



City Council Work Session

Crest Hill, IL

October 13, 2025

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

- [1.](#) Execution of a professional services agreement with Christopher B. Burke Engineering, Ltd. to perform design engineering services for the 2026 Roadway Rehabilitation Improvement for the locations specified in this memo for a not to exceed amount of \$44,880.00.
- [2.](#) Large Water Meter Testing Project
- [3.](#) Water Distribution System Leak Detection Survey
- [4.](#) Grant for Public Works Facility Security and Video
- [5.](#) Projector Project – Council Chamber
- [6.](#) Consent Agenda Discussion - Update
- [7.](#) Winter Fest 2025
- [8.](#) IML Conference Discussion
- [9.](#) Civil Service Commission Referendum Discussion
10. Public Comments
11. Mayor's Updates
12. Committee/Liaison Updates
13. City Administrator Updates
14. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
15. 5ILCS 120/2 (c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probate or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.



Agenda Memo

Crest Hill, IL

Meeting Date:	October 13, 2025
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Execution of a professional services agreement with Christopher B. Burke Engineering, Ltd. to perform design engineering services for the 2026 Roadway Rehabilitation Improvement for the locations specified in this memo for a not to exceed amount of \$44,880.00.

Summary: During the past few years, the city has invested dollars to improve city's streets. Attached are exhibits giving a visual representation where work has been completed since 2020.

Staff would like to begin engineering work on the locations for the 2026 construction season. The locations are listed below. These locations have been selected based on the city's pavement management program completed in 2021 and currently being updated in 2025 in which analyzed all the city owned streets to provide a pavement rating in order to classify each road segment from a failed to good rating.

Suggested 2026 Locations-Rehabilitation

- Kingsbrook Dr. from Borio Dr. to North End. Pavement rating-poor.
- Longmeadow Dr. from Borio Dr. from Kingsbrook Dr. Pavement rating-poor.
- Carlton St. from Caton Farm Rd to Prestwick Dr.-Pavement rating-serious.
- Dundee Dr. from Carlton Dr. to Loch Ln. Pavement rating-serious.
- Chaney Ave. from Oakland Ave. to Hoffman St. Pavement rating-very poor.
- Hoffman St. from Chaney to Elsie Ave. Pavement rating-very poor.
- Elsie Ave. from Clement to Hoffman St. Pavement rating-very poor
- Stern Ave. from Oakland to Clement St. Pavement rating-very poor
- Fox meadow Dr. from Caton Farm Rd to Springside Dr. Pavement rating-poor/serious
- Silver Rock Dr. from Fox Meadow Dr. to Springside Dr. Pavement rating-poor/serious
- Foxtail Ct. Pavement rating-poor
- Caton Farm Rd from Oakland to Broadway- Pavement rating-serious.

Current construction cost estimate based on the list of location provided is approximately \$2,000,000.00.

The amount to be included in the 2027 budget for consideration will be less than this amount. It will be closer to the 2026 budget amount of \$1,450,000.00 but adjusted for inflation. Having these additional streets included in the bid package will provide the city flexibility to get more done if prices come in favorable.

Suggested 2026 Locations-WM and Street Rehabilitation (Approved Designs)

- Oakland Ave from Ludwig to Theodore
- Imperial Dr. from Root to Lynwood (Plus Stormwater)
- Inncircle from Marlboro Ln to Hosmer Ln. (If funds are available)

Current construction cost estimate based on the list of location WM and Street Rehabilitation listed above is approximately \$2,900,000.00.

Staff will bring back to the city council a recommendation of award based on the amount of work that can be completed within the budget approved in the 2027 budget.

The project schedule is to have the entire bid package ready for bidding by April 2026 with construction starting in summer 2026

Attached is an agreement from Christopher B. Burke Engineering, Ltd. to provide professional design services to complete the bid plans and prepare the bid documents for bids in March 2026 for the suggested 2025 rehabilitation locations.

These services will include the following:

- Field Work
- Pavement Cores
- Utility Coordination
- Preparing and Receiving Required Permits for the project
- Preparation of Plans and Specifications and Construction Estimates
- Quality Assurance/Quality Control
- Project Administration and Management
- Attend Project Meeting
- Provide support during the bidding process.

Construction Engineering has not been negotiated at this time, but will be once the project is ready for bid. Once the construction engineering scope and fee are determined, an agreement will be presented to the City Council for review and approval.

Recommended Council Action: Execution of a professional services agreement with Christopher B. Burke Engineering, Ltd. to perform design engineering services for the 2026 Roadway Rehabilitation Improvement for the locations specified in this memo for a not to exceed amount of \$44,880.00.00.

Financial Impact:

Funding Source: General Fund-(Capital Projects)

Budgeted Amount: \$150,000.00

Cost: \$44,880.00

Attachments:

2022-2026 Locations Maps.pdf

Urban GIS Map

RESOLUTION-2026 Resurfacing

CBBEL-Crest Hill 2025 Roadway Rehab Design.091624.pdf

RESOLUTION NO. _____

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR
THE 2026 ROADWAY REHABILITATION IMPROVEMENT-DESIGN ENGINEERING
SERVICES BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY,
ILLINOIS AND CHRISTOPHER B. BURKE ENGINEERING, LTD IN THE AMOUNT
OF \$69,760.00**

WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City's government and affairs and protect the public health and, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council possesses the authority to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, Christopher B. Burke, Engineering, Ltd. (the "COMPANY"), is an entity that is in the business of providing design engineering services, including preparation of final plans and bid documents, and geotechnical investigations and all collateral work (the "Services"); and

WHEREAS, the City Council desires to engage the Company to provide the Services and the Company is ready, willing to perform the Services for the City; and

WHEREAS, City Staff have negotiated an AGREEMENT FOR 2026 Roadway Rehabilitation Improvement-Design Engineering Services (the "Agreement") with the Company for the purposes of engaging the Company to perform the Services (a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, the Staff and City Council has reviewed the Agreement and determined that the conditions, terms, and provisions of the Agreement are fair, reasonable, and acceptable to the City; and

WHEREAS, the City Council has determined that it is in the best interest of the City and its citizens to enter into the Agreement with the Company.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

SECTION 1: PREAMBLE. The City Council hereby finds that all of the recitals contained in the preamble to this Resolution are true, correct and complete and are hereby incorporated by reference hereto and made part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of this Agreement (Exhibit A) in the amount of 69,760.00 are fair,

reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with the Company.

SECTION 3: SEVERABILITY. If any section, paragraph, clause or provisions of this Resolution is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and publication according to law.

[Intentionally Blank]

PASSED THIS 20TH DAY OCTOBER, 2025.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

APPROVED THIS 20TH DAY OF OCTOBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

16221 W. 159th Street Suite 201 Lockport, Illinois 60441 TEL (815) 770-2850

September 30, 2025

City of Crest Hill
2090 Oakland Avenue
Crest Hill, IL 60403

Attention: Ron Wiedeman, PE – City Engineer

Subject: Professional Engineering Services Proposal for Design Services
2026 Roadway Rehabilitation
Crest Hill, Illinois

Dear Mr. Wiedeman:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional design engineering services related to the design of the 2026 Roadway Rehabilitation project in the City of Crest Hill. Included in this proposal are our Understanding of the Assignment, Scope of Work and Estimated Fee.

UNDERSTANDING OF THE ASSIGNMENT

The general scope of this proposal includes preparation of final design and bidding documents for the 2026 Roadway Rehabilitation project. The project is anticipated to include the following streets:

Street	From	To	Length
Kingsbrook Drive	Borio Drive	North End	2,600 feet
Randich Road/ Longmeadow Drive	Borio Drive	Kingsbrook Drive	1,000 feet
Carlton Street	Gaylord Road	Prestwick Drive	2,800 feet
Dundee Drive	Carlton Street	Loch Lane	600 feet
Chaney Avenue	Oakland Avenue	Hoffman Street	1,200 feet
Hoffman Street	Chaney Avenue	Elsie Avenue	400 feet
Elsie Avenue	Clements Street	Hoffman Street	900 feet
Foxmeadow Drive	Springside Drive	Gaylord Road	1,300 feet
Silver Rock Drive	Springside Drive	Foxmeadow Drive	1,800 feet
Foxtail Court	West End	Silver Rock Drive	700 feet
Caton Farm Road	500' West of Oakland	Broadway Street	4,600 feet

Total project length is estimated to be approximately 17,900 feet. All streets will be edge

grinded and overlaid with hot-in-place recycled HMA and 1.5" HMA surface course. The project will also include pavement patching, spot concrete repairs (curb and gutter, sidewalk, driveway aprons, etc.), structure adjustments, and restoration. All existing drainage, water and sanitary sewer systems will remain in place and will not be improved as part of this project.

We understand that local and MFT funds may be used for design and construction. The plans will need to be approved by IDOT, and the design will be completed in conformance with IDOT MFT requirements.

The scope of this proposal also includes pavement cores, engineering design, preparation of a construction specification booklet and Engineer's Opinion of Probable Cost, and bidding assistance.

SCHEDULE

With the understanding that that this agreement will be executed before the end of October 2025, we anticipate completing the final design effort by March 2026 to facilitate bidding in April 2026.

SCOPE OF WORK

Task 1 – Field Reconnaissance: CBBEL will perform a field reconnaissance of the streets included in the project. The purpose of the field reconnaissance will be to verify the method of rehabilitation, confirm the limits of work and estimate the quantity of structure removals and replacements. During the reconnaissance, all drainage, sanitary sewer and valve vault structures shall be opened and inspected to identify any deficiencies that should be corrected as part of the project.

The results of the field reconnaissance will be used to calculate the plan quantities for the resurfacing and pavement rehabilitation work. The results of the field reconnaissance will be coordinated with the City and compared to previous estimates to determine their impact on the estimated construction cost.

Task 2 – Pavement Cores: CBBEL's subconsultant, Seeco Consultants (Seeco), will obtain fifteen (15) pavement cores to determine the existing cross-section of the pavements and subgrade conditions within the project area. Seeco will prepare a report describing existing conditions and make recommendations for remediation. The report will be performed by a geotechnical engineer and reviewed by CBBEL.

Task 3 – Pre-Final Design: CBBEL will prepare pre-final engineering design documents consisting of pavement rehabilitation limits overview plan, specifications, and an estimate of construction cost. The pavement rehabilitation limits overview plan will be included in the specification booklet. A standalone plan set, including detailed street-by-street plan roadway improvement plan sheets, will not be prepared.

All special contract special provisions will be prepared in IDOT MFT standard format and submitted to IDOT for approval. Limits of curb ramp ADA improvements will be verified and quantified in the field by an experienced construction engineer. This task does not include topographic survey or preparation of ADA curb ramp details.

Task 4 – Final Design: Based on the City’s pre-final review comments, CBBEL will revise the design documents. During this task, the exact letting date will be determined and an estimated construction schedule will be provided. The final design documents will be submitted to the City for review and approval, and CBBEL will finalize the plans, specifications, and estimate for bidding.

Task 5 – Bidding Assistance: CBBEL will prepare the Notice to Bidders, advertise in the IDOT Local Roads bulletin and facilitate Contractor pickup of electronic drawings through QuestCDN. CBBEL will review and tabulate the bids and make a recommendation of award.

Task 6 – Project Coordination and Meetings: CBBEL will coordinate with the City and project stakeholders throughout the design of the project. In addition to phone conversations and written and electronic coordination, it is anticipated that up to two (2) meetings will be held with City staff. Council meeting attendance and public involvement is not anticipated to be required.

CBBEL will prepare agendas, presentations and meeting exhibits as requested by the City. Following attendance at each meeting, CBBEL will prepare meeting summaries as appropriate.

ESTIMATE OF FEE

We have determined the following fees for each of the tasks described in this proposal.

Task	Fee
Task 1 – Field Reconnaissance	\$ 10,320
Task 2 – Pavement Cores	\$ 8,490
Task 2 – Pre-Final Design	\$ 27,830
Task 3 – Final Design	\$ 11,590
Task 4 – Bidding Assistance	\$ 5,360
Task 5 – Project Coordination and Meetings	\$ 5,770
Direct Costs	\$ 400

TOTAL NOT-TO-EXCEED FEE: \$ 69,760

We will bill you at the hourly rates specified in the attached Schedule of Charges and establish our contract in accordance with the previously agreed to General Terms and Conditions. We will not exceed the fee without written permission of the client. The General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

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

Sincerely,



Michael E. Kerr, PE
President

Encl. Schedule of Charges
Crest Hill General Terms and Conditions

THIS PROPOSAL, SCHEDULE OF CHARGES AND GENERAL TERMS AND
CONDITIONS ACCEPTED FOR CITY OF CREST HILL:

BY: _____
TITLE: _____
DATE: _____

**CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
EFFECTIVE JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**

<u>Personnel</u>	<u>Charges (\$/Hr)</u>
Engineer VI	285
Engineer V	245
Engineer IV	210
Engineer III	185
Engineer I/II	160
Survey V	245
Survey IV	230
Survey III	210
Survey II	165
Survey I	140
Engineering Technician V	225
Engineering Technician IV	200
Engineering Technician III	145
Engineering Technician I/II	130
CAD Manager	220
CAD II	160
CAD I	140
GIS Specialist III	185
Landscape Architect II	210
Landscape Architect I	185
Landscape Designer III	160
Landscape Designer I/II	125
Environmental Resource Specialist V	245
Environmental Resource Specialist IV	200
Environmental Resource Specialist III	170
Environmental Resource Specialist I/II	145
Environmental Resource Technician	145
Business Operations Department	165
Engineering Intern	95

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage Cost + 12%

These rates are in effect until December 31, 2025, at which time they will be subject to change.

CHRISTOPHER B. BURKE ENGINEERING, LTD.
GENERAL TERMS AND CONDITIONS WITH THE CITY OF CREST HILL

1. Relationship Between Engineer and Client: Christopher B. Burke Engineering, Ltd. (Engineer) shall serve as Client's professional engineer consultant in those phases of the Project to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Client or Engineer.
Furthermore, causes of action between the parties to this Agreement pertaining to acts of failures to act shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of substantial completion.
2. Responsibility of the Engineer: Engineer will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.
Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Client and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.
3. Changes: Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Client shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes, if commercially possible.
4. Suspension of Services: Client may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall

immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order.

Engineer will not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.

5. Termination: This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
6. Documents Delivered to Client: Drawings, specifications, reports, and any other Project Documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be delivered to the Client for the use of the Client. Engineer shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the Project, whether in hard copy or machine-readable form, are instruments of professional service intended for one-time use in the construction of this Project. These Project Documents are and shall remain the property of the Engineer. The Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

When and if record drawings are to be provided by the Engineer, Client understands that information used in the preparation of record drawings is provided by others and Engineer is not responsible for accuracy, completeness, nor sufficiency of such information. Client also understands that the level of detail illustrated by record drawings will generally be the same as the level of detail illustrated by the design drawing used for project construction. If additional detail is requested by the Client to be included on the record drawings, then the Client understands and agrees that the Engineer will be due additional compensation for additional services.

The Engineer ~~also~~ reserves the right to retain hard copy originals of all Project Documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of information and data from the system and format used by the Engineer to an alternate system or format cannot be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event Project Documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and

against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.

The Client recognizes that changes or modifications to the Engineer's instruments of professional service introduced by anyone other than the Engineer may result in adverse consequences which the Engineer can neither predict nor control. Therefore, and in consideration of the Engineer's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the machine readable information and data provided by the Engineer under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project Documentation on other projects, for additions to this Project, or for completion of this Project by others, excepting only such use as may be authorized, in writing, by the Engineer.

7. Reuse of Documents: All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. They cannot be used by Client or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.

The Engineer shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Engineer's promotional and professional materials. The Engineer's materials shall not include the Client's confidential and proprietary information if the Client has previously advised the Engineer in writing of the specific information considered by the Client to be confidential and proprietary. For the purposes of this Agreement, the parties acknowledge that such information shall be confidential and proprietary and shall not be used by Engineer for any purpose without Client's written consent.

8. Standard of Practice: The Engineer will strive to conduct services under this agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions as of the date of this Agreement.
9. Compliance With Laws: The Engineer will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.
10. Indemnification: Engineer shall indemnify and hold harmless Client from loss or expense, including reasonable attorney's fees for claims for personal injury (including

death) or property damage to the extent caused by the sole negligent act, error or omission of Engineer.

Client shall indemnify and hold harmless Engineer under this Agreement, from loss or expense, including reasonable attorney's fees, for claims for personal injuries (including death) or property damage arising out of the sole negligent act, error or omission of Client.

In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.

Engineer shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.

