTI-COLLUSION STATEMENT:

The signed bidder shall not divulge, discuss, or compare his bid with other bidders and shall not collude with any other bidder, or parties, or employees of the Village of Roselle to bid on this contract. Any collusion or attempted collusion by the bidder(s) will result in disqualification of the bidder(s).

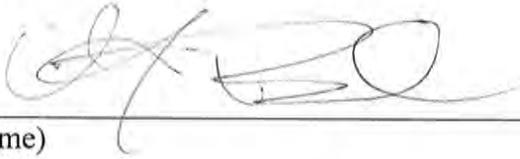
COMPLIANCE WITH LAWS

Successful bidder shall comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety and Health Act, Illinois Department of Labor, Department of Transportation, Worker's Compensation Law, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.

Pursuant to 30 ILCS 580/3, Section 3 the bidder deposes, states and certifies it will provide a drug free workplace by complying to the Illinois Drug Free Workplace Act and Pursuant to 775 ILCS 5/2-105 the bidder has a written sexual harassment policy.

NON-COLLUSION CERTIFICATION

By signing this certification, the BIDDER declares that he/she is not barred from bidding for this CONTRACT as a result of a violation of either Section 5/33E-3 or Section 5/33E-4 of Chapter 720 of the Illinois Compiled Statutes concerning bid rigging, rotating, kickbacks, bribery, and interference with public contracts.



(Name)

Bus Mar

(Title)

Bmk Veterinary Associates PBA Golf Rose Animal Hospital

(Company Name)

1355N. Roselle Rd., Schaumburg

(Address)

1/19/2015

(Date)



AGENDA ITEM # 5

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
February 9, 2015**

Item Title: Proposed 5-Year Capital Improvement Program

Staff Contact: Jeffrey D. O'Dell, Village Administrator
Phil Cotter, Director of Public Works
Pam Figolah, Director of Finance

VILLAGE BOARD ACTION

- | |
|---|
| <ol style="list-style-type: none">1. Conduct an exercise prioritizing projects for inclusion in the FY 2015 General Capital Projects Fund Budget.2. Provide staff further direction on the Proposed FY 2015 – 2019 Capital Improvement Plan. |
|---|

Executive Summary:

The Village Board's 2014 – 2016 Strategic Plan includes a Fiscal Sustainability Priority. One of the strategic initiatives of that Priority is to develop a 5-Year Capital Improvement Plan (CIP). The purpose of that initiative is to identify all municipal capital infrastructure improvements planned for the next five years and establish probable costs to complete those infrastructure improvements over that five year period.

The 5-Year CIP will include infrastructure improvement projects from the General Capital Projects Fund and Water/Sewer Capital Projects Fund. This coming Monday night's discussion will focus on the General Capital Projects Fund only. Discussion on the W/S Capital Projects Fund's portion of the CIP will occur in March as staff will wait until the previously approved Facilities Plan outlining proposed improvements to our two wastewater treatment plants and other infrastructure is completed. Prior to our discussion on Monday night, the Village Board should be aware of the following:

Funding Sources: The majority of all infrastructure improvements from the General Capital Projects Fund are paid for by gas, electric, and telephone utility taxes. In 2011 and 2012, the Village received approximately \$2,000,000 annually in utility taxes. Since 2012, utility tax revenues have declined by approximately \$300,000 annually. While weather impacts electricity and gas consumption causing volatility in utility tax revenues, the majority of this decline is related to the telephone portion of the tax.

The other large source of funding is motor fuel taxes. The Village receives state allocated gasoline taxes based on its population related to the total population in the

state. Revenues from those taxes amount to \$575,000 annually. Previous budgets have reflected an annual General Fund interfund transfer of \$300,000 to offset street maintenance related activities and the remaining \$275,000 has been allocated to the annual Street Improvement Program (SIP).

Fund Reserve Levels: Unlike the General and W/S operating funds, the Village Board has not established reserve levels in its capital projects funds. Due to cash flow reasons and more costly infrastructure improvements that may occur unexpectedly during any budget fiscal year, staff has consistently recommended that reserve levels remain at a combined level of \$350,000 for the General Capital Projects and MFT funds. In addition, we have maintained a reserve level of 15% of all debt service payments in the Debt Service Fund annually (\$160,000). Reducing those reserve levels further to help fund proposed projects for the FY 2015 Budget is not recommended by staff.

Debt Service Payments: The Village has previously issued debt to finance costs related to construction of its Village Hall, police department facility, and public works administration/garage building. More recently, the Village issued debt for the Foster Avenue reconstruction project and other street improvements. The majority of these debt service payments are funded by utility tax revenues. Annual debt service payments for all of these projects amount to \$1,100,000. However, the \$350,000 annual debt service payment related to the Village Hall and public works building retires after 2016. Therefore, beginning in 2017, the share of utility tax revenue dedicated to payment of debt service will be reduced, hence, more funding will be available to complete proposed infrastructure improvements.

Federal Surface Transportation Funding: The CIP reflects an annual federally funded Surface Transportation Program (STP) commitment for improvements to portions of Rodenburg Road, Bryn Mawr Avenue, Central Avenue, and Maple Avenue. This federally funded program provides municipalities reimbursement for 70% of the construction costs to resurface local roads. Late in 2014, the Village was notified that it was guaranteed \$490,000 in STP funding to resurface 1.2 miles of Rodenburg Road. The remaining 30%, or \$210,000, will be the Village's share.

As you recall, the Village was also notified that its application to receive similar STP funding for resurfacing a portion of Devon Avenue was not approved. In a follow-up meeting with the program administrator (DMMC), we were informed that future applications would likely receive the same outcome due to low traffic volumes. Therefore, Devon Avenue will now be reflected in the local improvements portion of the SIP as the Village will be responsible for 100% of resurfacing costs. That will reduce available funding to improve other streets in the community.

Finally, it is important to note that the CIP reflects STP funding for the roadways listed above. It is possible that some or all of these roadway projects will not be approved in the STP program administered by the DMMC. Should that be the case, and similar to Devon Avenue, the Village would be responsible for 100% of those construction costs. The proposed CIP reflects the Village's 30% share of construction costs and 100% of engineering costs for each of those projects.

Municipal Building Infrastructure: During the next five years, the Village Hall, fire station, and public works administration/garage buildings will have been in operation between 20 and 30 years. The FY 2015 adopted budget currently allocates funding for the replacement of furniture, interior painting, and apparatus floor refinishing in the public works and fire department facilities. However, more costly infrastructure replacements to the Village Hall HVAC equipment and public works roof are planned in 2016 and 2017 as estimates for those improvements total \$590,000. Throughout the next five years, the Village Board can expect other improvements to these facilities as they continue to age.

Regional Public Safety Expansion: There are two regional public safety expansion projects included in the proposed CIP. These two projects are included because the Village will be responsible for paying its fair share of those improvements as it is a member of the regional 911 emergency call center agency and utilizes the county-wide records management system. Both expansion projects will require a considerable financial commitment by the Village. An upgrade of the records management system (\$90,000) will occur in 2016 while construction of a second facility for the DUCOMM call center (\$430,000) is expected to begin sometime in 2017. It should be noted that DUCOMM has been exploring the issuance of bonds to complete the proposed \$11,000,000 project. Members of the agency will have the option of paying their share of bond costs up front or over a 20 year period. For planning purposes, the CIP reflects payment up front. For financial sustainability reasons, that may change to a payment schedule over the 20 year period.

New Program Introduction: The CIP reflects several new projects for consideration. These projects relate to the train horn quiet zone study, upgrades along the corridor of the recently improved Elgin O'Hare roadway, and the undergrounding of utilities at Veteran's Memorial Park. Staff will be prepared to explain the costs related to these new programs and their impact on projects already funded in the FY 2015 budget. While the Village Board has already given staff direction on the quiet zone, it will need to determine what it wants to do with bridge fencing upgrades along the Elgin O'Hare and the undergrounding of utilities behind the new Veteran's Memorial in downtown Roselle. In addition, staff has proposed increases to its existing street sign and parkway tree replacement programs. Staff will be prepared to explain the costs related to these expanded programs and their impact on other projects included in future budgets beginning in 2016.

Stormwater Infrastructure: The Strategic Plan includes another initiative to complete a stormwater utility study. The CIP reflects two proposed expenditures in FY 2016 related to this initiative. As you recall, the Village has previously expended a great amount of funds on stormwater infrastructure improvements to each of the three watersheds in Roselle since 2008. An additional \$135,000 has been budgeted in 2015 to reline a failing Hill Street culvert pipe. Other projects are planned during the next five years. Before completing a stormwater utility study, staff has recommended the completion of a community survey and further in-house engineering analysis. Based on that analysis, staff will make a recommendation for moving forward with a utility study. Funds for that study have been identified in FY 2016.

Summary

The Fiscal Sustainability Strategic Priority was developed in an effort to ensure revenues support the full cost for providing services. From an operations perspective, the Village's General Fund continues to experience flat growth in its revenue base. While the General Fund's revenue base is diverse, some revenues have increased, and others have decreased with little or no growth each year.

Providing municipal services must also take into account our ability to maintain our community's infrastructure. From an infrastructure improvement perspective, the General Capital Projects Fund continues to experience a reduction in its revenue base. This reduction is magnified because of a lack of revenue diversity in that utility taxes are the main source of revenue for that fund.

Fiscal sustainability in the Village can only occur when both the operational and capital projects funds have revenue bases that support our ability to provide municipal services while maintaining street, stormwater, municipal building, and water/sewer infrastructure. A solution to our challenges will come from a myriad of options, i.e. additional debt issuance, reallocation of existing revenues, special service areas, and potentially referendum.

For this coming Monday night, staff requests the Village Board finalize the FY 2015 Capital Projects Fund budget by identifying what projects will be included. A more definitive revenue plan for FY 2016 – 2019 will be forthcoming later this fiscal year.

Implications:

Is this item budgeted? Yes

Any other implications to be considered? A discussion on the Water and Sewer Capital Projects Fund portion of the 5-Year CIP will take place sometime in March.

Attachments:

FY 2015 – 2019 Capital Improvement Plan

**FIVE-YEAR
CAPITAL IMPROVEMENT PLAN**



FY 2015 – 2019



**FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FY 2015 – 2019**

PART 1: GENERAL CAPITAL PLAN

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Appendix:
CIP Cash Flow Analysis (General Capital)

PART 2: WATER/SEWER CAPITAL PROJECT PLAN

(Scheduled for a March 2015 agenda)

Street Improvement Program – Local Streets and Maintenance Projects

EXECUTIVE SUMMARY:

The Village’s annual Street Improvement Program (SIP) involves the maintenance and improvement of local streets. The SIP includes projects such as roadway resurfacing/reconstruction and maintenance projects such as pavement patching, crack filling, thermoplastic striping, and in some instances micro-surfacing. In 2015, the Engineering Division will initiate a Condition Rating Survey of all Village streets which involves the evaluation and rating of the pavement condition. Village streets are assigned a condition rating (poor, fair, good, excellent) and prioritized for improvement. Streets rated “poor” or “fair” are prioritized for one of the construction options (rehabilitation, resurfacing, or reconstruction) depending on their condition, location, and estimated traffic volumes. The timing of street improvements is critical; delay of needed resurfacing risks rapid structural deterioration that ultimately requires reconstruction. The most cost effective way to maintain streets is to resurface as needed, avoiding much more costly reconstruction.



Additionally, as the Village improves streets to “good” and “excellent” conditions, the need for a regular maintenance programs such as crack filling, pavement, patching and micro-surfacing are necessary. These programs are intended to keep water from entering the pavement base section which is the main cause for pavement failure. Implementing such a maintenance program will extend the life of the pavement. Maintaining all 75 miles of streets in the Village requires a substantial annual commitment to the SIP.

The different components of the SIP are typically bid in the spring with construction taking place in the summer and fall. The four components of the Street Improvement Program are:

- Thermoplastic Striping: Placement of an environmentally safe, highly reflective, long-lasting pavement marking material that is resistant to cracking and chipping used to delineate turn lanes, crosswalks, stop bars, etc. Staff recommends a minimum annual allocation of \$15,000 for thermoplastic striping.
- Crack Filling: Filling cracks in the roadway with an asphalt compound prevents water and ice from entering the cracks, expanding and contracting, and causing rapid deterioration of the pavement. Filling cracks can extend the life of the pavement by several years. Staff recommends a minimum annual allocation of \$40,000 for crack filling.
- Pavement Patching: Repairing small sections of roadway that have potholes or are otherwise in poor condition. Staff recommends a minimum annual allocation of \$100,000.
- Micro-surfacing: Staff is not recommending an annual allocation for micro-surfacing at this time, but is monitoring past micro-surfacing projects to see how the improvements hold up over time.

- Street Improvements: Staff recommends a minimum annual allocation of \$625,000 for the resurfacing or reconstruction of Village streets. The Condition Rating Survey will be completed in the spring, at which time, Staff will develop a list of streets to be prioritized for resurfacing in 2015.

Although the Village submitted an STP application in 2014 to resurface Devon Avenue, this project was not selected for funding primarily due to significantly low average daily traffic volumes compared to other projects. Therefore, according to the DMMC, it is highly unlikely that Devon Avenue will be approved for STP funding in the future. As a result, Staff recommends including Devon Avenue in the SIP and surfacing the segment with the worst condition rating, from Roselle Road to Lakeside, in the 2015 SIP at an estimated cost of \$135,000. The balance of Devon Avenue will be considered for resurfacing in future years.

Street Projects	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Street Improvements	\$625,000	\$650,000	\$675,000	\$700,000	\$725,000	\$3,375,000
Thermoplastic Striping	\$15,000	\$15,000	\$17,500	\$17,500	\$20,000	\$85,000
Crack Filling	\$40,000	\$45,000	\$45,000	\$50,000	\$50,000	\$230,000
Pavement Patching ¹	\$100,000	\$100,000	\$105,000	\$105,000	\$110,000	\$520,000
TOTAL	\$780,000	\$810,000	\$842,500	\$872,500	\$905,000	\$4,210,000

The following streets are not owned or maintained by the Village, and are therefore not part of the Village’s Street Improvement Program:

- Roselle Road – under Cook and DuPage County jurisdiction
- Nerge Road – under Cook County jurisdiction
- Irving Park Road and Lake Street – under State of Illinois (IDOT) jurisdiction
- Gary Avenue – under DuPage County jurisdiction

¹ Additional funds for Pavement Patching are allocated in the Water/Sewer fund.

Street Improvement Program – Surface Transportation Program (STP)

EXECUTIVE SUMMARY:

Federal funds are made available to municipal agencies to improve local streets that are designated as part of the Federal Aid Urban System (FAUS) via a regional Surface Transportation Program (STP). These designated routes are typically classified as collector streets and carry more than just local traffic. The STP in northeastern Illinois is overseen by eleven regional councils of governments. Each year there is a certain amount of federal funds that are earmarked for the region. The councils of government select and program eligible improvements based on projects submitted for consideration by the local municipalities. In DuPage county, the DuPage Mayors and Managers Conference (DMMC) oversees the STP as selected projects are funded on a 70% Federal / 30% local split for typical roadway improvements (construction only). All engineering costs are incurred by the municipality.