11. Opinions of Probable Cost: Since Engineer has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining process, or over competitive bidding or market conditions, his/her opinions of probable Project Construction Cost provided for herein are to be made on the basis of his/her experience and qualifications and represent his/her judgement as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from opinions of probable construction cost prepared by him/her. If prior to the Bidding or Negotiating Phase, Client wishes greater accuracy as to the Construction Cost, the Client shall employ an independent cost estimator Consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.
12. Governing Law & Dispute Resolutions: This Agreement shall be governed by and construed in accordance with Articles previously set forth by (Item 9 of) this Agreement, together with the laws of the **State of Illinois**.

The validity, construction and interpretation of this Agreement shall be governed by the laws of the State of Illinois without regard to the conflict of law provisions. The parties hereto irrevocably agree that all actions or proceedings in any way, manner or respect arising out of or from or related to this Agreement shall be only litigated in the Circuit Court, Twelfth Judicial Circuit, Will County, Illinois. Each party hereby consents and submits to personal jurisdiction in the State of Illinois and waives any right such party may have to transfer the venue of any such action of proceeding.

13. Successors and Assigns: The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns: provided, however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
14. Waiver of Contract Breach: The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
15. Entire Understanding of Agreement: This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments, or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
16. Amendment: This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties and entitled "Amendment of Agreement".
17. Severability of Invalid Provisions: If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
18. Force Majeure: Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
19. Subcontracts: Engineer may subcontract portions of the work, but each subcontractor must be approved by Client in writing.
20. Access and Permits: Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Client shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by

Engineer toward assisting Client in such access, permits or approvals, if Engineer perform such services.

21. Designation of Authorized Representative: Each party (to this Agreement) shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
22. Notices: Any notice or designation required to be given to either party hereto shall be in writing, and unless receipt of such notice is expressly required by the terms hereof shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereafter furnish to the other party by written notice as herein provided.
23. Client's Responsibilities: The Client agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Client's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Client agrees to furnish and pay for all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services which the Client may require to verify the Contractor's Application for Payment or to ascertain how or for what purpose the Contractor has used the money paid by or on behalf of the Client.

The Client agrees to require the Contractor, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Engineer, its consultants, and the employees and agents of any of them from and against any and all claims, suits, demands, liabilities, losses, damages, and costs ("Losses"), including but not limited to costs of defense, arising in whole or in part out of the negligence of the Contractor, its subcontractors, the officers, employees, agents, and subcontractors of any of them, or anyone for whose acts any of them may be liable, regardless of whether or not such Losses are caused in part by a party indemnified hereunder. Specifically excluded from the foregoing are Losses arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, and the giving of or failure to give directions by the Engineer, its consultants, and the agents and employees of any of them, provided such giving or failure to give is the primary cause of Loss. The Client also agrees to require the Contractor to provide to the Engineer the required certificate of insurance.

The Client further agrees to require the Contractor to name the Engineer, its agents and consultants on the Contractor's policy or policies of comprehensive or commercial general liability insurance. Such insurance shall include products and completed

operations and contractual liability coverages, shall be primary and noncontributing with any insurance maintained by the Engineer or its agents and consultants, and shall provide that the Engineer be given thirty days, unqualified written notice prior to any cancellation thereof.

When Contract Documents prepared under the Scope of Services of this contract require insurance(s) to be provided, obtained and/or otherwise maintained by the Contractor, the Client agrees to be wholly responsible for setting forth any and all such insurance requirements. Furthermore, any document provided for Client review by the Engineer under this Contract related to such insurance(s) shall be considered as sample insurance requirements and not the recommendation of the Engineer. Client agrees to have their own risk management department review any and all insurance requirements for adequacy and to determine specific types of insurance(s) required for the project. Client further agrees that decisions concerning types and amounts of insurance are specific to the project and shall be the product of the Client. As such, any and all insurance requirements made part of Contract Documents prepared by the Engineer are not to be considered the Engineer's recommendation, and the Client shall make the final decision regarding insurance requirements.

25. Information Provided by Others: The Engineer shall indicate to the Client the information needed for rendering of the services of this Agreement. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer and the Engineer's subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.
26. Payment: Client shall be invoiced once each month for work performed during the preceding period. Payment shall be made by the Client according to the terms and provisions of the Illinois Prompt Payment Act, Engineer will provide to the Client a detailed statement of tasks performed by it and reimbursement for expenses, if any. The maximum interest rate under this Section shall be the amount set forth in the Act.

Collection Costs. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgement or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by the Engineer in connection therewith.

Suspension of Services. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) calendar days' notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client.

27. When construction observation tasks are part of the service to be performed by the Engineer under this Agreement, the Client will include the following clause in the construction contract documents and Client agrees not to modify or delete it:

Kotecki Waiver. Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, including without limitation claims under the **Illinois** Structural Work Act, asserted by persons allegedly injured on the Project; waives any limitation of liability defense based upon the Worker's Compensation Act, court interpretations of said Act or otherwise; and to the fullest extent permitted by law, agrees to indemnify and hold harmless and defend Owner and Engineer and their agents, employees and consultants (the "Indemnitees") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the Indemnitees may sustain as a result of such claims, except to the extent that **Illinois** law prohibits indemnity for the Indemnitees' own negligence. The Owner and Engineer are designated and recognized as explicit third-party beneficiaries of the Kotecki Waiver within the general contract and all subcontracts entered into in furtherance of the general contract.

28. **Job Site Safety/Supervision & Construction Observation:** The Engineer shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work since they are solely the Contractor's rights and responsibilities. The Client agrees that the Contractor shall supervise and direct the work efficiently with his/her best skill and attention; and that the Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction and safety at the job site. The Client agrees and warrants that this intent shall be carried out in the Client's contract with the Contractor. The Client further agrees that the Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work; and that the Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the subject site and all other persons who may be affected thereby. The Engineer shall have no authority to stop the work of the Contractor or the work of any subcontractor on the project.

When construction observation services are included in the Scope of Services, the Engineer shall visit the site at intervals appropriate to the stage of the Contractor's operation, or as otherwise agreed to by the Client and the Engineer to: 1) become generally familiar with and to keep the Client informed about the progress and quality of the Work; 2) to strive to bring to the Client's attention defects and deficiencies in the Work and; 3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. If the Client desires more extensive project observation, the Client shall request that such services be provided by the Engineer as Additional and Supplemental Construction Observation Services in accordance with the terms of this Agreement.

The Engineer shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Engineer does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

When municipal review services are included in the Scope of Services, the Engineer (acting on behalf of the municipality), when acting in good faith in the discharge of its duties, shall not thereby render itself liable personally and is, to the maximum extent permitted by law, relieved from all liability for any damage that may accrue to persons or property by reason of any act or omission in the discharge of its duties. Any suit brought against the Engineer which involve the acts or omissions performed by it in the enforcement of any provisions of the Client's rules, regulation and/or ordinance shall be defended by the Client until final termination of the proceedings. The Engineer shall be entitled to all defenses and municipal immunities that are, or would be, available to the Client.

29. Hazardous Materials/Pollutants: Unless otherwise provided by this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal, or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site, including but not limited to mold/mildew, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic/hazardous/pollutant type substances.

Furthermore, Client understands that the presence of mold/mildew and the like are results of prolonged or repeated exposure to moisture and the lack of corrective action. Client also understands that corrective action is a operation, maintenance and repair activity for which the Engineer is not responsible.

Revised 121222

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Table 1. City’s pavement condition categories.

Category	Typical Distresses and Typical Level of M&R Needed	PCI Range
Good	Longitudinal and transverse cracking and weathering of surface Preventive maintenance: <i>Crack sealing and surface treatments</i>	86-100
Satisfactory	More extensive longitudinal and transverse cracking and weathering of surface Preventive maintenance: <i>Crack sealing and surface treatments</i>	71-85
Fair	Extensive longitudinal and transverse cracking, early stage alligator (fatigue) cracking, early stage rutting, and weathering of surface Global preventive maintenance and localized repairs: <i>Localized surface and/or full-depth patching, surface treatments, and thin overlays</i>	56-70
Poor	More extensive and severe longitudinal and transverse cracking, alligator (fatigue) cracking, rutting, and weathering of surface Major rehabilitation: <i>Localized full-depth patching, mill and overlays, and traditional overlays</i>	41-55
Very Poor	More extensive and more severe longitudinal and transverse cracking, alligator (fatigue) cracking, rutting, weathering of surface, potholes Major rehabilitation: <i>Full-depth patching, mill and overlays, traditional overlays, and reconstruction</i>	26-40
Serious	Extensive and severe failure of pavement surface Major rehabilitation: <i>Reconstruction</i>	11-25
Failed	Complete failure of pavement surface Major rehabilitation: <i>Reconstruction</i>	0-10

At the time of G&AI’s inspection, the City’s pavements were found to have an average PCI of 51, indicating that the City’s roadways are in overall “poor” condition.

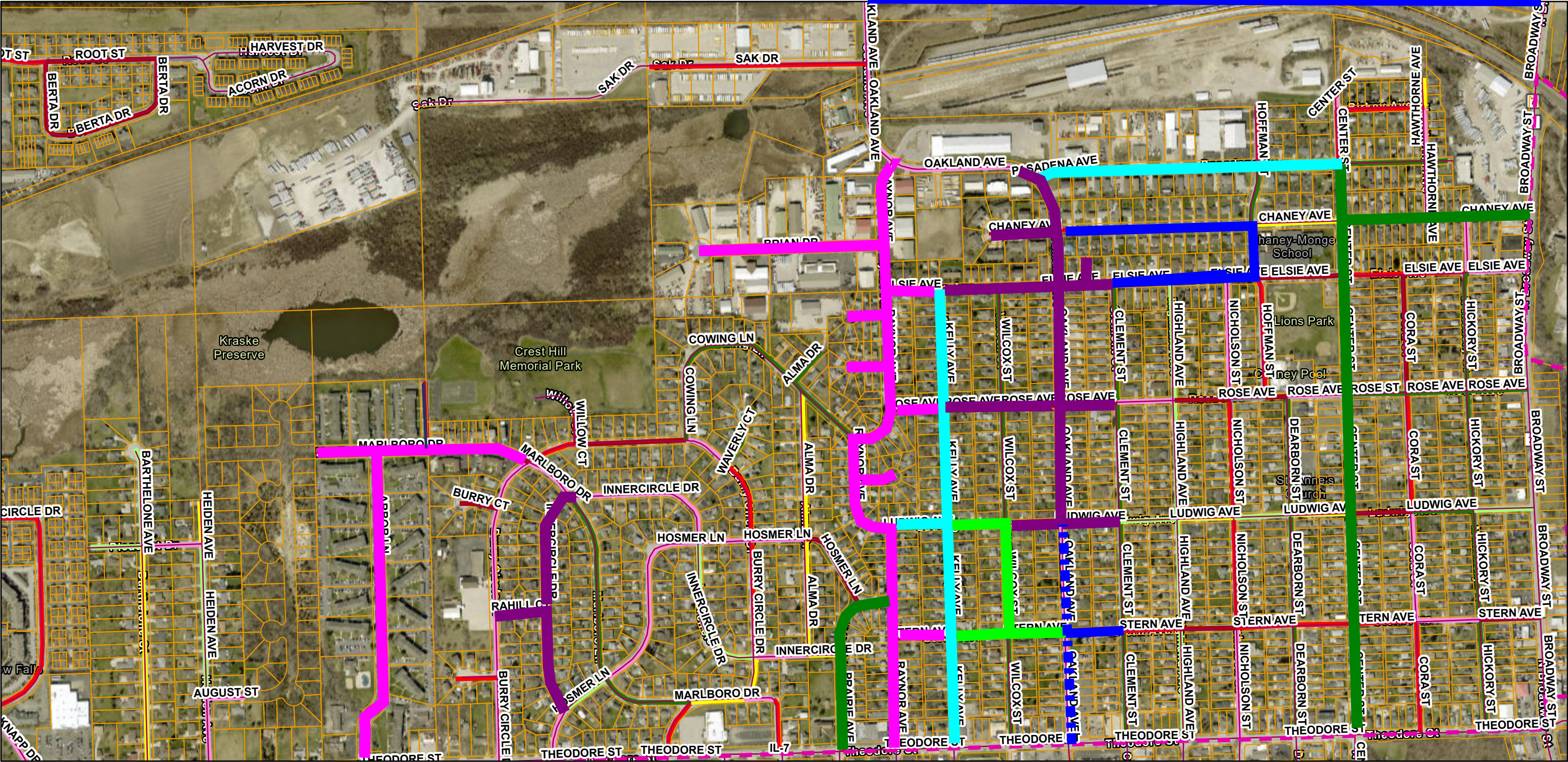
IRI values measure the roughness (vertical displacement over a fixed interval reported in inches per mile) of a roadway pavement:

- IRI values less than 200 inches/mile indicate “smooth” pavement.
- IRI values between 200 and 400 inches/mile indicate a “marginally rough” pavement.
- IRI values greater than 400 inches/mile indicate “rough” pavement.

The City’s roadways were found to have an average IRI value of 251 inches/mile, which indicates overall “marginally rough” pavement.

Following this executive summary, Map 1 shows PCI categories for each roadway. Roadways that were planned for resurfacing or reconstruction in 2020 (i.e., after the field inspection was performed) were assigned an assumed PCI value of 100. All other PCI values shown on Map 1 reflect the conditions of the

City of Crest Hill-Wards 1-South of Caton Farm Rd.



8/26/2024, 3:29:38 PM

City Limits

Street Labels

Parcels

Pavement Condition

0 - 10 (Failed)

11 - 25 (Very Poor)

26 - 40 (Poor)

41 - 55 (Serious)

56 - 70 (Fair)

71 - 85 (Satisfactory)

86 - 100 (Good)

2020 Street Rehab

2022 Street Rehab

2023 Street Rehab

2024 Street Rehab

2025 Street Rehab

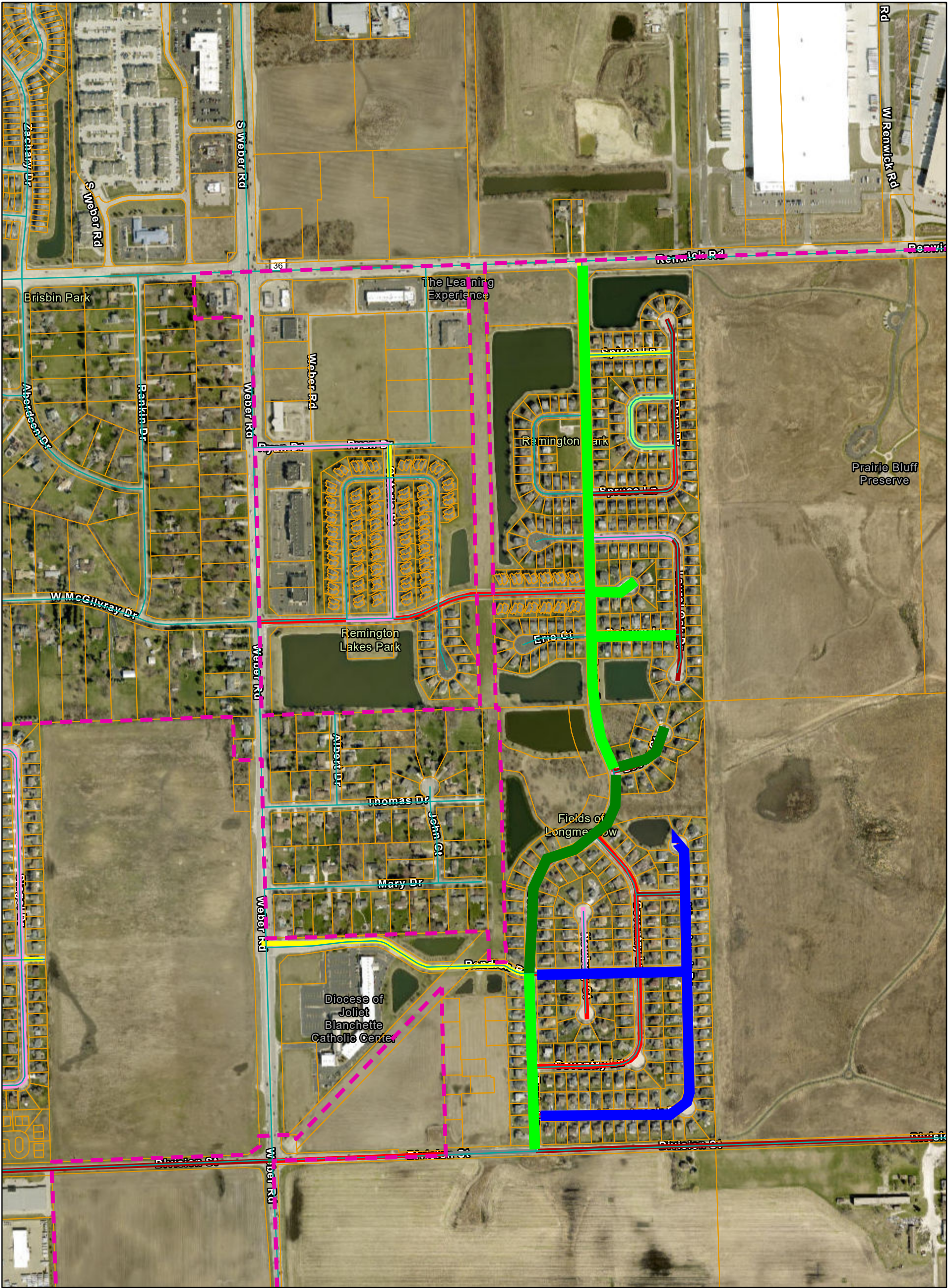
2026 Street Rehab Locations

County of Will, Maxar, Esri Community Maps Contributors, County of Will, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