In 2014, Rodenburg Road (from Central to Prescott) and Devon Avenue were reclassified as FAUS routes which allowed the Village to apply for STP funding to resurface both streets. The DMMC approved STP funding for the resurfacing of Rodenburg Road, however Devon Avenue was not approved. Staff was advised by the DMMC’s transportation engineer that it is unlikely that Devon will be approved for funding through the STP program due to its low average daily traffic count (ADT) and recommended that the Village coordinate its resurfacing through the Village’s annual Street Improvement Program (SIP). Staff will continue to apply for STP funds for Devon Avenue.

Staff is working with the Village of Schaumburg to file a joint application to reclassify the segment of Rodenburg Road between Central Avenue and Irving Park Road. Reclassification would make Rodenburg Road, north of Central Avenue, eligible for STP funding.

The Village intends to pursue STP funds to resurface the following streets during the next five years:

FAUS Routes	Limits of Project	Construction Estimate	70% Federal Share	30% Local Share	Condition Rating
Rodenburg Road	Central Ave to Prescott	\$700,000	\$490,000	\$210,000	Poor
Bryn Mawr Avenue	Radnor Dr to Mensching Rd	\$200,000	\$140,000	\$60,000	Poor
Rodenburg Road*	Central Ave to RR tracks	\$200,000	\$140,000	\$60,000	Poor
Central Avenue	Rodenburg to Roselle Rd	\$750,000	\$525,000	\$225,000	Fair
Maple Avenue	Roselle Rd to Irving Park	\$250,000	\$175,000	\$75,000	Fair

*This section of Rodenburg Road is not currently designated as part of the FAUS.

The table below summarizes the Village’s expenses (100% of the design and construction engineering costs and 30% of the construction costs) associated with each proposed project:

FAUS Routes	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Rodenburg Road (south of Central)						
Design & Const. Engineering	\$75,000					\$75,000
Construction	\$210,000					\$210,000
Bryn Mawr Avenue						
Design & Const. Engineering		\$25,000				\$25,000
Construction		\$60,000				\$60,000
Rodenburg Road* (north of Central)						
Design & Const. Engineering			\$25,000			\$25,000
Construction			\$60,000			\$60,000
Central Avenue						
Design & Const. Engineering				\$90,000		\$90,000
Construction				\$225,000		\$225,000
Maple Avenue						
Design & Const. Engineering					\$30,000	\$30,000
Construction					\$75,000	\$75,000
TOTAL	\$285,000	\$85,000	\$85,000	\$315,000	\$105,000	\$875,000

*This section of Rodenburg Road is not currently designated as part of the FAUS.

Storm Water Management Program

EXECUTIVE SUMMARY:

The Village of Roselle has separate sewer systems for stormwater and sanitary. The stormwater sewer system consists of storm drains, catch basins, culverts and ditches that collect and convey stormwater to appropriate detention and retention areas and into natural waterways (creeks, streams).



The purpose of this program is to maintain and improve the Village's stormwater infrastructure and to assess stormwater in the Village in an effort to reduce flooding during periods of heavy rain and the impact of such storm waters on public and private property. Flooding events in recent years, along with National Pollutant Discharge Elimination System (NPDES) permit requirements, have enhanced the need for continued proactive attention to maintaining and improving the Village's stormwater infrastructure.

- **Hill Street Culvert Lining:** The culvert beneath Hill Street is constructed of corrugated metal pipe (CMP) that has deteriorated through the years. The proposed project involves lining the culvert, approximately 68 linear feet of elliptical pipe, to prevent a costly reconstruction of the culvert and bridge that would also be disruptive to the neighborhood. Lining the culvert will not require a stormwater permit from DuPage County.
- **Stormwater Studies:** During the spring/summer of 2015, Staff proposes to conduct a community survey (i.e. stormwater/flood questionnaire) to solicit feedback directly from property owners to help further identify flood prone areas in the Village. Subsequent to the completion of this survey, Staff will compile the results of the survey and use those results to augment its analysis of the Village's stormwater infrastructure. If Staff determines that certain areas of the Village require further study and analysis, it may recommend retaining the services of an engineering consulting firm in 2016, utilizing General Capital Funds, to initiate a Stormwater Management Study to ascertain the magnitude and extent of stormwater and flooding issues. This Stormwater Management Study would identify capital improvement projects (i.e. capacity enhancements) along with estimated project costs that would be incorporated into the CIP.

With regards to funding these capital improvement projects, the Village may also decide to retain the services of an engineering consulting firm to conduct a Stormwater Utility Feasibility Study for the possible implementation of a stormwater utility fee. If the Village implements a stormwater utility fee, and since larger scale capital improvement projects will have been identified during the Stormwater Management Study, this fee would be used for such stormwater capital improvement projects along with other necessary stormwater maintenance projects.

- **Lexington Avenue Storm Sewer Lining:** The existing storm sewer that runs along the east side of Lexington Avenue, from the intersection of Orchard Terrace to Foster Avenue, is also constructed of CMP that has deteriorated through the years - causing numerous sinkholes to occur along the parkway. The proposed project involves lining the storm sewer (approximately 1,012 linear feet of

elliptical pipe) and reinstating laterals. The conventional remove and replace method would be more expensive and disruptive to the neighborhood.

- **Central Avenue Culvert Lining:** There are three culverts beneath Central Avenue between Monaco Drive and Presidential Drive. The western-most culvert was lined approximately five years ago. The other two culverts, located at the southeast corner of the Central Avenue wetland area and also constructed of CMP, convey stormwater overflow from the wetland area. This pipe has deteriorated through the years. The proposed project, which consists of lining approximately 400 lineal feet of 36” diameter pipe, is the preferred method of repair for this project because it will avoid the closure of Central Avenue from vehicular traffic and will be less costly. This method will not require a stormwater permit from DuPage County.
- **Stormwater Improvements:** Staff recommends an annual allocation of \$75,000 for stormwater management (infrastructure improvement) projects. However, the table below does not include flood mitigation projects that might be identified by the stormwater study. Those project costs will be incorporated once they have been identified.

The following table summarizes General Capital Funds expenditures associated with stormwater studies and maintenance projects:

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Hill Street Culvert Lining	\$135,000					\$135,000
Stormwater Management Study		\$50,000				\$50,000
Stormwater Utility Feasibility Study		\$40,000				\$40,000
Lexington Ave Storm Sewer Lining		\$125,000				\$125,000
Central Avenue Culvert Lining			\$100,000			\$100,000
Stormwater Improvements (Maintenance Projects)	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
TOTAL	\$210,000	\$290,000	\$175,000	\$75,000	\$75,000	\$825,000

Municipal Buildings and Facilities

EXECUTIVE SUMMARY:

The Village of Roselle owns and maintains the following buildings (excludes including Water and Wastewater facilities).



- Village Hall – Built in 1997, the building’s interior is 28,000 square feet. The exterior is primarily brick, and the property has a 13,000 square feet parking lot.
- Police Station – Built in 1978, the police station was renovated in 2004-2005. The interior is 29,000 square feet. The exterior structure is primarily brick, and the surrounding parking lot is 15,500 square feet. The Police Department also uses a gun range housed in the Public Works complex.
- Fire Station – Built in 1990, the fire station is 26,500 square feet. The parking area is 20,700 square feet and the exterior of the building is primarily brick.
- Public Works complex – Built in 1993, the complex has an interior garage/office space of 39,200 square feet. The paved surface around the building is 50,000 square feet. The main building structure is a combination of prefabricated concrete panels and brick.
- Historical Foundation complex – The property consists of three structures: the Coach House (Historical Foundation office), Sumner House Museum, and Richter House.
- Train Station – The building is owned by Metra and leased to the Village of Roselle. The Village performs routine maintenance and minor repairs to the building per an agreement with Metra. There three commuter parking lots are owned and maintained by the Village.