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City Of Crest Hill24

City of Crest Hill-Ward 2-North of Division



8/26/2024, 3:07:56 PM

City Limits

Streets

Parcels

Pavement Condition

0 - 10 (Failed)

11 - 25 (Very Poor)

26 - 40 (Poor)

41 - 55 (Serious)

56 - 70 (Fair)

71 - 85 (Satisfactory)

86 - 100 (Good)

2023 Street Rehab

2024 Street Rehab

2026 Street Rehab Locations

1:9,028

00.050.10.2mi

00.10.20.4km

County of Will, Maxar

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City Of Crest Hill

City Of Crest Hill-Ward 2 & 4



8/26/2024, 3:37:07 PM

City Limits

Street Labels

Parcels

Pavement Condition

0 - 10 (Failed)

11 - 25 (Very Poor)

26 - 40 (Poor)

41 - 55 (Serious)

56 - 70 (Fair)

71 - 85 (Satisfactory)

86 - 100 (Good)

2025 Street Rehab

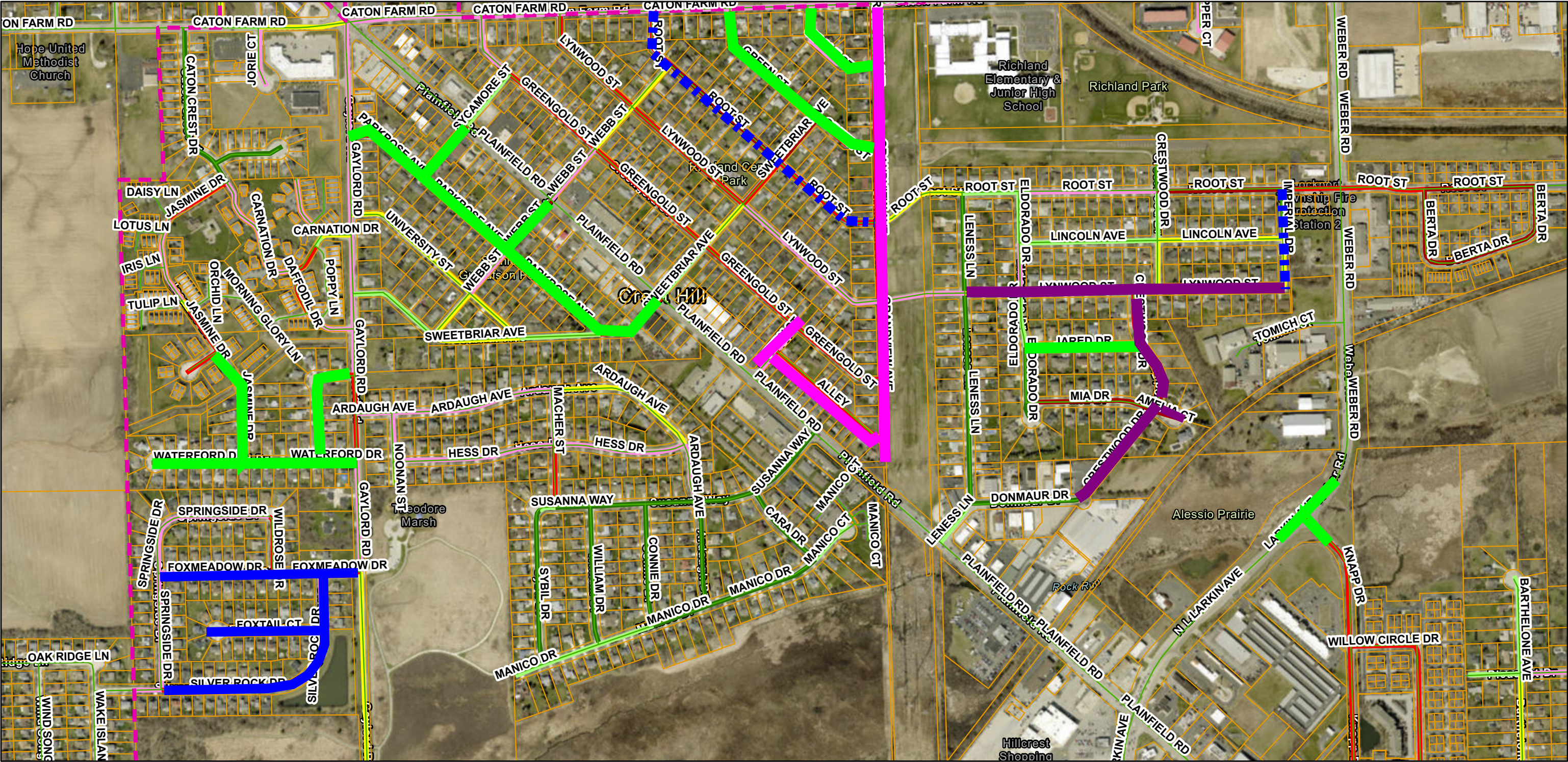
2026 Street Rehab Locations

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City Of Crest Hill26

City of Crest Hill-Wards 2, 3 & 4-South of Caton Farm Rd



8/26/2024, 3:23:12 PM

City Limits

Street Labels

Parcels

Pavement Condition

0 - 10 (Failed)

11 - 25 (Very Poor)

26 - 40 (Poor)

41 - 55 (Serious)

56 - 70 (Fair)

71 - 85 (Satisfactory)

86 - 100 (Good)

2022 Street Rehab

2023 Street Rehab

2024 Street Rehab

2025 Street Rehab

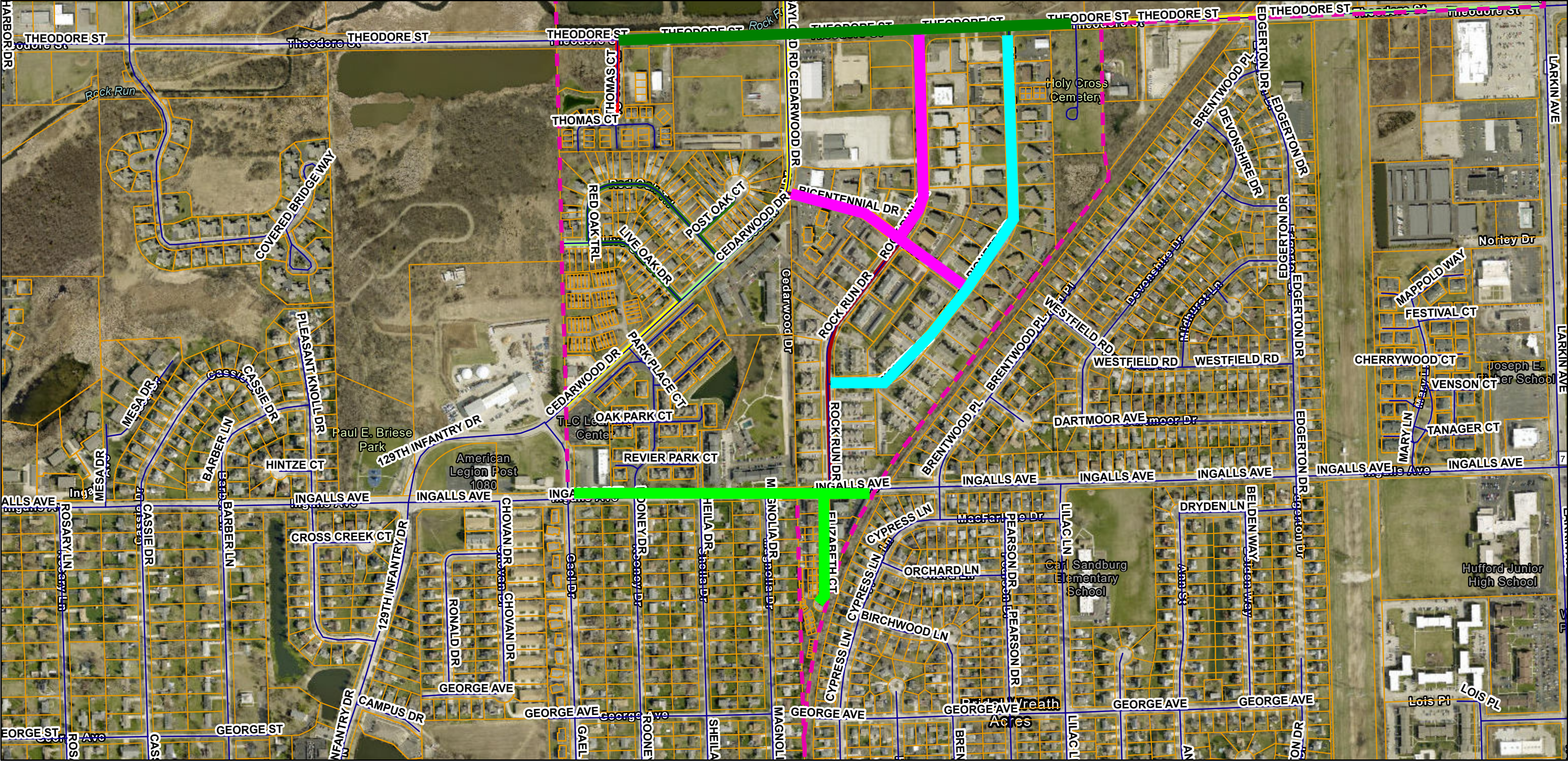
2026 Street Rehab Locations

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City Of Crest Hill27

City of Crest Hill-Ward 3-South of Theodore



8/26/2024, 3:26:51 PM

City Limits

Street Labels

Parcels

Pavement Condition

11 - 25 (Very Poor)

26 - 40 (Poor)

41 - 55 (Serious)

56 - 70 (Fair)

71 - 85 (Satisfactory)

86 - 100 (Good)

2020 Street Rehab

2022 Street Rehab

2023 Street Rehab

2024 Street Rehab

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City Of Crest Hill28

Memo**Public Works Department****City of Crest Hill**

Date:	10/8/2025
Submitter:	Julius Hansen, Interim Director of Public Works
Department:	Public Works
Agenda Item:	Approval of Large Water Meter Testing Project

Summary:

Public Works in conjunction with M.E. Simpson is recommending the large (commercial/ industrial) water meters be evaluated, tested and calibrated to help reduce unaccounted water loss in the water system. In the second quarter of this year 92 large (commercial/ industrial) water meters were evaluated in Phase 1, but 77 still need to be evaluated in Phase 2. The accomplishment of this project will complete the long overdue evaluation of all these large water meters. However, further work will need to be completed based on the report generated by M.E. Simpson. The report will tell the city of large meters that are accurate, that need further repairs, need to be replaced or that were not able to be tested. Getting all the large water meters performing accurately will be Phase 3 of the project that will need council approval once the scope of the work is determined.

Recommended Council Action:

Approval of the proposal from M.E. Simpson for the Large Water Meter Testing Project equaling an amount not to exceed \$36,435.00

Financial Impact:

The proposal from M.E. Simpson for \$36,435.00 to be charged to contractual services in the Water fund

Attachments: Memo and M.E. Simpson Proposal



October 1, 2025

RE: PROPOSAL FOR LARGE METER TESTING

Dear Mr. Hansen,

M.E. Simpson Co., Inc. is pleased to present the City of Crest Hill with our proposal for the Large Water Meter Evaluation, Testing, and Calibration Program. We are honored to be considered for this work and are confident our team will help make the project a success.

M.E. Simpson Co., Inc. is a Professional Services Firm dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems. Many of these programs are universally recognized as a part of "Best Management Practices" (BMPs) for utilities. We pride ourselves on delivering solid solutions using the highest quality technical and professional services by way of state-of-the-art technology and a skilled and well-trained staff of professionals. Our highly educated engineers and technical team are committed to the success of this project. They will be ready at a moment's notice to relieve your staff's burden and ensure a seamless continuation of your services.

Our services were developed and refined to provide utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "in-house" programs for utilities, M.E. Simpson Co., Inc. serves our clients with this ultimate goal: to deliver to the public the implicit faith that "the water is always safe to drink".

Thank you for your consideration and this opportunity to acquaint you with our Large Water Meter Testing and Calibration Services and offer this response. We are committed to exceeding your expectations.

Sincerely,

Bill Hunt
Regional Manager

Bill Hunt
Regional Manager

3406 Enterprise Avenue
Valparaiso, IN 46383

800.255.1521 P
888.531.2444 F

billh@mesimpson.com

SCOPE OF WORK

Large Water Meter Evaluation, Testing and Calibration of Commercial/Industrial Water Meters

The Field Scope of Service is understood to be the following:

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to test and calibrate large meters selected by the Utility and complete the work herein specified.

Teams of two (minimum) or more personnel will work on the meter testing program at all times.

- Work in an orderly and safe manner to insure no avoidable accidents occur.
- All Field Staff will wear photo ID badges that are easily seen while in the field.
- Assess all meters listed in the test group. This assessment will include observing water usage on site, as well as observing meter readings to determine if the meter is the correct type and size for its application.
- If meters cannot be tested in place, make recommendations to Utility to correct setting so testing in place can occur.
- Maintain a meter log for all meters to be assessed in the current test group, which will be reviewed by the Project Team during verification of the meter data supplied by the Utility. Corrections and/or updated records will be provided to the Utility (including periodic Utility meter reports).
- Every effort will be made to schedule water customer meter tests during normal working hours. Exceptions to testing times, on a case-by-case basis, will depend on the severity of loss of water service due to the testing procedure. Severe schedule conflicts may require after hour or weekend testing.
- Meters will be tested across a range of flows to determine patterns of mechanical wear at various flow rates. Flow rates used will be a combination of AWWA recommended flow rates (per M-6 manual of the AWWA) and meter manufacturer flow rates.
- Meters will be tested and calibrated to bring them within accepted accuracy limits.
- Some meters need to be removed from their setting(s) for "offsite" testing due to existing plumbing configurations. Efforts will be made to keep the service disruption to a minimum.
- If a water service loss for any period of time is intolerable to the water customer, recommendations will be made to the Utility to include a by-pass around the meter so service disruption will not occur during the testing.
- The equipment used will be described in the "Equipment to be Used" section.
- The Project Team will document all meter testing results and calibrations. Meters requiring extensive calibrations (not worth time and material) or obsolete meters, will be brought to the Meter Superintendent's attention for potential meter change-out by the Utility. The cost

basis for recommending a meter change out(s) will be determined at the kick-off meeting and agreed upon between M.E. Simpson Co. Inc. and the Utility.

- After calibration, the meter shall be tested to conform to test specifications outlined elsewhere in this Specification.
- In its daily report to the Water Department Manager, the Project Team will review the previous day's progress, and outline the meters to be tested that day.
- It may be necessary to conduct parts of the meter-testing program during "off hours" (i.e. nights). This may be required in a building(s) that has a high daily usage, but is closed at night. The Project Team will give 24-hour "notice of intent" to test meters that require after hours or nighttime work. This will allow the Water Utility to plan for area access, and give Police Department (and other Public Works Divisions) notification as to the planned testing activity.
- Calibration parts used will be NSF 61 certified. (All new meter parts available now currently meet this standard.)
- Care will be exercised when water is discharged during testing. Test meter water flow discharge will not be allowed to cause interference with private property, pedestrian or roadway traffic, and will have minimal environmental impact.
- Meters located in confined spaces shall be tested using accepted confined space entry procedures.
- Any valves that fail or break during operation (to isolate the water meter for testing) will be repaired or replaced at the owner's expense. M.E. Simpson Company is not responsible for possible valve failures due to pre-existing conditions during the testing procedure.