The following is a summary of the proposed improvements to these facilities:

FY 2015 Projects

- Coach House Front Door – The double door at the entrance of the Coach House has excessive rust and is structurally beyond repair.
- Interior Painting and Furniture (Fire Station and Public Works) – The fire station offices are in need of wallpaper removal and fresh paint, and the Public Works offices are in need of paint. Both Fire and Public Works are in need of replacement furniture in select offices and conference rooms.
- Fire Station Apparatus Floor and Painting – The apparatus bay floor is in significant need of repair and epoxy coating. Also, the walls and ceiling in the apparatus bay have not been painted since the building was constructed in 1990. The floor repairs were budgeted in FY 2014 and carried over into FY 2015 (not reflected in the table below). The FY 2015 expense in the table below reflects the painting of the walls and ceiling in the apparatus area.

- Train Station Signage – The existing community event sign at the Metra station is old and requires manual set up and take down. Messaging is limited to one topic per week. A new electronic messaging center has been proposed to replace the existing manual sign board. The Taste of Roselle has committed \$10,000 towards the replacement of this sign.

FY 2016 Projects

- Ventilation Improvements to the Police Department’s Gun Range, Phase 2 – In FY 2014, Phase 1 of this project was completed. The second phase of the project is scheduled for FY 2016, when the filtration unit would be replaced and upgraded to a multi-stage 99.97% HEPA filtration unit. The exhaust fan would also be replaced and an adjustable frequency drive would be installed.
- Replacement of the Public Works Facility’s Roof, Phase 1 – The current roof is a ballasted, single ply membrane with an expected life expectancy of 10-15 years. It is original to the building’s construction in 1993. The membrane is beginning to fail and the building has had leaks. The lower roof (over the office portion of the building) is planned for replacement in FY 2016.
- Fire Station Skylight – The large skylight in the atrium has leaks that develop on an annual basis and needs to be replaced.

FY 2017 Projects

- Ventilation Improvements to the Police Department’s Gun Range, Phase 3 – Scheduled for FY 2018 is the replacement of the supply unit / heating unit to a direct-fired modulating gas supply / heating unit.
- Replacement of the Public Works Facility’s Roof, Phase 2 – The upper roof (over the garage/shop) is planned for replacement in FY 2017.
- Fire Station Apparatus Bay Heaters – The apparatus bay radiant heaters are 25 years old and will need replacement in the coming years. There are 7 heaters controlled by 5 different thermostats.
- Replacement of the four Village Hall HVAC units – The units are original to the building, built in 1997, and have a life expectancy of 18 – 22 years. The units are interconnected through the control system, thus it is optimal to replace all four units at the same time.

FY 2018 Projects

- Public Works Re-roof of the Salt Dome and Bulk Storage Bins – The roof of the salt dome is shingled and has deteriorated over time. Also, the metal roof over the bulk storage bins behind the Public Works building is deteriorating. The replacement of both roofs has been included in the five year plan.
- Public Works Pavement Resurfacing –The pavement is worn from truck traffic over the years and is in need of resurfacing. The front parking lot was repaved in recent years and is in good shape.

FY 2019 Projects

- Public Works Exterior Painting – The exterior walls are made of prefabricated concrete panels which are painted. The colors are faded from the sun and should be repainted in the near future.
- Fire Station Emergency Generator – The emergency generator inside the fire station is approaching the end of its useful life and should be replaced within the next five years.

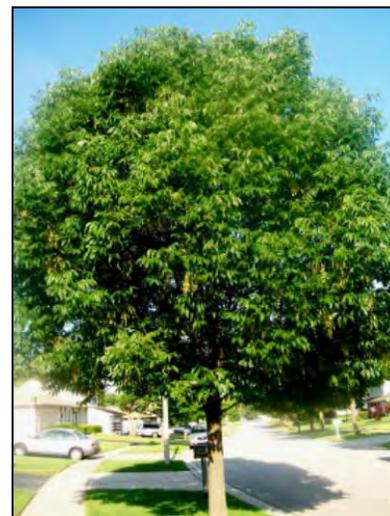
Village of Roselle – Five-Year Capital Improvement Plan FY 2015 – 2019

Facilities	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Train Station						
Train Station Signage	\$45,000					\$45,000
Police Department						
Gun Range Ventilation Improvements		\$55,000		\$36,000		\$91,000
Public Works Department						
Interior Painting and Furniture	\$21,000					\$21,000
Public Works Facility Re-roof		\$145,000	\$245,000			\$390,000
Re-roof Salt Dome and Bulk Storage Bins				\$50,000		\$50,000
Pavement Resurfacing				\$85,000		\$85,000
Exterior Painting					\$50,000	\$50,000
Village Hall						
HVAC Replacement			\$200,000			\$200,000
Fire Department						
Interior Painting & Furniture	\$54,000					\$54,000
Apparatus Area Improvements	\$31,500					\$31,500
Skylight Replacement		\$10,000				\$10,000
Apparatus Bay Heaters			\$35,000			\$35,000
Emergency Generator					\$75,000	\$75,000
Historical Properties						
Coach House Front Door Replacement	\$5,000					\$5,000
TOTAL	\$156,500	\$210,000	\$480,000	\$171,000	\$125,000	\$1,142,500

Emerald Ash Borer Management Program

EXECUTIVE SUMMARY:

After the Emerald Ash Borer (EAB) was discovered in Roselle in September 2010, the Village developed an EAB Management Plan designed to preserve the Village’s ash tree population, which is comprised of three main components:



- **Removal:** To date, approximately 961 Ash trees have been removed from parkways and Village-owned properties. Roselle Public Works has removed many of these trees in-house. Larger diameter trees (>14” in diameter) are removed contractually.
- **Treatment:** Since 2011, approximately 712 higher quality Ash trees have been treated, of which, approximately 651 were treated in 2014. High quality Ash trees are those that are in good overall health, show no signs of EAB infestation, and are in a good location. Treatment has involved two processes: trunk injections and soil drenching of an insecticide.
- **Reforestation:** Approximately 300 trees have been planted in Village parkways to replace Ash trees lost due to EAB infestations. The Village and its EAB consultant have collectively planned and coordinated a planting program that maintains more diverse selection of suitable parkway and public space trees.

Since 2011, the Village has contracted with Graf Tree Care to manage the EAB program. Graf Tree Care has completed annual tree inventories, created tree removal and treatment lists, and provided updated tree data for the Village’s GIS system. Graf Tree Care updates the annual report on the status of EAB to the Village each spring. The current EAB plan runs through 2017.

The Village’s approach to EAB management will evolve as the EAB eventually moves out of the area. In future years, Ash tree removals will taper off and the focus will shift to reforestation efforts. There are approximately 2,500 open planting spaces throughout the Village that would benefit from a parkway tree.

The following table summarizes EAB management programs since 2011 along with projection for the programs through 2017:

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	Total Actual	2015 Projected	2016 Projected	2017 Projected
Ash Trees Removed	124	188	327	322	961	124	30	8
Ash Tree Treatments	638	640	688	651	2,617	650	640	630
Trees Planted	5	83	113	101	302	120	180	200

Beginning in FY 2016, Staff proposes a more formalized tree replacement program and recommends an annual allocation of \$30,000. The funding for this program could include the 50/50 Tree Replacement

Program, however Staff will continue to work on a tree replacement strategy and present it as part of the budget process in 2016.

The following tables summarizes projected expenditures associated with the Village’s EAB management program. As the table indicates, Staff recommends continued treatment of preserved Ash trees through 2019, but only through soil treatments (vs. soil treatments and trunk injections) which will decrease the treatment costs.

EAB Program Components	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Ash Tree Removal	\$63,840	\$15,000	\$5,000	\$3,000	\$3,000	\$89,840
Ash Tree Treatments	\$35,550	\$36,000	\$36,000	\$13,000	\$13,000	\$133,550
Tree Replacement Planting	**	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
Tree Survey	\$8,000	\$8,000	\$8,000	\$5,000	\$5,000	\$34,000
TOTAL	\$107,390	\$89,000	\$79,000	\$51,000	\$51,000	\$377,390

**The FY 2015 Budget, General Fund/Forestry Operating, allocates \$21,000 for purchasing/planting approximately 75 parkway trees.

Street Sign Replacement Program

EXECUTIVE SUMMARY:

Public Works installs and maintains regulatory street signs on Village streets. Signs deteriorate over time due to sunlight and weather and are also vandalized and damaged by vehicles and trucks. A high percentage of the regulatory street signs in the Village are in poor condition (faded, damaged, bent, etc.) and are in need of replacement. Presently, all street signs are purchased pre-made from outside vendors as Public Works does not have sign-making equipment.

Public Works recently completed an inventory of all regulatory signs in the Village and estimate that over 1,000 signs are either in poor condition and in need of immediate replacement or are in “average” condition and in need of replacement within the next two to five years. Staff has recognized the need for a more comprehensive sign replacement program to systematically replace signs throughout the Village in order to achieve the minimum sign retroreflectivity requirements in the Manual on Uniform Traffic Control Devices (MUTCD). Staff estimates that there are approximately 3,750 street name and regulatory signs in the Village.

The reflectivity of high intensity prismatic sheeting, on average, carries a life expectancy of approximately 10 years. The majority of regulatory signs in Roselle are engineer grade, which no longer meets minimum reflectivity standards, and are in need of replacement. This system would also be used to replace damaged street name signs.

In FY 2016, Staff proposes to purchase the following:

- a. Sign-making system (including a cutter/plotter, roller and software) - \$16,000
- b. Desktop computer to run the software - \$1,000
- c. Sign making media (colored sheeting) - \$3,000

Staff estimates that in-house street sign production is reduces sign costs by approximately 30-40% compared to purchasing premade signs. Included in the FY 2015 (General Fund - Streets Maintenance) is \$12,000 for the purchase of street signs and associated sign hardware (poles, brackets, etc.).

For fiscal years 2017 – 2019, Staff proposes an annual allocation of \$20,000 to purchase sign blanks, sign sheeting, poles, and other hardware to produce signs in-house.

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Sign Making System		\$20,000				\$20,000
Regulatory Street Sign Replacement			\$20,000	\$20,000	\$20,000	\$60,000
TOTAL		\$20,000	\$20,000	\$20,000	\$20,000	\$80,000

Public Safety Communication Improvements

EXECUTIVE SUMMARY:

The following Public Safety improvements are being considered on a county-wide basis and will have a financial impact on the Village of Roselle. Therefore, they have been included in the five year CIP.

- **Records Management System** – Many of the DuPage police and fire agencies use a county wide software for day to day operation. In the fire service, they utilize the County’s Computer Aided Dispatch (CAD) software to receive their calls for service, then independently utilize software to record their calls for service. In the police service, most agencies utilize CAD for dispatch services (similar to fire), and a Records Management Software (RMS) for documentation of calls for service and case reports. This RMS system allows officers to start police reports in their cars, move into the station or booking without redoing any paperwork. Much of this information can be shared by the other communities electronically. The current RMS is used by all but four police agencies in the county. RMS is now in need of many upgrades, as it has proven to be inaccurate in the development of statistical reports. In addition, if the information could be utilized by police, fire, States Attorney, and County Clerk’s office, it would streamline the entire county judicial and municipal process. The DuPage County Chiefs of Police worked with the Illinois Criminal Justice Authority and received a grant to develop a Request for Proposal for a true county wide Records Management System. This would be beneficial to all agencies countywide. The Village’s current Records Management System will no longer be available (without major modification) after mid-year 2016.
- **DU-COMM Expansion** – The DU-COMM Board of Directors has been reviewing options for a second facility, also called a Backup Facility. This issue is being looked at as the number Public Safety Answering Points (PSAPS) are reduced and become consolidated, making fewer number of PSAPS’s able to handle an overflow of telephone calls or the volume of calls if a PSAP center is taken out of service. There are two ways to develop a center like this, one is to have a dark center, meaning the equipment and infrastructure are in place, then as the primary center is taken out of service everyone would move to the second center; the other is to maintain an active-active center meaning the calls flow from center to center seamlessly to the caller. An active-active center seems to be the best option for our residents. Because this affects the entire county, the DU-COMM Board of Directors have asked the DuPage County Emergency Telephone System Board (ETSB) to research this issue for all the DuPage PSAP’s before a decision is made on a second facility.

DUCOMM plans on issuing debt on behalf of its members to pay for the planned \$11,000,000 second facility. Members will have the option of paying their share of the project up front all at once, or over the 20 year bond repayment schedule. If the Village elects to pay up front, its share is estimated at \$430,000. If the Village elects to pay its share of the project over the life of the bond issuance repayment schedule, the first year will be paid from DU-COMM reserves. Thereafter, the Village can expect annual payments of approximately \$30,000. The CIP reflects a one-time payment up front of \$430,000 in 2017. Should the Village elect to pay its share over time, the CIP will reflect a smaller annual payment, or no payment at all, should the Village Board decide to fund expansion payments from its General Operating Fund.

Village of Roselle – Five-Year Capital Improvement Plan FY 2015 – 2019

Public Safety Communication Projects	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Records Management System		\$90,000				\$90,000
DU-COMM Expansion			\$430,000			\$430,000
TOTAL		\$90,000	\$430,000			\$520,000

Train Horn Quiet Zone Improvements

EXECUTIVE SUMMARY:

The Village Board has directed staff to work with its consultant to implement a train horn quiet zone at the Rodenburg Road crossing of Metra’s Milwaukee District West Service line. Approval by the Federal Railroad Administration (FRA) should be granted as Supplemental Safety Measures (SSM’s), previously approved by the FRA for other agency projects, will be installed at this location. In addition, the Village Board has directed staff to work with its consultant to submit an application to the FRA for the approval of various Alternate Safety Measures (ASM’s) at the railroad crossings located on Roselle Road, Prospect Street, and Park Street. If the Village is successful and its application is approved by the FRA, the Village Board will need to determine if it wants to spend the necessary funding to construct these various ASM’s and establish a quiet zone along the three previously identified crossings in its downtown. If the ASM application is not approved, then the Village will proceed with the implementation of a quiet zone at the Rodenburg Road crossing only.

Probable costs for a train horn quiet zone have been established by the consultant. Those costs are related to construction, engineering, and contingency. Engineering costs include design and preparation of the necessary documents that must be submitted to the FRA. Those documents include the ASM application, notification of intent, and notice of establishment. The process for establishing a quiet zone, construction, and eventual notice of establishment may take up to 18 months. Therefore, probable costs to implement a quiet zone for Rodenburg only, or for Rodenburg and all three downtown crossings, will be incurred over two years. The CIP reflects expenditures related to this project in FY 2015 and FY 2016. If the downtown crossings are approved, but the Village Board elects not to move forward with extending the quiet zone to these three crossings, the CIP will be amended to reflect costs associated with Rodenburg only. While it appears that grant funding is not available to assist with the cost of this project, staff will continue to work with representatives of other governmental agencies to secure additional outside funding for these improvements.