Equipment to be Used

The following equipment will be used for meter testing work during the project. All material listed will be on the job site at all times.

1. Sensus test meters with electronic registers, certified accurate by volumetric testing.
2. All tools needed to perform testing "on site" (hand tools, pipe wrenches, etc.)
3. Proper lengths of 2-1/2' fire hose for conducting the testing "on site"
4. Confined Space Entry tripod, winch, fall protection and Gas detector
5. Meter Test Bench at M.E. Simpson Co. shop for volumetric testing of Meters

Quality Control for Large Water Meter Testing

The level of quality control for large meter testing takes in the above considerations and apply them to each large meter setting under evaluation. When a strict methodology and field procedure are followed, the field conditions can be controlled and mitigated to produce test results that are reliable and accurate.

Utility Observations

The M.E. Simpson Co., Inc. Project Team welcomes Utility staff members to observe field procedures while the Meter Testing Program is in progress. Explanation and understanding of the equipment and techniques used for testing large meters may be useful in helping Utility staff members understand how they may use large meter testing to reduce revenue losses for commercial and industrial accounts.

Final Reports, Documentations & Communications

M.E. Simpson Co, Inc. will perform the following:

- Project Team will **meet daily** with assigned Utility personnel to go over areas of meter testing program for prior workday and plan current day and meter tests.
- The field technicians will be readily available by cellular phone. This will facilitate communications between the Utility and the field technicians. A **24-hour toll-free 800 number** is available for direct contact with M.E. Simpson Co., Inc. for emergencies.
- **The Project Manager will** meet with the Utility regularly for a progress report.
- **Maintain a project progression list** indicating meters tested and to be tested, contact names, phone numbers, etc.
- **Prepare meter reports** at the completion of the project, which will include all meter testing reports, listing of new parts installed, and possible mechanical deficiencies that need the attention of the Utility. Recommendations for system maintenance will be a part of this report based on field observations made during the testing program. **This final report shall be made available for submission to the Utility within twenty (20) working days of the completion of the fieldwork.**

Effective communication...
accurate documentation...
**Ensuring the success for
the meter testing program**

Assumptions & Services Provided by Water Utility

- The *Utility* will provide all large water meter customer records such as consumption history, phone numbers for appointments, or any additional information that would make the testing of a meter at a location easier to perform. This information shall be regarded as **CONFIDENTIAL** by M.E. Simpson Co., Inc., and will not be shared with anyone outside of the *Utility* without consent of the *Utility*.
- The *Utility* will assist as necessary to get customer cooperation for the testing program. M.E. Simpson Co., Inc. can assist in composing a letter that the Utility can submit to water customers informing them as to the procedures and benefits of the testing program.
- The *Utility* will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find meters and for general information about the water system.

This individual(s) will not need to assist the Project Team on a full-time basis, but only on an "as needed" basis.

- The Utility will assist, when necessary, in gaining entry into sites that may be difficult to access due to security issues or other concerns.
- The Utility will provide either "Service Firm" or "Utility" ID for meter testing project team to demonstrate authenticity of the personnel performing the large meter testing program.

PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 60 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at 800.255.1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:



Safety is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control. While in the field on your project, M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.

Therefore M.E. Simpson Co., Inc. adheres to the following:

- The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- Any listening points located in a "confined space" such as pit and vault installations that require entry will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA.**
 - All personnel are trained and certified in Confined Space Entry & Self-Rescue.
- We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA.**
 - All personnel are trained and certified in First Responder First Aid & CPR.
- We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the State Department of Transportation (per MUTCD).**
 - All personnel are trained and certified, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.

Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date for all project personnel.

INVESTMENT

A commitment to improving and maximizing the City of Crest Hills's water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our "Proposal" for a Large Water Meter Evaluation, Testing, and Calibration program for the City of Crest Hill. M.E. Simpson Co., Inc. will perform our large meter testing and calibration services on approximately 77 large water meters within the City of Crest Hill's water distribution system. The services will be completed by testing and calibrating, when necessary, the Village's selected industrial/commercial water meters by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document.

	Test	Calibrate/ Post Test
1 ½" through 2" displacement style meters	\$385.00 each	Replace
1 ½" through 2" displacement style meters(Pulled)	\$455.00 each	Replace
1 ½" through 6" compound and turbine style meters	\$455.00 each	\$175.00 each*
8" through 10" compound and turbine style meters	\$525.00 each	\$200.00 each*
2" - 12" Fire Meters and Fire line style meters	\$555.00 each	T&M each**
1 ½" through 12" water meter inspection/recommend (NON-Testable)	\$415.00 each	
<u>Appointment, Client MISSED/NO SHOW/CANCELLATION (under 24 hours)</u>		\$455.00 each
<u>*Parts are NOT included in the Calibration/Post Test Fee</u>		
<u>**Time and Material charges will apply for the calibration of Fire Meters or Fire Line Meters at \$315.00 per hour for a Two-Man team, \$425.00 per hour for a Three-Man team</u>		
Estimated Cost of Meter Testing: (77 Meters)		\$35,035.00
Estimated Cost of Repairs: (10%)		\$1,400.00
Estimated Cost of Meter Testing/Repair Program to Complete:		\$36,435.00

We thank you for this opportunity to acquaint you with our Large Water Meter Evaluation, Testing and Calibration services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement, the scope and proposal above for Large Meter Testing & Evaluation, to be executed on _____ 2025/2026.

Owner

City of Crest Hill, IL

By: _____

Name: _____

Title: _____

Service Provider

M.E. Simpson Company, Inc.

By: _____

Name: Michael D. Simpson

Title: Chief Executive Officer

Attest: _____

Name: _____

Title: _____

Attest: _____

Name: Randy Lusk

Title: Regional Manager

Memo**Public Works Department****City of Crest Hill**

Date:	10/8/2025
Submitter:	Julius Hansen, Interim Director of Public Works
Department:	Public Works
Agenda Item:	Approval of Water Distribution System Leak Detection Survey

Summary:

Public Works in conjunction with M.E. Simpson is recommending the water distribution system have a second leak detection survey conducted in 2025. The first leak detection survey in 2025 was conducted in the spring. The result was 12 leaks were found that were not surfacing above ground and equaling an estimated 110,000 gallons of water lost per year. These water leaks were all immediately repaired by public works. For this reason, another leak detection survey should be conducted out of an abundance of caution to reduce unaccounted water loss.

Recommended Council Action:

Approval of the proposal from M.E. Simpson for another Water Distribution System Leak Detection Survey equaling an amount not to exceed \$21,165.00

Financial Impact:

The proposal from M.E. Simpson for \$21,165.00 to be charged to contractual services in the Water fund

Attachments: Memo and M.E. Simpson Proposal



July 25, 2025

Julius Hansen
Director of Water & Wastewater
City of Crest Hill
2090 Oakland Ave
Crest Hill, IL

RE: PROPOSAL FOR A WATER DISTRIBUTION SYSTEM LEAK SURVEY

Dear Mr. Hansen,

M.E. Simpson Co., Inc. is pleased to present the City of Crest Hill, Illinois our proposal for a Water Distribution System Leak Detection Survey Program. We are honored to be considered for this work and are confident our team will help make the project a success.

M.E. Simpson Co., Inc. is a Professional Services Firm dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems. Many of these programs are universally recognized as a part of "Best Management Practices" (BMPs) for utilities. We pride ourselves on delivering solid solutions using the highest quality technical and professional services by way of state-of-the-art technology and a skilled and well-trained staff of professionals. Our highly-educated engineers and technical team are committed to the success of this project. They will be ready at a moment's notice to relieve your staff's burden and ensure a seamless continuation of your services.

Our services were developed and refined to provide utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "in-house" programs for utilities, M.E. Simpson Co., Inc. serves our clients with this ultimate goal: to deliver to the public the implicit faith that **"the water is always safe to drink"**.

Thank you for your consideration and this opportunity to acquaint you with our Water Distribution System Leak Detection Services and offer this response. We are committed to exceeding your expectations.

Sincerely,

Bill Hunt
Regional Manager

Bill Hunt
Regional Manager

3406 Enterprise Avenue
Valparaiso, IN 46383

800.255.1521 P
888.531.2444 F

billh@mesimpson.com

SCOPE OF WORK

Water Distribution System Leak Survey

The Field Scope of Service for the Leak Survey is understood to be the following:

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to survey the water distribution system areas selected by the City. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. There will be a minimum of Two Persons per team working on the survey at all times.

- Work in an orderly and safe manner to insure protection of the local residents, Utility employees, and the Field Staff so that no avoidable accidents occur.
- All Field Staff will have readily observable identification badges worn while in the field.
- The leak detection equipment to be used will be that which was described in the "Equipment to be used" section.
- Initially listen to all fire hydrants, all accessible main line valves, and when necessary, selected service connections in the entire distribution system by making physical contact with the valve, hydrant, pipe, or B-box. (Listening points that are not accessible will be given to the Utility and when corrected they will be listened to.)
- Listening points of contact will be: valves, hydrants, service valves or meter settings. The preference of listening points in order as follows; direct contact with the pipe, main line valves, hydrant valves, hydrants, then service valves or meter settings.
- Specific listening distances will be determined by pipe material. Metallic type pipes; no greater than 500' between listening points. Non-Metallic AC/Concrete type pipes; no greater than 300' between listening points. Non-Metallic PVC/HDPE type pipes; no greater than 150' between listening points.
- A "suspected leak" log shall be maintained indicating all areas where suspected leak noise was heard. This log will be reviewed when the Project Team is verifying the suspected leak area for confirmation of the actual existence of a leak. This log will be a part of the periodic reports turned into the Utility regardless of an actual leak located in the area or not, with an explanation of the noise source.
- When leak noise has been detected and or suspected, the Project Team will verify the suspected area a second time to confirm the noise. At least four hours will pass between the initial listening of the area before a second listen and confirmation is attempted.
- The Project Team will line locate the water main and service lines in the immediate area so the correct pipe distances can be input into the leak correlator and also so that the Water Utility will have an idea of where the water main is located prior to excavation. Non-metallic pipe locations will be "interpolated" as best that can be identified, given the line location of metallic services, Utility knowledge of the area, or other information regarding the actual location of the main.

- The Project Team will use “State of the Art” Electronic Leak Correlators to determine if a leak is present and use the same equipment to pinpoint the leak.
- For PVC water mains only the Echologics LeakFinder-ST w/hydrophones leak correlator or Fluid Conservation Systems (FCS) TriCorr Touch leak correlator, will be used for correlations because of the ability for these correlators to be able to analyze the particular sound frequencies inherent to PVC pipe.
- The leak location will be marked in the field (on the surface) using environmentally formulated Precautionary Blue paint.
- The Project Team will document all leak locations with a diagram indicating the location of the leak. Other information related to that correlation will be included as part of the field sheet such as the filters used for the correlation, line locations, distances between sensors, etc.
- The locations of leaks requiring immediate attention (immediate threat to life, injury or traffic) will be turned in as quickly as possible to facilitate the repair process.
- The Project Team will report daily or per request of the Utility, to assigned Utility Professional and go over the progress of the previous day, as well as cover what will be surveyed the current day.
- It may be necessary to conduct parts of the Leak Survey during “off hours” such as at night. This may be required in areas of high traffic volume where traffic noise may affect the ability to detect leak noise, and traffic volume may affect the ability of the Project Team to be able to safely access main line valves in the middle of the street. The Project Team will give 24-hour advanced notice of intent to survey a particular area that may require after hours surveying or nighttime surveying. This is so the Utility can plan for the area to be surveyed, give notification to the Police department, as well as other Public Works Divisions as to the activity that will take place.
- As a part of the leak program, mapping discrepancies found, distribution assets found in disrepair will be noted and turned into the utility.
- Leaks verified on the customer’s side of a service shut-off will not be located beyond the shutoff. If a leak appears to be on the Customers’ side, the Utility will be notified first, then the customer notified and permission granted prior to the water being shut off even for short periods of time where possible and as time allows, as well as the ability for the customer to respond.
- If the Utility requests leak locations beyond the service shut off on the customer’s side of the service line, this will result in an additional charge to the leak survey based on an hourly rate and this service must be agreed upon between the Utility and M.E. Simpson Co., Inc. prior to the start of the survey.
- Valves and hydrants will not be operated without Utility permission. Valves and hydrants that break during this type of operation are the sole responsibility of the Utility. M.E. Simpson Co., Inc. cannot be responsible for valves and hydrants that break due to pre-existing conditions.

- The Utility is encouraged to dig up and repair the leaks located as soon as possible so that the area may be re-surveyed while the Project Team is still working on the survey in that general geographical location to ensure no other leaks are present in that area.

Equipment List

- FCS S30 Gutermann AquaScope electronically enhanced listening device.
- Echologics LeakFinder-ST w/hydrophones; FCS AC Digital, TriCorr Touch or Vivax-Metrotech HL6000X leak correlator systems.
- RADIO Detection Line Locators.
- Chicago Tape, Fisher M-Scope or Schonstedt magnetic locators.
- All necessary valve keys and hand tools
- Truck mounted arrow board/signage and warning lights.
- Traffic control equipment, including properly sized traffic cones with reflective stripes.

Quality Control and Accuracy of Leak Locations

The level of accuracy of leak detection is a matter of taking in all the above considerations and applying those considerations to each individual potential leak location as it is being evaluated. Any statement made as to the level of accuracy of leak locations must be considered based on the individual conditions of each leak.

Locating leaks on a distribution system can be very challenging. It is not a perfect science. Pipes and fittings can leak for a variety of reasons (age, poor installation, material failures, bad soils, etc.), and the ability to locate leaks is dependent on the stated variables listed in the "Project Approach". By employing a strict methodology in the field for conducting a leak survey, these variables can be accounted for and mitigated. The depth of experience of the Project Team is extremely important to maintaining the ability to have accurate locations of leaks. Additionally, crews work as Two-Person Teams in the field, double checking the progress of the work as the survey progresses. The systematic procedure for leak confirmation has been stated in the Scope of Field Service and is restated here.

"Suspected leak areas are always listened to a second time, preferably at a different time of day than originally listened to. The mains and services will be line located to insure correct pipe distances are used for the correlations. Correlations may need to be performed several times with several configurations to insure all the possible scenarios have been covered. Sewer manholes may need to be opened and flows observed. If there is any doubt as to the existence of a leak, the area may be checked and correlated at different times to rule out water usage or other factors. The progress of the survey will be monitored by the use of daily logs and a progression map with suspected leak noise indications marked and possible leak locations will be maintained. Field leak location forms will be turned into the Utility according to the agreed schedule. The Project Team will follow up on leak locations by monitoring the repair schedule of the Utility. That way in case a potential leak location is wrong, the Project Team can return to the site and determine why the leak location was incorrect, and correct it. This means maintaining a good level of communication between the Project Team in the field, and the Utility.

As a matter of Quality Control for leaks in the field, our Correlators, FCS TriCorr Touch and Echologics LeakFinder-ST have the distinct ability to be able to detect and pinpoint more than one leak in the same relative area, thus allowing better leak coverage and insuring that one leak is not “masking” another leak in the same area. The use of progress reports and meetings will allow for open discussions of problems encountered so solutions can be examined.”

Utility Observations

The M.E. Simpson Co., Inc. Project Team will welcome having staff of the Utility observe field procedures while the Leak Survey is in progress. They will be happy to explain and demonstrate the equipment and techniques that are employed by M.E. Simpson Co., Inc. for detecting and locating leaks on the Water System.

Final Reports, Documentations & Communications

M.E. Simpson Co, Inc. will perform the following:

- Project Team will **meet daily** with assigned Utility personnel to go over areas of survey for prior workday and plan current day and area to survey.
- The field technicians will be readily available by cellular phone. This will facilitate communications between the Utility and the field technicians. A **24-hour toll-free 800 number** is available for direct contact with M.E. Simpson Co., Inc. for emergencies.
- **Diagram all leak locations**, date of location, and classify according to severity and an estimate of loss.
- **The Project Manager will meet** with the Utility regularly for a progress report.
- **Prepare a progress report** at monthly intervals for the Utility if requested.
- Develop a **Leak Survey log** of activity which will also have confirmed leaks listed and this list will be turned in weekly (in Excel format). The list will also be included with the final report that will include the following;
 1. Mechanical deficiencies discovered
 2. Mapping errors on the water atlas
 3. Type of monitored appurtenances
 4. Location of same for leaks discovered
 5. Total estimated loss

**Effective communication...
accurate documentation...
Insuring the success for
the leak survey**

- ◆ **Prepare the final report** at the completion of the project which will include all leak location reports with drawings, total of estimated water loss, total pipe distance investigated, a description of the area surveyed, and other problems found in the system during the course of the survey that need the attention of the Water Utility. The leak summary will list leak types such as main leaks, service line leaks, valve leaks, or hydrant leaks.