Quiet Zone Safety Upgrades	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Supplemental Safety Measures (Rodenburg Rd – engineering and construction)	\$30,000					\$30,000
Alternate Safety Measures (Roselle Rd, Prospect St, Park St – engineering and construction)		\$155,000				\$155,000
TOTAL	\$30,000	\$155,000				\$185,000

Elgin O’Hare Expressway – Bridge Fencing and Landscaping Upgrades

EXECUTIVE SUMMARY:

The reconstruction of the Elgin-O’Hare Expressway allows the Village of Roselle an opportunity to improve the aesthetics of the corridor where it intersects with Plum Grove Road and Roselle Road. The following opportunities are available:

- **Bridge Fencing Upgrades** – As part of this roadway improvement project, the Illinois Toll Highway Authority is building new bridges and improving existing bridges throughout the entire corridor. Two existing bridges, Roselle Road and Plum Grove Road, are located in Roselle. The Roselle Road bridge is under the jurisdiction of IDOT, whereas the Plum Grove Road bridge is under the jurisdiction of the Village of Roselle. As part of a separate construction project to be let early in February (Contract C14), the Toll Highway Authority will be cleaning both bridges and replacing the existing fencing with standard galvanized fencing.

There is an upgrade option available that includes the installation of vertical black vinyl coated fencing on each side of both bridges (4 total sides). If the Village is interested in this upgrade option, it will be responsible for the cost difference. The black vinyl is estimated to cost \$60 per foot. The length of new fencing for Roselle Road is 584 feet with Plum Grove Road at 512 feet (\$65,000). The Tollway estimates an additional 5% design engineering cost and 10% for construction engineering contingencies (\$10,000). The preliminary cost to install vertical black vinyl coated fencing on each side of both bridges is \$75,000. All costs are subject to final contract award prices. If the Village chooses to move forward with this upgrade option, it will need to enter into an intergovernmental agreement with the Tollway and Cook County as future maintenance responsibilities for these upgrades will need to be defined.

- **Landscaping Upgrades at the Roselle Road Median and On/Off Ramp Embankments** – An upgrade option exists for improving landscape plantings in the median of Roselle Road and the Elgin/O’Hare bridge/interchange. Basic grading and seeding along the corridor project from Lake Street to Rowling Road will be completed in 2015. Additional landscaping, such as those areas buffering local homeowners associations, bridges and interchanges, and medians will be implemented by separate contacts in early 2016. Local input on upgrades to the Roselle Road interchange and median will need to occur this spring as design engineering will begin in 2015.

Upgrades to the embankments along the on and off ramps of the Roselle Road interchange can be included in future landscape contracts. Upgrades to the median along Roselle Road at the bridge/interchange are also available. Other considerations will be maintenance of these upgraded landscaping options, which may include irrigation. The Toll Highway Authority has not been specific yet with their base landscaping plans for these areas or costs to plant landscaping considered to be an upgrade. Until that is provided, staff has inserted preliminary upgrade costs of \$50,000 for 2016.

Village of Roselle – Five-Year Capital Improvement Plan FY 2015 – 2019

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Bridge Fencing Upgrade – Roselle Rd and Plum Grove Rd	\$65,000					\$65,000
Engineering	\$10,000					\$10,000
Landscaping Upgrades		\$50,000				\$50,000
TOTAL	\$75,000	\$50,000				\$125,000

Veteran’s Memorial Park Utility Undergrounding

EXECUTIVE SUMMARY:

Veteran’s Memorial Park was constructed in 2014 by the American Legion to commemorate the military service of Roselle residents. After construction and dedication of the project, it became apparent that the overhead utility wires, located along the south property line of the park, conflicted with the sight lines of the memorial, specifically the seven flagpoles with American, POW, and military service flags. Relocating the overhead utilities to underground will improve the aesthetics of the memorial but will require ComEd to relocate their overhead electric utilities from Park Street to the western most edge of the park.



The preliminary estimated cost to relocate existing overhead facilities is approximately \$75,000. The final cost for ComEd to relocate these overhead utilities is dependent on final engineering, difficulty of work area, and accepted contact bid for performing the work.

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Utility Undergrounding	\$75,000					\$75,000
TOTAL	\$75,000					\$75,000

CAPITAL IMPROVEMENT PROGRAM
FY 2015 - FY 2019

	BUDGET FY 2015	PROJECTION FY 2016	PROJECTION FY 2017	PROJECTION FY 2018	PROJECTION FY 2019
BEGINNING AVAILABLE FUNDS	\$545,951	(\$177,379)	(\$981,048)	(\$1,758,938)	(\$1,922,580)
REVENUES					
Estimated Revenues					
Electric Utility Tax	675,000	685,000	685,000	685,000	685,000
Gas Utility Tax	350,000	350,000	350,000	350,000	350,000
Telephone Utility Tax	720,000	700,000	680,000	675,000	675,000
Motor Fuel Tax Allotment	565,000	570,000	570,000	570,000	570,000
Investment Income	115	115	115	115	115
Transfers for debt	147,491	147,491	147,491	147,491	147,491
Federal BAB's Reimbursement	54,123	51,179	49,764	46,027	44,074
50/50 Tree Program	0	10,000	10,000	10,000	10,000
Grants/Donations	10,000	0	0	0	0
Total Estimated Revenues	\$2,521,729	\$2,513,785	\$2,492,370	\$2,483,633	\$2,481,680
EXPENDITURES					
Debt Commitments					
2012A Refunding Bonds	115,115	112,600	110,600	113,600	111,500
2010A Street Bonds	332,149	330,512	323,610	320,790	317,355
2010B Refunding Bonds	307,575	306,425	309,550	291,750	298,000
2010C Refunding Bonds	358,503	354,488	0	0	0
Total Debt Commitments	\$1,113,342	\$1,104,025	\$743,760	\$726,140	\$726,855
Non-Project Related Commitments					
MFT Transfer to Gen Fund	300,000	300,000	300,000	300,000	300,000
IRMA	106,827	108,429	109,000	110,635	111,000
Senior Utility Tax Rebate	6,000	6,000	6,000	6,000	6,000
Total Non-Project Related Commitments	\$412,827	\$414,429	\$415,000	\$416,635	\$417,000
Total Commitments	\$1,526,169	\$1,518,454	\$1,158,760	\$1,142,775	\$1,143,855
REVENUES LESS COMMITMENTS					
Funds Available for Projects	\$1,541,511	\$817,952	\$352,562	(\$418,080)	(\$584,755)

The following recommended minimum reserve levels are reflected in the \$545,951 2015 Beginning Fund Balance:

MFT	150,000
General Capital	200,000
Debt Service	166,346
Total Reserve	\$516,346

CAPITAL IMPROVEMENT PROGRAM

FY 2015 - FY 2019

PROJECTS	BUDGET FY 2015	PROJECTION FY 2016	PROJECTION FY 2017	PROJECTION FY 2018	PROJECTION FY 2019
Annual Street Program Projects					
Annual Street Program	625,000	650,000	675,000	700,000	725,000
Annual Thermoplastic Marking	15,000	15,000	17,500	17,500	20,000
Crack Filling	40,000	45,000	45,000	50,000	50,000
Pavement Patching	100,000	100,000	105,000	105,000	110,000
Total Estimated Street Program Costs	\$780,000	\$810,000	\$842,500	\$872,500	\$905,000
Annual STP Projects					
Rodenburg Road	285,000	0	85,000	0	0
Bryn Mawr Ave	0	85,000	0	0	0
Central Ave	0	0	0	315,000	0
Maple Ave	0	0	0	0	105,000
Total Estimated STP Project Costs	\$285,000	\$85,000	\$85,000	\$315,000	\$105,000
Estimated Stormwater Project Costs					
Stormwater Management Study	0	50,000	0	0	0
Stormwater Utility Feasibility	0	40,000	0	0	0
Miscellaneous Stormwater Projects	75,000	75,000	75,000	75,000	75,000
Lexington Ave Sewer Lining	0	125,000	0	0	0
Central Ave Culvert Lining	0	0	100,000	0	0
Walnut St Culvert Rpl	0	0	0	0	0
Hill Street Culvert Replc	* 135,000	0	0	0	0
Total Stormwater Project Costs	\$210,000	\$290,000	\$175,000	\$75,000	\$75,000
Municipal Buildings and Facilities					
Train Station Signage	* 45,000	0	0	0	0
PD Facilities Repairs & Maint	0	55,000	0	36,000	0
PW Building Repairs & Mai	* 21,000	145,000	245,000	135,000	50,000
VH Repairs & Maint	0	0	200,000	0	0
Fire Station Maint/Repairs	* 85,500	10,000	35,000	0	75,000
Historical Blgs Reprs & Mai	* 5,000	0	0	0	0
Total Municipal Buildings and Facilities	\$156,500	\$210,000	\$480,000	\$171,000	\$125,000
Emerald Ash Borer Management Program					
Ash Tree Removal	* 63,840	15,000	5,000	3,000	3,000
Ash Tree Treatments	* 35,550	36,000	36,000	13,000	13,000
Tree Replacement Planting	0	30,000	30,000	30,000	30,000
Tree Survey	* 8,000	8,000	8,000	5,000	5,000
Total Ash Borer Management Program	\$107,390	\$89,000	\$79,000	\$51,000	\$51,000
Street Sign Replacement Program					
Sign Making System	0	20,000	0	0	0
Regulatory Street Sign Replacement	0	0	20,000	20,000	20,000
Total Street Sign Replacement	\$0	\$20,000	\$20,000	\$20,000	20,000
Public Safety Communication Improvements					
Records Management System	0	90,000	0	0	0
Du-Comm Expansion	0	0	430,000	0	0
Total Public Safety Communication Improvem	\$0	\$90,000	\$430,000	\$0	\$0
Train Horn Quiet Zone Improvements					
Rodenburg Rd Safety Measures	30,000	0	0	0	0
Roselle Rd, Prospect St, & Park Safety Measures	0	155,000	0	0	0
Total Train Horn Quiet Zone Improvements	\$30,000	\$155,000	\$0	\$0	\$0
Elgin O'Hare Bridge Fencing Upgrade					
Fencing Upgrade	65,000	0	0	0	0
Engineering	10,000	0	0	0	0
Landscaping	0	50,000	0	0	0
Total Elgin O'Hare Fencing Upgrade	\$75,000	\$50,000	\$0	\$0	\$0
Veteran's Memorial Park					
Utility Undergrounding	75,000	0	0	0	0
Total Veteran's Memorial Park	\$75,000	\$0	\$0	\$0	\$0
Total Project Costs	\$1,718,890	\$1,799,000	\$2,111,500	\$1,504,500	\$1,281,000
Funds Available for Projects	\$1,541,511	\$817,952	\$352,562	(\$418,080)	(\$584,755)
Ending Available Funds	(\$177,379)	(\$981,048)	(\$1,758,938)	(\$1,922,580)	(\$1,865,755)

* Projects already approved and included in FY 2015 Budget



AGENDA ITEM # 6

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
February 9, 2015**

Item Title: **Engineering Services Agreement – Rodenburg Road**

Staff Contact: Phil Cotter, Director of Public Works

COMMITTEE OF THE WHOLE ACTION

Village Board provide Staff direction on a Preliminary/Construction Engineering Services Agreement between the Village of Roselle and HR Green, Inc. regarding the resurfacing of Rodenburg Road and the use of federal funds administered through the Surface Transportation Program.

Executive Summary:

In 2014, the DuPage Mayors and Managers Conference (DMMC) approved the Rodenburg Road Local Agency Functional Overlay (LAFO) project as a guaranteed project in the FY 15-20 Surface Transportation Program (STP). A LAFO project is similar in scope to our typical local street resurfacing project which involves grinding and overlaying the existing pavement along with full depth patching (where required) and intermittent curb/gutter replacement. DMMC approval means that federal funds through the STP will be used to fund 70% of the construction costs associated with this resurfacing project. The remaining 30% will be funded locally by the Village of Roselle. The Village is responsible for 100% of the design and construction engineering costs. The following summarizes the estimated costs associated with this project:

Engineering:	
Design & Construction	\$75,000
Construction:	
Total Estimated Cost	\$700,000
Federal Share (70%)	\$490,000
Local Share (30%)	\$210,000

Due to the extensive documentation and reporting requirements for federally funded LAFO projects, Staff recommends outsourcing all engineering costs associated with this project. As such, Staff provided a copy of the Village’s STP application to three engineering consulting firms with which the Village has established working relationships for the purpose of soliciting proposals. If the Village sought to retain professional services with a firm with which it does not have an established working relationship, the Village would be required to comply with the Professional Services Selection Act and engage a selection procedure referred to as Qualifications Based

Selection (QBS). This process would add significant time to the process and, as a result, we would not be able to resurface Rodenburg Road in 2015.

HR Green, Inc. submitted a proposal in the amount of \$66,780.75 to perform preliminary (design) and construction engineering services. RHMG Engineers and Christopher B. Burke Engineering submitted costs of \$90,412 and \$103,711, respectively. These two firms took a more conservative approach and proposed a higher number of man-hours to complete the necessary work. Due to the relatively straightforward nature of this grind and overlay project, Staff believes that the time necessary to complete the engineering work is more closely in line with the number of man-hours proposed by HR Green. Staff met with representatives from HR Green and also checked municipal references provided by HR Green which were very positive.

Staff is seeking approval of a Preliminary/Construction Engineering Services Agreement with HR Green to perform engineering design and construction engineering services for the proposed Rodenburg Road LAFO Project. Preliminary engineering involves field surveying and preparation of plans, specifications and bid documents. Construction engineering involves construction oversight, project documentation, and material testing. Attached is a copy of the Agreement which outlines the scope of work, applicable costs and payment terms for the project. Per IDOT policy, the State initially incurs all of the construction costs associated with this project and seeks reimbursement from the Village at a later date.

For these types of projects that involve federal funding, we are required to let (advertise for bid) the project through the Illinois Department of Transportation (IDOT) in accordance with their predetermined letting schedule. Therefore, in order to complete the resurfacing of Rodenburg Road in 2015, it would be necessary to include this project in IDOT's July 31, 2015 letting. For this letting date, pre-final plans must be submitted to IDOT by March 13th. This would give our consultant approximately one month to develop pre-final plans which, according to HR Green, would be sufficient for meeting the March 13th deadline.

If the Village Board concurs with Staff's recommendation, it is requested that the Village Board authorize HR Green to immediately initiate design of the project. Staff would then request that the Village Board formally approve the Agreement on February 23rd.

Implications:

Is this item budgeted? Funding for this project will be considered during the 5-Year Capital Improvement Plan discussion on February 9th.

Any other implications to be considered? If the Village opts to use Motor Fuel Tax funds for the Village's share of costs associated with this project, Staff will present the appropriate resolutions for Village Board approval at a later date.