A cost benefit analysis of the survey based on the "cost to produce" water will also be included that describes the financial impact to the Utility for water loss. Recommendations for system maintenance will be a part of this report based on field observations made during the survey.

This final report shall be made available for submission to the Utility within thirty (30) working days of the completion of the fieldwork.

Assumptions & Services Provided by the Utility

- ◆ The Utility will furnish all maps in an electronic format or paper atlases (two copies), and records necessary to properly conduct the survey.
- ◆ The Utility will assist as necessary to clean out service valves, meter pits and valve-boxes needed for listening.
- ◆ The Utility will provide a Primary Contact Person and/or secondary contact person for the Field Staff to report to on a periodic basis. This person shall act as the official liaison for the duration of the Leak Survey. This person shall have a working knowledge of the water system and will be helpful in attempting to locate particularly hard-to-find water valves for listening and for general information about the water system. *This person will not need to assist the Project Team on a full time basis*, but only on an "as needed" basis.
- ◆ The Utility will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns.
- ◆ The Utility will assist, if needed, to locate all nonmetallic pipe within the service area. This would include all Concrete Cylinder pipe, Asbestos Cement Pipe, PVC pipe and HDPE pipe.
- ◆ We will encourage the immediate digging of major leaks (main breaks) so that if there are problems with the leak location, the problems can be corrected while the Project Team is close by and can verify the site.

PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 60 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at 800.255.1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:



Safety is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control. While in the field on your project, M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.

The use of a "one-person" leak detection team is dangerous and impractical where water mains run under roadways. It would be a dangerous precedent to allow a "one-person" team to access main line valves located in the roadway, attempt to listen to the valve with headphones on, and at the same time try to control traffic flow at that person's location in the street.

Therefore M.E. Simpson Co., Inc. adheres to the following:

- 💧 The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- S Any listening points located in a "confined space" such as pit and vault installations that require entry will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA.**
 - All personnel are trained and certified in Confined Space Entry & Self-Rescue.
- S We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA.**
 - All personnel are trained and certified in First Responder First Aid & CPR.
- S We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the Illinois Department of Transportation (per MUTCD).**
 - All personnel are trained and certified, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.

Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date for all project personnel.

INVESTMENT

A commitment to improving and maximizing Crest Hill's water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our "Proposal" for a Water Distribution System Leak Detection program for the City of Crest Hill's. M.E. Simpson Co., Inc. will perform our leak detection services on approximately 83 miles of watermain within the City of Crest Hill's water distribution system. The survey will be completed by listening on the accessible main line valves, fire hydrants and as needed services by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all issues found, with a final comprehensive report.

~~2 Year Leak Survey Program Fee~~

2025 Fall Water Distribution System Leak Survey Program fee at
\$255.00 per mile (approx. 83 miles)

\$21,165.00**

~~2026 Spring Water Distribution System Leak Survey Program Fee at
\$275.00 per mile (approx. 83 miles)~~

~~\$22,825.00~~

**Any water main surveyed in addition to the above 83 original miles of water main will be surveyed at the rate of \$255.00 per mile of pipe in the Fall of 2025 and \$275.00 per mile of pipe in the Spring of 2026.

We thank you for this opportunity to acquaint you with our Water Distribution System Leak Detection services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.



Agenda Memo

Crest Hill, IL

Meeting Date: | October 13, 2025
Submitter: | Glenn Gehrke
Department: | Treasurer/Finance
Agenda Item: | Grant for Public Works Facility Security and Video

Summary: The Staff is recommending security and video surveillance for Public Works facilities. The grant funding has been sought for infrastructure improvements at both the Crest Hill East Water Treatment Plant and Crest Hill Public Works is critical to enhance security and operational efficiency. Both projects involve upgrading and replacing exterior security access control systems, stationary and mobile security video systems, vital for safeguarding public assets and ensuring smooth facility operations. This upgrade and replacement will provide a holistic solution for controlling and monitoring access to sensitive areas, which is critical in the current environment where infrastructure safety is a priority. A budget amendment will likely be needed for the \$37,260.00, the City's portion of the project.

Recommended Council Action:

A Resolution approving a project for Security Improvements and Video Surveillance of Public Works Facilities for the amount of \$237,260.00.

Financial Impact:

Funding Source: DCEO Grant \$200,000.00 and City Funds \$37,260.00

Budgeted Amount: \$0.00

Cost: \$237,260.00

Attachments:



Date: October 8, 2025

Proposal# 61-21400 PR#01 r3

Project: Crest Hill, East Water Treatment Plant

Submitted By: Bob Rodriguez

We are pleased to submit the following proposal on the above referenced project.

Crest Hill East Water Treatment Plant

CCTV - \$40,375.00

Provide Milestone video system at Waste Water plant consisting of the following

- 5 P3206-LVE owner provided Axis Dome cameras in main administration building
- 2 Axis Bullet cameras at entrance
- 2 180 Camera Exterior on building in Yard
- 1 360 Degree camera in Main Barn
- 1 Milestrone Local NVR 12TB
- 1 Install Local client on Customer provided PC
- 1 Program server to main system at Crest City Hall
- 1 Load Local Client on existing City computer
- 1 Lot Cable, Cable support and cable installation
- 1 Lot installation, configuration and training

Access Control - \$23,265.00

Install Dual height reader pedestal with 2 single gang boxes for readers, switch the existing Securakey access control system to Open Options to match the new City Hall Facility.

- 1 Dual Height reader pedestal
- 2 Pedestal reader enclosures
- 1 Intelligent system controller
- 4 HID Keypad Readers
- 1 Interface to gate controller
- 1 Door Controller Board
- 1 Dual door control boards
- 1 4 Door Enclosure and power distribution
- 1 Lot demo existing system
- 1 Lot install new open options system
- 1 Program, configure, and test new Open Options system on City Hall System
- 1 Lot outdoor rated cable and cable support to pedestal reader and gate controller

Total Investment

\$63,640.00

Notes



1. Provision or installation of electrical distribution components, sleeves, firestop, conduit, boxes and 120 VAC connections/circuits, to be done by others as required.
2. Network connections to switched network, Network configuration and Static IP addresses *by owner*
3. Cutting, painting and patching by others.
4. Does not include performance or payment bonds.
5. Costs associated with schedule acceleration, unspecified project meetings, multiple trips onsite due to incompleteness of others, or multiple unplanned phases.
6. All work to be performed during normal working hours.
7. 1 year warranty support parts & labor
8. Assume all existing equipment/wiring is in good working order
9. Assumes existing gate pedestal conduit is able to be reused

Item 4.

Labor & Material is guaranteed to be as specified, and the above work to be performed and completed in a professional workman like manner. If required, permits and fees will be at additional costs. Low Voltage Solutions, Inc. (LVS) assumes that all work can be done on regular time 7:00 am to 3:30 pm, unless otherwise stated. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner will carry fire, tornado, and other necessary insurance. LVS carries general liability and Workmen's Compensation Insurance

FINANCING AVAILABLE: LVS can provide a variety of financing structures for payment of invoices. Upon written agreement between LVS and Customer, monthly or quarterly payments, deferred payments or step payments can be available through agreed financing terms. Hardware, software and other LVS services are available to bundle with agreed written financing terms.

PAYMENT TERMS: Payment must be made 30-days upon receipt of invoice for all direct end-user accounts or 1.5% Finance Charge will be applied daily until payment is received

Notwithstanding anything above or contained in the Contract Documents, it is understood and agreed that Contractor has the ultimate obligation to pay LVS within a reasonable time regardless of whether Contractor has received payment from the Owner. It is agreed that LVS invoices that are unpaid after 65 days will be subject to interest of 1.5% daily and/or potential work stoppage by LVS. LVS reserves the right to protect its rights under the Illinois Mechanics Lien Act.

ACCEPTANCE OF PROPOSAL #61-21400 PR#01 r3

The above prices, specifications and conditions are satisfactory and are hereby accepted. We authorize Low Voltage Solutions to do the work as specified. Payment will be made as outlined above. This proposal will remain in effect for 30 days. A purchase order authorizes LVS to proceed with the work under the terms listed above.

Signature: _____ Date: _____





Date: October 7, 2025

Proposal# 61-18357 PR#01 r4

Project: City of Crest Hill, Public Works Security and Video

Submitted By: Bob Rodriguez

We are pleased to submit the following proposal on the above referenced project.

Low Voltage Solutions will provide and install the following:

Access Control - \$31,235.00

Install Dual height reader pedestal with 2 single gang boxes for readers, switch the existing Securakey access control system to Open Options to match the new City Hall Facility, Network conductivity and switch ports by City of Crest Hill. reuse existing reader stanchion

- 1 Pedestal reader enclosures
- 1 Tie in for Gate Controller
- 7 HID Signo Readers
- 2 Keypad Readers for pedestal West Gate Entrance
- 1 Intelligent system controller
- 4 Dual door control boards
- 1 Enclosure and power distribution
- 1 Lot demo existing system
- 1 Lot install new open options system
- 1 Program, configure, and test new Open Options system
- 1 Lot outdoor rated cable and cable support to pedestal reader and gate controller

East Gate Option - \$11,830.00

- 1 Dual Height reader pedestal
- 2 Pedestal reader enclosures
- 1 Tie In for Gate Controller
- 2 Keypad Readers for pedestal East Gate Entrance
- 1 Intelligent system controller
- 1 Enclosure and power distribution
- 1 Lot install new open options system
- 1 Program, configure, and test new Open Options system
- 1 Lot outdoor rated cable and cable support to pedestal reader and gate controller

Gate Conduit and Boring - \$19,395.00

1) Conduit and Pathways

- Provide Branch Pipe, Wire, anchors and Devices
- Provide and install 1" GRC Empty raceway Saw cut across entrance and trenched to existing CR Pedestal
- Provide and install 1" GRC from Gate operator to Saw cut



- Provide and install 3/4" GRC Raceway across Salt Dome entrance for Gate Operator
- Provide and install 3/4" GRC to Gate control from quazite box Approx 65'
- Fire Caulk Penetrations
- Saw Cutting
- Allowance for Asphalt Patch \$1,600
- Work performed on straight time

2) We have not included:

- Unforeseen Code Compliant Issues
- Lift shared with LVS
- Taxes
- Permits and fees
- MBE/WBE
- Liquidated Damages
- Performance Bond
- Overtime

CCTV - \$56,870.00

Low Voltage solutions will install a turnkey Milestone video system, 16 owner provided IP Cameras consisting of the following.

- | | |
|----|--|
| 16 | Hanwha QNV-7012 4MP Enviromental Dome cameras |
| 6 | Axis Network Extenders |
| 1 | Milestone HE350-R NVR, 16TB |
| 1 | Local Monitoring Monitor 24 Inch, located by NVR |
| 16 | Milestone Xprotect Camera License |
| 16 | Care premium for Manufactures Support |
| 10 | Surge protectors for Exterior cameras |
| 10 | Wall Penetrations |
| 1 | Lot cable and cable installation and support |
| 1 | Lot device installation and configuration |
| 1 | Lot configure monitoring at Crest Hill Police monitoring station |
| 1 | Load Client on Crest Hill Desk Top Computer |
| 1 | Lot training |

Sliding Gate - \$55,190.00

SCOPE OF WORK

ILLINOIS GATE SOLUTIONS WILL REMOVE AND DISPOSE OF EXISTING FENCING, POSTS, AND GATE COMPONENTS AT THE EAST ENTRANCE. NEW 6-FT CHAIN LINK WITH PRIVACY SLATS AND NEW 4" POSTS WILL BE INSTALLED ON THE SOUTH AND NORTH SIDES, WITH REGRADING ON THE NORTH SIDE TO ADJUST GATE HEIGHT. EXISTING GATES WILL BE MODIFIED WITH NEW BACK BRACING, ADDITIONAL CHAIN LINK, AND NEW ROLLERS. ADDITIONAL WORK INCLUDES REVERSING GATES FOR UL-325 COMPLIANCE AND REMOVING/REPLACING FENCING AS NEEDED FOR CLEAR OPERATION. ALL WORK WILL BE COMPLETED IN ACCORDANCE WITH UL-325 AND ASTM F2200 SAFETY STANDARDS.

EAST ENTRANCE – SOUTH SIDE GATE:

- INSTALL (1) LIFTMASTER CSL24UL HIGH-TRAFFIC COMMERCIAL GATE OPERATOR.
- INSTALL (1) CUSTOM RAISED OPERATOR STAND (SET @ 46" BELOW GRADE).
- INSTALL (1) THRU-BEAM PHOTO-EYE (UL-325 SAFETY COMPLIANCE).



INSTALL (1) 5 FT PRESSURE-SENSITIVE EDGE SENSOR (UL-325 SAFETY COMPLIANCE).
 INSTALL (1) MONITORED LMWEKITU WIRELESS EDGE KIT (UL-325 SAFETY COMPLIANCE).
 INSTALL (3) PREFORMED SAW-CUT LOOPS 6' X 30' W/50' LEAD (OUTSIDE SAFETY, INSIDE SAFETY, AND FREE EXIT).
 INSTALL (3) LOOPDETLT LOOP DETECTORS.
 INSTALL M-D BACKER ROD AND LOOP SHIELD SEALANT.
 INSTALL NEW 32 FT BACK BRACE ON EXISTING GATE (1.875" OD SCH 40 GALVANIZED PIPE WITH 10-12" CONNECTORS).
 INSTALL (4) 4" X 2-3/8" LOAD II NYLON MAINTENANCE-FREE ROLLERS WITH COVERS.
 INSTALL (1) 72" POWDER-COATED KEYPAD PEDESTAL.
 INSTALL (1) KPW5 EXTERIOR KEYPAD.
 PROGRAM (15) REMOTES AT NO CHARGE.

EAST ENTRANCE – NORTH SIDE GATE:

INSTALL (1) LIFTMASTER CSL24UL HIGH-TRAFFIC COMMERCIAL GATE OPERATOR.
 INSTALL (1) CUSTOM RAISED OPERATOR STAND (SET @ 46" BELOW GRADE).
 INSTALL (1) THRU-BEAM PHOTO-EYE (UL-325 SAFETY COMPLIANCE).
 INSTALL (1) 5 FT PRESSURE-SENSITIVE EDGE SENSOR (UL-325 SAFETY COMPLIANCE).
 INSTALL (1) MONITORED LMWEKITU WIRELESS EDGE KIT (UL-325 SAFETY COMPLIANCE).
 INSTALL NEW 32 FT BACK BRACE ON EXISTING GATE (1.875" OD SCH 40 GALVANIZED PIPE WITH 10-12" CONNECTORS).

Proposal Date 09/25/2025

INSTALL (4) 4" X 2-3/8" LOAD II NYLON MAINTENANCE-FREE ROLLERS WITH COVERS.

SOUTH SIDE:

DEMO EXISTING 4" POSTS AND 23 FT OF COMPOSITE FENCE.
 INSTALL 37 FT OF NEW 6 FT CHAIN LINK FENCE WITH GREY PRIVACY SLATS.
 INSTALL (2) 4" X 4" X 12'-FT GALVANIZED STEEL POST (SET @ 49" BELOW GRADE)

NORTH SIDE:

DEMO EXISTING CHAIN LINK FENCE AND 4" POSTS.
 REGRADE GROUND TO LOWER GATE HEIGHT.
 INSTALL 40 FT OF NEW 6 FT CHAIN LINK FENCE WITH PRIVACY SLATS.
 INSTALL (2) 4" X 4" X 12'-FT GALVANIZED STEEL POST (SET @ 49" BELOW GRADE)

ADDITIONAL WORK:

REVERSE EXISTING GATES FOR UL-325 COMPLIANCE (ROLLERS TO OPERATE ON INSIDE).
 REMOVE AND REPLACE SECTION OF EXISTING BROWN FENCE WITH CHAIN LINK TO ALLOW PROPER GATE OPERATION.
 REMOVE AND POSSIBLY REPLACE SECTION OF WOOD FENCE IF OBSTRUCTED BY REVERSED GATE MOVEMENT.
 PROVE GRAVEL ON REGRADE

NOTES:

ALL WORK WILL BE PERFORMED IN COMPLIANCE WITH UL-325 AND ASTM F2200 SAFETY STANDARDS.

Total Project Price

\$174,520.00



Notes

Item 4.