Attachments:

Preliminary/Construction Engineering Services Agreement

Municipality Village of Roselle	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary/Construction Engineering Services Agreement For Motor Fuel Tax Funds	C O N S U L T A N T	Name HR Green, Inc.
Township				Address 420 N. Front Street
County DuPage				City McHenry
Section 15-00058-00-RS				State Illinois

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above PROJECT. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

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
Contractor Company or Companies to which the construction contract was awarded

Section Description

Name Rodenburg Road Route FAU 2044 Length 1.02 miles Structure No. NA
Termini Central Avenue (FAU 2422) to Prescott Drive

Description

Project consists of hot-mix asphalt surface removal, hot-mix asphalt resurfacing, sidewalk and curb replacement, pavement patching, pavement striping, base repairs and all necessary and collateral work required to construct the improvements.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA in connection with the proposed improvement herein before described, and checked below:
 - a. Make such detailed surveys as are necessary for the preparation of detailed roadway plans.
 - b. Make stream and flood plain hydraulic surveys and gather high water data and flood histories for the preparation of detailed bridge plans.
 - c. Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. 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.

- e. Prepare Army Corps of Engineers Permit, Division of Water Resources Permit, Bridge waterway sketch and/or Channel Change sketch, Utility plan and locations and Railroad Crossing work agreements.
- f. Prepare Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.

NOTE Four copies to be submitted to the Regional Engineer

- g. Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
- h. Furnish the LA with survey and drafts in quadruplicate of 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.
- i. Assist the LA in the receipt and evaluation of proposals and the awarding of the construction contract.
- j. Furnish or cause to be furnished:
 - (1) Proportioning and testing of concrete mixtures in accordance with the "Manual of Instructions for Concrete Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the DEPARTMENT and promptly submit reports on forms prepared by said Bureau.
 - (2) Proportioning and testing of bituminous mixtures (including extracting test) in accordance with the "Manual of Instructions for Bituminous Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the DEPARTMENT, and promptly submit reports on forms prepared by said Bureau.
 - (3) All compaction tests as required by the specifications and report promptly the same on forms prepared by the Bureau of Materials and Physical Research.
 - (4) Quality and sieve analyses on local aggregates to see that they comply with the specifications contained in the contract.
 - (5) Inspection of all materials when inspection is not provided at the sources by the Bureau of Materials and Physical Research, of the DEPARTMENT and submit inspection reports to the LA and the DEPARTMENT in accordance with the policies of the said DEPARTMENT.
- k. Furnish or cause to be furnished
 - (1) A resident construction supervisor, inspectors, and other technical personnel to perform the following work: (The number of such inspectors and other technical personnel required shall be subject to the approval of the LA.)
 - a. Continuous observation of the work and the contractor's operations for compliance with the plans and specifications as construction proceeds, but the ENGINEER does not guarantee the performance of the contract by the contractor.
 - b. Establishment and setting of lines and grades.
 - c. 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.
 - d. Supervision of inspectors, proportioning engineers and other technical personnel and the taking and submitting of material samples.
 - e. Revision of contract drawings to reflect as built conditions.
 - f. Preparation and submission to the LA in the required form and number of copies, all partial and final payment estimates, change orders, records and reports required by the LA and the DEPARTMENT.

NOTE: *When Federal funds are used for construction and the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor, the ENGINEER is required to be prequalified with the STATE in Construction Inspection. The onsite resident construction supervisor and project inspectors shall possess valid Documentation of Contract Quantities certification.*

2. That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to this agreement will be in accordance with the current standard specifications and policies of the DEPARTMENT, it being understood that all such reports, plats, plans and drafts shall before being finally accepted, be subject to approval by the LA and the said DEPARTMENT.
3. To attend conferences at any reasonable time when requested to do so by the LA or representatives of the DEPARTMENT.
4. In the event plans, surveys or construction staking are found to be in error during the construction of the PROJECT and revisions of the plans or survey or construction staking corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the contractor.
5. The basic survey notes and sketches, charts, computations and other data prepared or obtained by the ENGINEER pursuant to this agreement will be made available upon request to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
6. To make such changes in working plans, including all necessary preliminary surveys and investigations, as may be required after the award of the construction contract and during the construction of the improvement.
7. That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.
8. To submit, upon request by the LA or the DEPARTMENT a list of the personnel and the equipment he/she proposes to use in fulfilling the requirements of this AGREEMENT.

The LA Agrees,

1. **To pay the Engineer as compensation for all services performed as stipulated in the checked paragraphs above and Exhibit A attached for a Time and Material Not to Exceed amount of \$66,780.75.**

- a A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
- b A sum of money equal to the percentage of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost	Percentage Fees	
Under \$50,000	_____	(see note)
	_____	%
	_____	%
	_____	%
	_____	%
	_____	%

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j and 1k of THE ENGINEER AGREES at the hourly rates stipulated below for personnel assigned to this PROJECT as payment in full to the ENGINEER for the actual time spent in providing these services the hourly rates to include profit, overhead, readiness to serve, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under paragraphs 1b, 1c, 1d, 1e, 1f, 1j and 1k of THE ENGINEER AGREES. If the ENGINEER sublets all or a part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge. "Cost to ENGINEER" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm including the Principal Engineer perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

**Grade Classification
of Employee**

Hourly Rate

Principal Engineer	NA
Resident Construction Supervisor	
Chief of Party	
Instrument Man	
Rodmen	
Inspectors	

The hourly rates itemized above shall be effective the date the parties, hereunto entering this AGREEMENT, have affixed their hands and seals and shall remain in effect until NA. In event the services of the ENGINEER extend beyond NA, the hourly rates will be adjusted yearly by addendum to this AGREEMENT to compensate for increases or decreases in the salary structure of the ENGINEER that are in effect at that time.

- 3. That payments due the ENGINEER for services rendered pursuant to this AGREEMENT will be made as soon as practicable after the services have been performed, in accordance with the following schedule:
 - a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee based on the above fee schedule and the approved estimate of cost.
 - b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee (excluding any fees paragraphs 1j and 1k of the ENGINEER AGREES), based on the above fee schedule and the awarded contract cost, less any previous payment.
 - c. Upon completion of the construction of the improvement, 90 percent of the fee due for services stipulated in paragraphs 1j and 1k.
 - d. Upon completion of all final reports required by the LA and the DEPARTMENT and acceptance of the improvement by the DEPARTMENT, 100 percent of the total fees due under this AGREEMENT, less any amounts previously paid.

By mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.

- 4. That should the improvements be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a and 1g, and prior to the completion of such services the LA shall reimburse the ENGINEER for his actual costs plus 177 percent incurred up to the time he is notified in writing of such abandonment "actual cost" being defined as material costs plus actual payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost.
- 5. That should the LA require changes in any of the detailed plans, specifications or estimates (except for those required pursuant to paragraph 4 of THE ENGINEER AGREES) after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus 177 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 4 above. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans.
- 6. That should the LA extend completion of the improvement beyond the time limit given in the contract, the LA will pay the ENGINEER, in addition to the fees provided herein, his actual cost incurred beyond such time limit - "actual cost" being defined as in paragraph 4 above.
- 7. To submit approved forms BC 775 and BC 776 with this AGREEMENT when federal funds are used for construction.

It is Mutually Agreed,

- 1. That any difference 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.

2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all drawings, specifications, partial and completed estimates and data if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under the AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized offices.

Executed by the LA:

_____ Village of Roselle _____ of the
(Municipality/Township/County)

ATTEST:

State of Illinois, acting by and through its

By _____

President and Board of Trustees _____ ,

_____ Village Clerk

By _____

(Seal)

Title:

Executed by the ENGINEER:

HR Green, Inc. _____

420 N Front Street _____

ATTEST:

McHenry, IL 60050 _____

By Theodore Hamilton _____

Ajay Jami _____

Title: Project Director

Title: Vice President

Approved

Date
Department of Transportation

Regional Engineer