1. Provision or installation of electrical distribution components, sleeves, firestop, conduit, boxes and 120 VAC connections/circuits, to be done by others as required.
2. Network connections to switched network, Network configuration and Static IP addresses *by owner*
3. Cutting, painting and patching by others.
4. Does not include performance or payment bonds.
5. Costs associated with schedule acceleration, unspecified project meetings, multiple trips onsite due to incompleteness of others, or multiple unplanned phases.
6. All work to be performed during normal working hours.
7. 1 year warranty support parts & labor
8. Assume all existing equipment/wiring is in good working order
9. West Gate trenching and concrete work for pedestal base was performed by others and existing, Not included
10. East Gate Trenching and conduit included as Option on this proposal
11. Head to use City Hall Open Options system, Licensing included

Labor & Material is guaranteed to be as specified, and the above work to be performed and completed in a professional workman like manner. If required, permits and fees will be at additional costs. Low Voltage Solutions, Inc. (LVS) assumes that all work can be done on regular time 7:00 am to 3:30 pm, unless otherwise stated. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner will carry fire, tornado, and other necessary insurance. LVS carries general liability and Workmen's Compensation Insurance

FINANCING AVAILABLE: LVS can provide a variety of financing structures for payment of invoices. Upon written agreement between LVS and Customer, monthly or quarterly payments, deferred payments or step payments can be available through agreed financing terms. Hardware, software and other LVS services are available to bundle with agreed written financing terms.

PAYMENT TERMS: Payment must be made 30-days upon receipt of invoice for all direct end-user accounts or 1.5% Finance Charge will be applied daily until payment is received

Notwithstanding anything above or contained in the Contract Documents, it is understood and agreed that Contractor has the ultimate obligation to pay LVS within a reasonable time regardless of whether Contractor has received payment from the Owner. It is agreed that LVS invoices that are unpaid after 65 days will be subject to interest of 1.5% daily and/or potential work stoppage by LVS. LVS reserves the right to protect its rights under the Illinois Mechanics Lien Act.

ACCEPTANCE OF PROPOSAL #61-18357 PR#01 r4

The above prices, specifications and conditions are satisfactory and are hereby accepted. We authorize Low Voltage Solutions to do the work as specified. Payment will be made as outlined above. This proposal will remain in effect for 30 days. A purchase order authorizes LVS to proceed with the work under the terms listed above.

Signature: _____ Date: _____





Agenda Memo

Crest Hill, IL

Meeting Date:	September 22, 2025
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Projector Project – Council Chamber

Summary: Staff reached out to three (3) Audio/Video vendors to discuss installing a laser projector hanging from the ceiling and projecting images onto a screen on the wall. We originally thought the screen would need to be mechanical, but after talking with the vendors, a fixed 164” diagonal screen (directly mounted to the wall) is more economical and won’t have maintenance issues.

As the brightness of the lights in the Council Chambers can be lowered, the vendors recommended a projector with at least 8,000 lumens. While there are two (2) options, both will provide the necessary brightness that PowerPoint and other presentations will typically use, thus the slightly lower 8,000 lumens (Epson), vs. the more expensive 8,200 lumens (Panasonic) is recommended.

The final solutions have both a hardwired connection to the projector as well as a wireless connection. The lower-priced proposal re-purposes some of the equipment that we currently own, thus resulting in part of the reason for their lower cost.

Finally, on Monday, I, along with the vendor representative, Stuart Soifer, will walk through what is being proposed and how the solution will work.

Recommended Council Action: Approve the proposal with ACP CreativIT in the amount \$15,897, as well as authority up to \$5,000 for electrical work.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: \$0.00

Cost: \$15,897 for Projector & Screen Project and up to \$5,000 for electrical work.

Attachments:

- ACP CreativIT Proposal \$15,897.00
- Forte Proposal \$23,275.00



Driven by technology,
powered by creativity



New Projection System

City of Crest Hill

Blaine Wing

City Administrator

bwing@cityofcresthill.com



Our Mission:

To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

Site Address:

City of Crest Hill
1 City Center Drive

Crest Hill IL 60403

Billing Address:

City of Crest Hill
1 City Center Drive

Crest Hill IL 60403

ACP CreativIT LLC (d/b/a Camera Corner Connecting Point or CCCP)

529 N. Monroe 851 Commerce Ct
Green Bay, WI 54301 Buffalo Grove, IL 60089

Website: www.cccp.com www.acpcreativit.com

Project #: OPP154595

Modified Date: 09/19/2025

Revision: 3

Acct. Manager David Lupa



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Project OPP154595 Description:

City Council Chambers – Video Projection System Upgrade Proposal

ACP CreativIT will provide professional, courteous, and top-notch Integrated Audio-Visual Services, labor, and materials for the New Projection System - Council Chambers per this estimate and scope. Please note: Pricing is subject to change in response to external factors including tariffs. Changes to pricing will be clearly communicated prior to order placement.

1. PROJECT OVERVIEW

- A. As part of ongoing efforts to enhance the functionality and accessibility of the City Council Chambers, the city would like to replace one of the existing undersized flat panel displays with a high-lumen video projection system. This upgrade is intended to improve visual clarity and engagement during City Council and Plan Commission meetings. This upgrade aims to achieve the following objectives:
 - i. Improve visibility and engagement for meeting participants and attendees.
 - ii. Provide flexible, modern connectivity options for presenters.
 - iii. Enhance the overall AV experience in the Council Chambers with minimal disruption to existing infrastructure
- B. The Council Chambers is a well-lit environment; however, the City retains full control over lighting levels, allowing for optimal viewing conditions during presentations.
- C. The proposed projection system will integrate seamlessly with the existing AV infrastructure and support a variety of content sources to accommodate flexible presentation needs.
 - i. The projection system will support the following input configurations:
 - a. Primary Input (Projector Input 1): Presenters will continue to use existing HDMI connections at the lectern or the wireless content sharing system to connect their own devices (BYOD).
 - ◆ Sound will be routed through the room's sound system as it is today.
 - b. Secondary Input (Projector Input 2): A new wall plate will be installed below the projection screen. This wall plate will feature a 2-input auto-switching interface (HDMI and USB-C), allowing additional BYOD connections and a dedicated in-room PC.
 - ◆ Sound will not have audio integration with the room system
- D. Projector power and input switching will be managed via the projector's IR remote control.
- E. City to provide scissors lift for duration of the installation
- F. ACP CreativIT will
 - i. Remove the existing wall mounted display
 - ii. Move the current AV decoder/receiver (video off ramp) to projector location
 - a. Backpull cable
 - iii. Provide and install one (1) fixed frame small bezel projection screen with HD Progressive surface
 - a. 164" Diagonal, 139" wide x 87" tall
 - iv. Provide and install one (1) ceiling hung 8000 Lumen Laser video projector with mounting hardware extension pole, and equipment storage box
 - v. Provide and install one (1) HDMI extender kit with auto switching wall plate transmitter and display receiver

2. PROJECT TIMELINE (*Project Dependent*):

- A. KICKOFF (*Estimated 1-2 Weeks*)
 - i. Triggered upon successful award of the project (receipt of PO) and clearance of credit hold.
 - ii. ACP Project Manager will schedule and host a kickoff meeting via Microsoft Teams with key project stakeholders.

- iii. Objectives:
 - a. Establish open communication channels
 - b. Set expectations and timelines
 - c. Identify key personnel and roles
 - d. Conduct risk assessments
 - e. Define chain of command and coordination items
 - f. Determine project timeline and estimated installation dates

B. PROGRESS MEETINGS (*Project dependent, if needed*)

- i. Recurring virtual meetings (via Teams) will be held as needed leading up to on-site installation.
- ii. These meetings support communication, issue resolution, and progress tracking.
- iii. Weekly meetings may be scheduled during the installation phase.
- iv. On-site meetings are available upon request (additional fee may apply).

C. SITE WALK THROUGH (S) (*Project dependent, if needed*)

- i. ACP CreativIT will assess site conditions throughout the project lifecycle.
- ii. Includes pre-installation visits, infrastructure coordination, and AV integration planning.
- iii. On-site presence will be provided as needed to ensure optimal project performance.

D. SHOP CONFIGURATION, PROGRAMMING AND TESTING (*Estimated 3-4 weeks*)

- i. Includes equipment setup, rack build, programming, and thorough system testing.
- ii. Ensure system functionality and readiness.
- iii. Site readiness will be confirmed.
- iv. Final installation dates will be scheduled and confirmed.

E. ON SITE INSTALLATION PHASE (*Estimated 1-2 weeks*)

- i. Delivery & Pre-Staging
 - a. Equipment, tools, and materials will be delivered and securely stored on-site near workspaces.
- ii. System Installation
 - a. Installers will be on-site daily at agreed-upon start times until installation is complete.
- iii. System Commissioning
 - a. Technicians will collaborate with AV and IT teams to ensure proper connectivity and configuration.
 - b. Troubleshooting will be performed as needed.
 - c. Once fully commissioned and tested, user training will be scheduled.

iv. KNOWLEDGE TRANSFER/TRAINING (*Immediately Following System Commissioning*)

- a. Commencing immediately following system commissioning.
- b. Conducted in a "Train-the-Trainer" format.
- c. Customer Sign-off

v. SYSTEM ACCEPTANCE & CLOSE-OUT

- a. Final sign-off upon successful completion.
- b. Close-out documentation provided after final invoice payment, including:
 - ◆ As-built drawings
 - ◆ DSP files
 - ◆ Uncompiled control system code

3. CUSTOMER/OWNER RESPONSIBILITIES

- A. The following work to be completed by Owner before AV installation.
- B. All required backing and any other wall reinforcement required to safely accommodate wall mounted devices withstand the weight of the device with a safety factor of at least 5:1
- C. All AC power at the equipment locations, including hardwired power connections
- D. Any required conduit for low voltage cable paths to AV equipment
- E. All ceiling work required to accommodate the projectors, projection screens, and other equipment
- F. Any required millwork modifications to tables or other millwork
- G. Proper heat dissipation venting for the equipment in this system utilizing powered venting utilizing thermostatically controlled quiet fans in enclosed spaces where convection cooling is not possible.
- H. Any network connections to the client network

- I. Configuration of any network connection to the client network
- J. Configuration of any required accounts
- K. Any licensing not specifically provided in this scope of work or associated bill of materials
- L. Where VoIP is utilized, provide all required configuration information to ACP CreativIT prior to installation
- M. Cable/Satellite/Over-the-Air connections, and all associated hardware
- N. Equipment furnished or provided by other (PBO) than ACP CreativIT is presumed to be complete and in working condition
 - i. Any additional time for configuration, repair, or wait for replacement, of equipment PBO, an additional site visit may be required. Additional visits will be billed at the standard contracted labor rate, and scheduling will be done on a best effort basis.
 - ii. If ACP CreativIT is unable to properly commission and test the system at the time of installation due to issues with equipment PBO, an additional site visit may be required. Any additional visits will be billed at the standard contracted labor rate, and scheduling will be done on a best effort basis.
- O. Network
 - i. Networked Audio-Visual hardware can consist of many different devices and systems with varying network requirements, impacts, and security considerations. ACP CreativIT will work with the stakeholders to discover the network requirements and hardware capabilities.
 - ii. ACP CreativIT will design the system to meet network requirements and provide construction drawings and a list of devices to be integrated into the Customer's network. At the time of installation, ACP CreativIT will connect devices based on the design and requirements to begin verification.
 - iii. Owner to provide and provision all network connections, routing and addressing.
 - iv. When installing equipment (control systems, VoIP interfaces, etc.) operating on the Customer network, coordination between client IT and the ACP CreativIT project team is critical. ACP CreativIT will provide a list of A/V network appliances along with their MAC addresses. The client will provide ACP CreativIT with a static IP address range for those devices. Careful attention should be paid to the network architecture that will be supporting the video data. An improperly configured network, or one that does not always have adequate bandwidth to support a stable conference, will have a negative impact on the conference experience.
 - v. Configuration of Microsoft Teams or Zoom Room devices with its own resource account.
 - vi. Preparing your corporate network for Teams/Zoom Rooms
 - vii. Creating resources accounts for your Teams/Zoom rooms and understanding licenses requirements
 - viii. Enabling the Pro Management/Web Portal
 - ix. Configuring Intune for your Teams Devices.
- P. Asset management
- Q. Software & Licensing
 - i. The Customer is responsible for providing system credentials as needed for a properly provisioned and licensed account no less than two (2) weeks prior to system deployment.
 - ii. Should the customer decide NOT to provide credentials to ACP CreativIT, and to provision the installed hardware themselves. In this case ACP CreativIT will be unable to fully test the system before receiving sign-off for the installation. All system components will be tested individually to ensure proper stand-alone function, and project sign-off will be requested before technicians leave site. Any additional visits will be billed at the standard contracted labor rate, and scheduling will be done on a best effort basis.
 - iii. If ACP CreativIT is unable to properly commission and test the system at the time of installation due to issues with the supplied credentials, an additional site visit may be required. Any additional visits will be billed at the standard contracted labor rate, and scheduling will be done on a best effort basis.

4. ACP CreativIT RESPONSIBILITIES

- A. Provide Certificate of Insurance (COI)
- B. Provide and install all low voltage cabling to support the Audio Video equipment specified in this proposal, excluding any network connections to the client network
- C. Labor to install Audio Video equipment specified with work being performed on consecutive days during normal business hours
- D. Any computer interface provided shall provide EDID information to the connected PC and all digital video connections shall support HDCP as applicable

5. EXCLUSIONS: The following work is **not included** in our Scope of Work:

- A. All conduits and raceways
- B. High voltage, wiring panels, breakers, relays, boxes, receptacles, etc.
- C. Concrete saw cutting and/or core drilling.
- D. Fire walls, ceilings, roofs, and floor penetrations.
- E. Necessary drywall replacement and/or repair.
- F. Necessary ceiling, tile or T-bar modifications, replacements and/or repair.
- G. All millwork (moldings, trim, cut outs, etc.).
- H. Patching and Painting.
- I. Personal or material lifts
- J. Permits (unless specifically provided for and identified within the contract).

6. CONSTRUCTION CONSIDERATIONS:

- A. The room should have a measured ambient noise level of no more than NC 35. For new spaces, the design parameters for the mechanical engineering within the room should have a target NC of 35 or less. Ambient noise includes noise from the air handling systems, mechanical systems and noises outside the building. Noise levels above this specification adversely affect the meeting environment and may degrade the overall audio quality and intelligibility. This is especially important when ceiling microphones are utilized. If a problem is identified with ambient noise levels, ACP CreativIT can work with your mechanical engineer to identify possible solutions to lower the NC rating and improve the meeting experience.
- B. Reverberation time (T60) for typical conference rooms should be less than 0.6 seconds in the 125 - 4000 Hz octave bands to provide an optimum meeting experience and acceptable audio quality in a conference call. A significant number of hard surfaces in a room (glass, drywall or other surfaces) can adversely affect audio intelligibility and the meeting experience overall. Acoustic treatment is advised for rooms with higher T60 levels. If the room requires acoustic treatment, ACP CreativIT can provide direction and solutions to overcome this issue and enhance the meeting experience for the participants.
- C. Evenly distributed lighting is important for videoconferencing applications. Lighting on the faces of the participants should be at least 40-foot candles and should be evenly distributed throughout the camera's field of view. Where the camera's field of view includes windows, recommended window treatment should be employed to provide an acceptable background for the camera to view the participants.
- D. When microphones are used for local voice reinforcement, the amount of available gain before feedback is dependent on the microphone's location within the room. Placement of the microphone immediately below a ceiling speaker may adversely affect the overall required audio level and cause feedback. Care should be taken to reduce the volume level of the microphone or locate the microphone(s) correctly to minimize the possibility of feedback.
- E. To accomplish the outlined goals of this project, the Customer will be responsible for contracting with an outside entity to make the necessary modifications to the space as directed by ACP CreativIT. The costs associated with these modifications are not included in this proposal.

7. AV PROFESSIONAL SERVICES SUMMARY

- A. DEVELOPMENT, DESIGN & ENGINEERING: Pro AV design, engineering services, field construction documentation, and drawings including signal flows, rack elevations, projection distance calculations.
- B. PROJECT MANAGEMENT: Coordination Services related to executing the scope of work & equipment. O&M Manuals, Specification Sheets and closing documentation for all phases.
- C. PROGRAMMING: Audio DSP and Control System Programming, GUI Design Submittal, submittal reviews, refinements and approvals, onsite loading/testing/debugging. Design and submittal services will provide intent, collaboration with the end user on use case, and refinements prior to on-site loading/testing/debugging.
 - i. The user interface design will utilize 'Best Practices' along with the basic ACP CreativIT layout theme. The most appropriate theme shall be determined at the post award customer kick-off scope of the programming work meeting.
 - ii. An Initial meeting and design discussion regarding the owners desired workflow may be required. Access to any owner specific branding material, such as logos and usage guidelines, shall be provided by the owner to enable ACP CreativIT to apply those branding standards to the GUI. Creation of custom fonts or owner specific graphics is not included in this SoW or the responsibility of ACP CreativIT.
 - iii. ACP CreativIT will present no more than two (2) preliminary GUI design submittals to the owner for review and mark up before completing the final GUI design during system commissioning. This provides the owner with

two opportunities for comments, mark ups, and revision requests before programming begins. The design shall determine the device controls needed on the user interface, required workflows, and the specific text and icons used on individual buttons.

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- iv. If, during the process, it is determined by the owner that more revisions will be required to achieve an approved final document, ACP CreativIT will provide a Change Order with the estimate required to provide the revision for approval.
- v. The GUI submittals and finalized User Guide Document will illustrate the use of the system with mode-by-mode pages and descriptions about each button's functionality.
- D. OFF-SITE PRE-FABRICATION SERVICES: AV Equipment firmware updates. All AV equipment racks will be pre-built in our shop and tested prior to arrival for on-site installation.
- E. ON-SITE LABOR: ACP CreativIT badged lead technician, unless otherwise noted, ACP CreativIT Non-Union installation labor. Unless otherwise noted, Work to be performed during normal working hours (7a-4p).
- F. ON-SITE SYSTEM COMMISSIONING, Onsite Quality Control/Quality Assurance to make sure systems are working as specified, installed to industry best practices and meets agreed scope of work and expectations.
- G. ON-SITE KNOWLEDGE TRANSFER (TRAINING): Train-the-Trainer style. Reoccurring, or additional training available, billed additional in ½ day rates plus travel.
- H. LOGISTICS: Offsite Secure Warehousing, Storage, and Logistical Services from ACP CreativIT to Job site.

8. PROJECT PLAN:

- A. KICKOFF MEETING: Upon successful award of the project, Our Project Manager will schedule and host a project kick off meeting with key project Stakeholders that will take place at time and location beneficial for all. Typically done via TEAMS, or initially on the customer site, ACP CreativIT can also offer meeting spaces in either its Buffalo Grove Headquarters, or its O'Hare Sales Office if a customer site is unavailable. The objective of the Kickoff meeting is to provide open lines of communication and setting expectations including timing, identifying the key players involved, risk assessments, chain of command, and coordination items.
- B. PROGRESS MEETINGS: Leading up to on-site installation, recurring meetings as necessary may take place typically VIA teams until such time that the on-site installation begins. If requested by the customer or construction team, it may be held on-site for an additional fee. This maintains communication efforts, and prepares us for any challenges, issues, and updates of progress throughout the planning phase of the venture. Reoccurring weekly meetings, if necessary, will be scheduled once installation starts.
- C. SITE WALK THROUGHs: ACP CreativIT identifies the need to assess site conditions throughout the project life span. This includes pre-installation, progress visits, infrastructure coordination, and overall AV integration coordination. As needed and as requested, ACP CreativIT will be on-site to help ensure that this project is running at optimal performance from start to finish.
- D. IT COORDINATION: ACP CreativIT understands that parts of this venture are network dependent. It is our objective to work closely with AV, IT Managers and Stakeholders, to review and understand applicable standards, and to communicate proactively the needs of the Information Technology Team. Owner to acquire and configure Microsoft Teams Rooms devices with its own resource account. The resource account is the account the Teams Rooms device logs into and is what is used to invite and book the Teams Room.
- E. SCHEDULING: ACP CreativIT will also have expectations to set as it relates to achieving completion on or prior to the end date. ACP CreativIT further intends to clearly outline the dependencies of others (Power, Data, Structural, Supports, etc.) prior to the project beginning.
- F. SITE INSTALLATION EXECUTION: Installers will be onsite promptly at the agreed upon start times, on consecutive days until the objective is completed. A dedicated Lead Tech and necessary support labor to achieve the objectives in the timeline allotted. Tools and materials will be delivered and pre-staged for ease of access. For the purposes of planning, tools and materials will be stored on-site at mutually beneficial secured locations near the space being worked in.
- G. COMMISSIONING: All commissioning will be done on-site upon completion of the physical installation. At this time, commissioning technicians will be working closely with the AV & IT team to assure proper connectivity, and configurations take place and to troubleshoot matters, sometimes at a moment's notice. ACP CreativIT identifies these efforts as being the more time-consuming elements of the project. Once configured, fully commissioned, and tested, user training will be scheduled.
- H. KNOWLEDGE TRANSFER (TRAINING): ACP CreativIT has included a block of Train-the-Trainer training for this project. Additional or refresher training is available in ½ day blocks.

9. LEAD TIMES, TARIFFS & DISCONTINUATION OF PRODUCTS:

- A. The AV Industry as a whole, amongst many others, is still experiencing longer than normal lead-times due to shortages in raw material, production material, semiconductor, and microchip shortages, as well as other geopolitical supply chain issues. Equipment and material lead times and prices are subject to change and/or product discontinuance, without notice. ACP CreativIT is not responsible for pricing impacts or delays related to equipment, or that is on allocation or may become discontinued throughout the duration of this phased project. Lead times are as good as the information we are provided by our vendor partners.
- B. ACP CreativIT has its fingers on the pulse of the industry and the challenges we are all facing with getting equipment and solutions for our customers, even in a comparable capacity. Anything proposed in this design along with any alternatives that are included or not proposed that are similar in functionality are anticipated to face considerable challenges with allocation throughout the duration of this project and into 2025. This assessment is gathered through news media, industry publications, and extensive discussions with industry leading manufacturers.
- C. Our Vendor Partners are working on other means to get subcomponents from their suppliers, which are unfortunately facing similar challenges. Some vendors have begun to change assembly and manufacturing sites, where some are changing products entirely which use different subcomponents. These changes may influence its published features and use cases. Any changes to manufacturing require additional time to do Quality Control to ensure they are still delivering a working product.
- D. Lead times if they may have been identified or included is effective as of the proposal submittal date. A considerable effort to secure a working system within specification under scheduled timelines may be made to help reduce project delays due to product lead times, however matters outlined above are simply unavoidable and at times unpredictable. The ACP CreativIT project team will work alongside the Stakeholders to discover and suggest alternatives to reduce project delays due to allocation or discontinuation. Any costs associated with these changes not excluding the equipment or design engineering charges may be billed on a change order.
- E. ACP CreativIT does not pre-order equipment without a purchase order or NTP and highly advises, as it is by most vendors/manufacturers, to secure and procure a contract as soon as possible. The same advice we as integrators are given is being passed on to our clients and partners.
- F. All current and future pricing is subject to change in response to the new tariffs. This current situation is very fluid, but please be assured our price will only change if our cost increases due to the tariffs. Any change in price will be clearly communicated prior to the order being placed with our distributors. We appreciate your patience and understanding as this situation plays out.

Project Resources:

Account Manager:	David Lupa	Design Engineer:	Stuart Soifer
Control Programmer:	N/A	DSP Programmer:	N/A
Project Manager:	Stuart Soifer	Trainer:	Stuart Soifer
Network Engineer:	Owner	AV Network Engineer:	ACP
UC Platform:	N/A	Other:	Proj, FF Screen, Lift Certified



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COUNCIL CHAMBERS

PROJECTION SYSTEM 1

Unit Price

Price



- 1** **Chief CMA455**
24" x 24" Suspended Ceiling Panel Mount



- 1** **Chief CMA480W**
Below Ceiling Storage Enclosure - White



- 1** **Chief CMS0203W**
ADJ. PIPE 24" TO 36" WHITE



- 1** **Chief RPMAUW**
Universal Spider Projector Mount - White



- 1** **Comprehensive CHE-HDWP85UD**
Pro AV/IT Integrator Series HDMI & USB-C 4K60Hz Wall Plate
Extender Kit up to 164'



- 1** **Da-Lite 24486**
164" UTB Contour, 87" x 139" with HD Progressive 1.



- 1** **Epson PowerLite L890E**
8000 Lumen - 30,000-hour, Laser Projector with 4K Enhancement.

Alternates

- 1** **Panasonic PT-MZ882WU7** Add \$2,974.00
Panasonic LCD Projector, 8,200lm, WUXGA, White



- 1** **OFE CEILING OUTLET**
[OFE] - Single Gang Duplex Wall Outlet

- 1** **OFE HDBT RX**
[OFE] - Owner Provided Decoder/Receiver

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1 OFE LIGHTING CONTROL
 [OFE] - Owner Provided Lighting Control System

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PROJECTION SYSTEM 1: PRO AV SERVICES

Unit Price

Price

- 1 CCCP /AVShipping**
 Ground Shipping and Handling Estimate



- 1 CCCP InstallMaterials**
 Project Install Cable, Wire, Connectors & Miscellaneous Install Hardware



- 1 CCCP LIFT RENTAL - SCISSOR - 1 WEEK**
 [OFE] - Owner Provided Scissor Lift

Equipment Subtotal: \$10,382.00

Labor Subtotal: \$5,515.00

Project Subtotal: \$15,897.00

PROJECT SUMMARY

Equipment:	\$10,382.00
Labor:	\$5,515.00

Grand Total:	\$15,897.00
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Payment Schedule**Amount****Due Date**

Initial Deposit	\$7,948.50
As Product Delivers	\$0.00
Final Acceptance	\$7,948.50

Assumptions

The list of assumptions below was used to develop this Statement of Work and Quote. If any of these assumptions are not correct or if additional, unanticipated information was uncovered during the project, it may affect the SOW and Quote relative to the installation timeline and/or price. If so, a change order (discussed below) will be written and signed off by the customer before this additional work is performed.

1. The room(s) match(es) the drawings provided
2. Site preparation by the Customer and their contractors includes electrical and data placement per ACP CreativIT specification.
3. Site preparation will be verified by ACP CreativIT project manager or representative before scheduling of the installation. All work areas should be clean and dust free prior to the beginning of on-site integration of electronic equipment.
4. Customer communication of readiness will be considered accurate and executable by ACP CreativIT project manager.
5. In the event of any arrival to site that ACP CreativIT is not able to execute work and definable progress, the Customer will be charged a \$110/hr per installer Fee to offset the lost time due to the lack of readiness. The Fee will be presented as a Contract Change Order and will/may halt work until acceptance by the Customer and rescheduling of the integration effort is agreed upon.
6. Rescheduling and redeployment of ACP CreativIT technicians due to unacceptable site preparation may cause scheduling delays of up to 10 business days.
7. There is ready access to the building / facility and the room(s) for equipment and materials.
8. There is secure storage for equipment during a multiple-day integration.
9. If Customer furnished equipment and existing cabling is to be used, ACP CreativIT assumes that these items are in good working condition at this time and will integrate into the designed solution. Any repair, replacement and/or configuration of these items that may be necessary will be made at an additional cost.
10. All Network configurations including IP addresses are to be provided, operational and functional before ACP CreativIT integration begins. ACP CreativIT will not be responsible for testing the LAN connections.
11. Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by late arrival of these items will result in a change order for time and materials.
12. Document review / feedback on drawings / correspondence will be completed by the Customer within two business days (unless otherwise noted)
13. The documented Change Control process will be used to the maximum extent possible – the Customer will have an assigned person with the authority to communicate/approve project Field Directed Change Orders and Contract Change Orders
14. In developing a comprehensive proposal for equipment and integration services ACP CreativIT's Account Managers and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure and site conditions for installation. If any of the conditions we have indicated in the site survey form are incorrect or have changed for your particular project or project site, please let your Sales representative know as soon as possible. Conditions of the site found during integration effort which are different from those documented may have an effect on the price of the system solution, integration or services. To ensure that you have an accurate proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.

Customer Responsibilities

Customer, at its expense, shall:

- A. Provide employees or agents of ACP CreativIT LLC:
 - reasonable access to the premises and facilities
 - suitable and easily accessible floor space that's close to the project area
 - necessary power and grounding
 - an environment that prevents equipment from over-heating and/or exposure to moisture
 - floor plans
 - any other information as needed
- B. Communicate all project related issues with ACP CreativIT LLC in a timely basis such that the project timeline is not imperiled.
- C. Provide all required licensing and software needed to ensure the timely backup of data as well as protection from viruses and other

risks at all levels of the network.

- D. Confirm all drop ship items have arrived.
- E. Do not write on original packaging or boxes. Save all boxes and packing material as they are required for returns/rebates and repairs.
- F. Cover the cost of lift rentals, if necessary to access and/or install all equipment included in this project.
- G. Upon request and prior to scheduling, provide photographic confirmation of the completed customer responsibilities.
- H. Upon project completion, review and verify the system implemented by ACP CreativIT LLC.

Work Schedule/Billing Rate

Rates - Regular billing hours are 7:30am – 5:30pm Monday through Friday. Any work performed outside that range is billed at the after-hours rate. Refer to the Billing Rate Schedule below.

ACP CreativIT LLC will work with the customers schedule when after-hours work is required. ACP CreativIT LLC will confirm the installation timeframe with the customer .

<u>Time</u>	<u>Rate per Hour</u>
7:30am – 5:30pm (M-F)	Published Rate
5:30pm – 7:30am (M-F)	1.5x Published Rate
Saturdays (7:30am-5:30pm)	1.5x Published Rate
Saturdays (5:30pm-12:00am Sunday)	2x Published Rate
Sundays (until 7:30am Monday)	2x Published Rate
Holidays	3x Published Rate

Travel – For any customer within 60 miles of its corporate offices ACP CreativIT LLC charges for service from the time we leave our corporate office until the time our work is complete (i.e., we charge travel to the customer’s location, but not from). In addition, for all service calls greater than 60 miles from our offices, ACP CreativIT LLC reserves the right to charge an additional fee for zone travel charges. In addition, gas prices may at times, require us to include a small surcharge on dispatched trips from our technical team. Your account rep can explain how these charges may apply to you.

(continued on next page)

Labor – Labor for this project is to be billed as follows:

- ☐ **Time and Materials billed off Sales Order**
- ☐ **Time and Materials billed off Block**
- ☒ **Project Based** (*flat fee no matter how long it takes – excluding costs associated with change orders*)

Billing Rate – The billing rate for this project is based on current published rates:

Installation:	\$115/hr
Programming:	\$175/hr
Project Management:	\$150/hr
Design/Engineering:	\$175/hr
Network Engineer:	\$165 to \$225/hr (certification dependent)

Special Notes on Billing:

All current and future pricing is subject to change in response to the new tariffs. This current situation is very fluid, but please be assured our price will only change if our cost increases due to the tariffs. Any change in price will be clearly communicated prior to the order being placed with our distributors. We appreciate your patience and understanding as this situation plays out.

Terms

<u>Consulting</u>	<u>Product</u>	<u>Labor</u>	
% to be Pre-Paid:		% to be Pre-Paid:	% to be Pre-Paid (from b
% to be Paid n/30:		% to be Paid n/30:	% to be Paid n/30:
% Special Terms:		% Special Terms:	% Special Terms:

Item 5.

Change Management

ACP CreativIT LLC will review change requests to this Statement of Work by you. As part of this review, ACP CreativIT LLC will prepare a Change Order (available upon request) that documents the request and, if applicable, any impact on the project schedule and pricing. ACP CreativIT LLC will incorporate the change into the project schedule and scope of work upon receipt of your signed Change Order. Changes requested can affect the implementation schedule and services quoted. The following personnel at your company are authorized to make change orders:

Name	Title
Name	Title
Name	Title

Planned Down Time

ACP CreativIT LLC will provide prior notice of any necessary system outages during the implementation. In case of unforeseen issues during the installation and cutover, ACP CreativIT LLC will make every effort to minimize any interruption.

Item 5.

Testing

ACP CreativIT LLC will verify that the system and features meet the customer's expectations, as laid out in this document. This includes ensuring that the present functionality of the system is still available unless directed otherwise.

First day of Service

On the first day of service, ACP CreativIT LLC will be available for the customer to discuss questions or issues they may have. We will document all issues and work quickly to resolve them.

Return Policies

We strive to provide our customers with the highest level of service possible. From first visit to order delivery and installation, we want you to be completely satisfied with your experience.

Unless specified, the manufacturer's product warranty does not cover the labor to fix defective product(s).

Unless specified otherwise, all products are covered by the manufacturer's warranty. Please identify any concerns that you have within 30 days of the invoice date. Any issues after the first 30 days will be subject to the restrictions and limitations imposed by our vendors.

All cancelled orders/returns are subject to a 15% restocking fee. Opened software is not returnable. Special order/non-stock items may not be returnable or may be subject to a higher restock fee. Vendor approval will be required prior to the return of opened hardware. Defective hardware may be returned for exchange only. Support blocks are non-refundable. Refund checks will be mailed.

A RETURN AUTHORIZATION ("R.A.") REQUEST must be placed by filling out our online Return Authorization Request and is required for ALL returns. (Go to www.cccp.com and click on the Return Authorization Request Form link under Policies & Terms.). You will get a response within 48 hours of your request. Merchandise must be returned within 7 days of the issuance of the R.A.

Please do not write on original packaging or boxes. In addition, save all boxes and packing material as they are required for returns/rebates and repairs.

ACP CreativIT LLC inspects all returns and reserves the right to return merchandise that does not meet manufacturers return authorization criteria.

If you have additional questions, please email returns@cccp.com.

Programming

Programming performed by ACP CreativIT LLC is subject to a limited warranty. ACP CreativIT LLC warrants that the physical medium on which this programming is located is free from defects and that the products impacted by this programming will perform as outlined in this SOW. This limited warranty is good for 60 days from the date of invoice. See Programming Addendum to the SOW if applicable.

Supply Chain

Many of the industries we serve are experiencing considerably longer-than-normal lead times due to COVID-19 related shortages in raw material, production material, semiconductor and microchips, as well as other supply chain issues. As a result of these issues, equipment, material lead times and prices of products we use in the design of projects and customer proposals are subject to change, and may unexpectedly be discontinued without notice. ACP CreativIT/Camera Corner Connecting Point is not responsible for any hardship to our customers caused by these issues, though we will work diligently with the customer and our vendor partners to resolve these issues as quickly and as cost effectively as possible.

Disclaimers and Limitations of Liability

ACP CreativIT LLC WILL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, PROPERTY DAMAGE, LOST TIME, LOSS OF USE OF ANY EQUIPMENT OR ANY OTHER DAMAGES RESULTING FROM THE BREAKDOWN OR FAILURE OF ANY EQUIPMENT OR FROM DELAYS IN SERVICING OR THE INABILITY TO RENDER SERVICE ON ANY EQUIPMENT. ACP CreativIT LLC LIABILITY FOR DAMAGES RESULTING FROM ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, ACP CreativIT LLC NEGLIGENCE OR INSTALLATION OF DEFECTIVE PARTS OR COMPONENTS, WHETHER OR NOT SUCH DEFECT WAS KNOWN OR DISCOVERABLE, SHALL NOT EXCEED THE ACTUAL PRICE PAID TO ACP CreativIT LLC BY CLIENT FOR THE EQUIPMENT OR PARTS, WHICHEVER IS LESS.

Contact for Service

When you need to place a service call to ACP CreativIT LLC, please call us at (920) 438-0333. We will take your name, a brief description of the trouble, and a call back number. We will then contact one of our qualified associates to follow up on your request.

Statement of Confidentiality

This Statement of Work and proposal is the proprietary and confidential property of ACP CreativIT LLC. By accepting possession of this document, the company named in this document agrees to keep the contents in confidence and not to use, duplicate, or disclose for any purpose other than the purpose of evaluating ACP CreativIT LLC ability to provide the services herein, unless otherwise agreed to in writing by ACP CreativIT. On request by ACP CreativIT, the company named in this document agrees to return the copies of the Statement

of Work to ACP CreativIT, together with the other materials supplied by ACP CreativIT.

Item 5.

Non-Solicitation of Personnel

Client agrees not to solicit, directly or indirectly (through individuals, subsidiaries, holding companies, partnerships, subcontractors, employment agencies or any other financially related firms), nor to tender an offer for employment nor place on their payrolls any present ACP CreativIT LLC employee who becomes known to Client in connection with the proper performance of this Agreement during the term of this Agreement and for a period of one (1) year after its termination. In the event Client hires or contracts with a ACP CreativIT LLC employee in violation of the terms of this paragraph, the Client agrees to pay ACP CreativIT LLC as liquidated damages, and not as a penalty, an amount equal to one half of the employee's annual compensation, including but not limited to wages, bonuses and fringe benefits.

Post Installation Review

ACP CreativIT LLC wants to get your feedback to understand how we could serve you better, and improve our relationship with you. We may also ask for referrals or testimonials. Please feel free to contact us with any questions you may have.

Approval for Acceptance and Authorization of Project Completion

ACP CreativIT LLC will work with you to resolve any problems and answer any questions you have regarding the system implementation. Your signature of acceptance will be asked for upon completion of the project.

Approval for Contact Information/Logo Placement

ACP CreativIT LLC will place our logo and contact information on a 1U blank rack panel to provide you convenient contact information.

Approval for Pictures of Completed Project

ACP CreativIT LLC may take pictures of the equipment upon completion of the project. They will be primarily used to document the installation work and reference in the future if design changes or troubleshooting is required. Your signature of acceptance will be asked for upon completion of the project.

Other Approvals

Throughout this project, ACP CreativIT LLC may provide the customer with other documents requiring approval before we begin a particular phase of the project. Such documents are addendums of this document and are subject to all of the same guidelines stated in this document. A non-exhaustive list of examples would include a Programming Addendum to the SOW and a Custom Plate Addendum to the SOW.

Subcontractors

ACP CreativIT LLC may use subcontractors to assist on this project. All work by subcontractors will be directed and/or supervised by ACP CreativIT LLC staff. Tasks that subcontractors may be utilized for include the following:

- Low voltage cabling – including Cat. 6 cabling
- Conduit and raceway work as required
- Physical installation of devices and equipment

Remote Access

Unless specifically directed otherwise, ACP CreativIT LLC will install TeamViewer software on the any provided servers and create a ACP CreativIT LLC account on the system. This access will be used to facilitate service and repair issues as well as programming changes as directed by the owner.

Item 5.

Project Name: New Projection System

Blaine Wing

Customer Printed Full Name

David Lupa

ACP CreativIT LLC Acct Rep Full Name

Stuart Soifer

ACP CreativIT LLC Engineer Full Name

City Administrator

Title

Account Manager

Title

Designer

Title

Signature

Signature

Signature

Date _____

Date _____

Date

An authorized signature on this document acknowledges that the customer has read our Return Policy located on the Company Info page of the ACP CreativIT LLC website www.cccp.com.

After all parties have signed, please provide original to customer and a copy to ACP CreativIT LLC.

Acceptance and Authorization of Project Completion

IN WITNESS WHEREOF, the parties hereto each acting with proper authority Accept this Statement of work

Project Name: New Projection System

Blaine Wing

Customer Printed Full Name

David Lupa

ACP CreativIT LLC Acct Rep Full Name

Stuart Soifer

ACP CreativIT LLC Engineer Full Name

City Administrator

Title

Account Manager

Title

Designer

Title

Signature

Signature

Signature

Date _____

Date _____

Date _____

Can we use you as a reference or testimonial for the work just completed? Yes _____ No _____

If no, may we ask why?

After all parties have signed, please provide original to customer and a copy to ACP CreativIT LLC.

Retail Sales Agreement

Reference Number: 1384286
Date: September 03, 2025

Boardroom Video Projection Upgrade

Prepared By: Thomas Burns
Phone: (630)477-2354
Email: thomas.burns@ourforte.com

FORTÉ
703 West Algonquin Road, Arlington Heights, IL 60005
Phone: (630)477-2300
Fax: (630)477-2301

COMPANY

Crest Hill, City Of
20600 City Center Blvd
Crest Hill, IL 60403

Contact: Blaine Wing
Phone: 815-741-5108
Email: bwing@cityofcresthill.com
Account Number: CHC0016

PROJECT SITE

Crest Hill, City Of
20600 City Center Blvd
Crest Hill, IL 60403

Contact: Blaine Wing
Phone: 815-741-5108
Email: bwing@cityofcresthill.com
Account Number: CHC0016

INVOICE TO

Crest Hill, City Of
20600 City Center Blvd
Crest Hill, IL 60403

Contact: Blaine Wing
Phone: 815-741-5108
Email: bwing@cityofcresthill.com
Account Number: CHC0016

COMMENTS

PRODUCTS AND SERVICES SUMMARY

Equipment	\$11,836.00
Integration	\$11,139.00
PRO Support	\$0.00
Shipping & Handling	\$300.00
Tax	\$0.00
Grand Total	\$23,275.00

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

FORTÉ's prices/rates provided in this quote and/or agreement do not reflect any applicable tariffs imposed by foreign or domestic governmental authorities. FORTÉ's prices are subject to change should applicable tariffs result in any price increase to the equipment purchased under this agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event FORTÉ must pursue collection of unpaid invoices, Customer agrees to pay all of FORTÉ's costs of collection, including its attorneys' fees.

INVOICING AND PAYMENT TERMS

Customer and FORTÉ have agreed on the payment method of CHECK. Payment must be remitted by stated method. To the extent Customer seeks the use of any payment methods other than stated, and that payment method results in an increased transaction cost to FORTÉ, the new payment must be approved in writing. The Customer shall be responsible for paying the increased transaction cost to FORTÉ associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.

FORTÉ uses progress billing, and invoices for equipment and services allocated to the contract on a monthly basis. Unless otherwise specified, all items quoted (goods and services) as well as applicable out of pocket expenses (permits, licenses, shipping, etc.) are invoiced in summary (including applicable sales taxes due for each category of invoiced items).

Customer is to make payments to the following "Remit to" address:

FORTÉ
PO Box 842607
Kansas City, MO 64184-2607

Item 5.

If Payment Method is ACH: Customer must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions FORTÉ provides on its invoice to Customer.

A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

TAXES AND DELIVERY

Unless stated otherwise in the Products and Services Summary above, FORTÉ will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, FORTÉ shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

AGREEMENT TO QUOTE AND DOCUMENTS CONSTITUTING YOUR CONTRACT WITH FORTÉ

Customer hereby accepts the above quote for goods and/or services from FORTÉ. When duly executed and returned to FORTÉ, FORTÉ's Credit Department will check Customer's credit and approve the terms. After approval by FORTÉ's Credit Department and signature by FORTÉ, this Retail Sales Agreement will, together with the FORTÉ General Terms & Conditions (which can be found at <https://www.ourforte.com/terms-and-conditions>) form a binding agreement between Customer and FORTÉ. This Retail Sales Agreement and the FORTÉ General Terms & Conditions of Sale (the T&Cs) are referred to collectively as the Agreement. If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should FORTÉ's Credit Department determine at any point prior to FORTÉ commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, FORTÉ reserves the right to terminate the Agreement without cause and without penalty to FORTÉ.

AGREED AND ACCEPTED BY

_____ Company	FORTÉ _____ Company
_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Date	_____ Date

CONFIDENTIAL INFORMATION

The company listed in the "Prepared For" line has requested this confidential price quotation, and shall be deemed "Confidential Information" as that term is defined in the T&Cs. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of FORTÉ. Sharing a copy of this quote, or any portion of the Agreement with any competitor of FORTÉ is a violation of this confidentiality provision. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

PRODUCTS AND SERVICES DETAIL

PRODUCTS:

<u>Model #</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
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Boardroom Projector & Screen

PT-MZ882WU7	PANASONILCD Projector, 8,200lm, WUXGA, White C	1	\$7,706.00	\$7,706.00
34700V	DA-LITE DA-SNAP DM 87X139NPA 164DIAG	1	\$2,083.00	\$2,083.00
SLB324	CHIEF SLB324, CUSTOM, BLK	1	\$158.00	\$158.00
CMA443	CHIEF CMA440 AND CMS003	1	\$148.00	\$148.00
CMS072W	CHIEF FIXED PIPE 72" WHITE	1	\$108.00	\$108.00
CMA472	CHIEF ABOVE CEILING ENCLOSURE	1	\$123.00	\$123.00
RPMA302	CHIEF RPA ELITE, KEY A, INCL SLM302, BLK	1	\$271.00	\$271.00
HD-TXC-4KZ-101-1G-W	CRESTRO DM Essentials 4K60 4:4:4 Transmitter for HDMI, RS-232, and IR Signal Extension over CATx Cable, Wall Plate, White	1	\$292.00	\$292.00
HD-TXC-4KZ-101	CRESTRO DM Essentials 4K60 4:4:4 Transmitter for HDMI, RS-232, and IR Signal Extension over CATx Cable	1	\$256.00	\$256.00
HD-RXC-4KZ-101	CRESTRO DM Essentials 4K60 4:4:4 Receiver for HDMI, RS-232, and IR Signal Extension over CATx Cable	2	\$256.00	\$512.00
DL-ARDD	LIBERTY AV DIGITALINX SECURE ADAPTER RING	1	\$116.00	\$116.00
HD-4K-6SP	COMPREHENSIVE AV/IT SPECIALIST SERIES HIGH SPEED 4K HDMI CAB	1	\$15.00	\$15.00
HD-4K-3SP	COMPREHENSIVE AV/IT SPECIALIST SERIES HIGH SPEED 4K HDMI CAB	4	\$12.00	\$48.00
Sub-Total: Boardroom Projector & Screen				\$11,836.00
Installation Labor				
Project Management				
On Site Integration				
Testing & Acceptance				
Integration Cables & Connectors				
Travel Expense				
Engineering & Drawings				
Sub-Total: Installation Labor				\$11,139.00
Total:				\$22,975.00

SERVICES TO BE PROVIDED

INTEGRATION SCOPE OF WORK

A. SUMMARY:

B. SYSTEM DESCRIPTION: The City of Crest Hill would like to install a new large fix frame projection screen and a ceiling mounted laser projector with their main boardroom council chamber.

Functionality Description: The recommended display size for the space would be 10-12 foot in width in a 16:10 aspect ratio to support computer based presentation material. The display will be a fixed frame screen mounted to the south wall. The new laser projector will be mounted to the drop ceiling approximately 28' away from the screen. The primary sources for the projector will be a dedicated PC and an owner furnished Barco Clickshare wireless presentation unit. FORTÉ proposes to furnish and install (utilizing prevailing wage labor) all equipment and low voltage wiring. Audio from the sources will be extracted and wired back to the existing audio processor that is in place which feeds into existing amplifiers/speakers in the space.

CUSTOMER RESPONSIBILITIES:

- Provide site access during standard business hours (Monday-Friday, 7:00AM-6:00PM) as well concurrent access to all spaces defined in this RSA.
- Provide on premises parking at no expense for the duration of the project.
- Provide electrical services as detailed below per room and device.
- Provide network connectivity, potentially Power over Ethernet, as detailed below per room and device.
- Provide low voltage infrastructure wiring as detailed below per room and device.
- Provide cooling capabilities as detailed below per the Equipment Location requirements.
- Provide to AVI a current version of the AMX code that is loaded to the processor in the idf. This will allow AVI to modify and update the controls for the new equipment.
- Provide equipment lift for projector and screen installation.

Item 5.

CUSTOMER SITE REQUIREMENTS: All on-site employees will:

- Be escorted by a customer representative while on-site.
- Provide man lift that can support two FORTÉ technicians.
- Be paid based upon prevailing wage labor rates published in the county.

Project initiation and completion dates are based on date of PO receipt. Material lead times, non-expedited, are typically 4-12 weeks, labor subsequently scheduled based on verified arrival date of all material.

Displays:

Projection System

- (1) Ceiling mounted laser projector. 8200 Lumen, configured to provide 2K(1920x1200) video.
- External video scaling is not provided to support the display of all video characteristics outlined in this Scope Of Work and output this devices defined video characteristics. Scaling of video between aspect ratios may result in blank (i.e. black) areas.
- Planned installation location is below the drop ceiling. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- Control of the projector will be via its supplied IR remote for power cycling, video mute, and input selection
- **Customer to** provide (qty. 2) 120VAC 15A duplex outlet(s) using a technical (isolated) ground scheme at the planned installation location.
- **Customer to** provide (qty. 1) network PoE+ connection at the planned User Interface installation location
- (1) Wall mounted fixed frame screen matt white 139x87 16:10 aspect ration

Video Sources:

- (1) Owner furnished small form factor PC. Configured to provide 2K(1920x1200) video output and analog audio to feed existing Biamp audio DSP.
- (1) Owner furnished Barco Clickshare wireless presentation receiver and (2) USBC wireless dongles for laptops. Barco unit will remain in the AV room rack and connected to the existing AMX router. New transmission gear will be provided and installed to get this signal to the projectors second input.

C. EXCLUSIONS: The following work is **not included** in our Scope of Work: All conduits, high voltage, wiring panels, breakers, relays, boxes, receptacles, etc.

- Concrete saw cutting and/or core drilling
- Fire wall, ceiling, roof and floor penetration
- Necessary gypsum board replacement and/or repair
- Necessary ceiling tile or T-bar modifications, replacements and/or repair
- Structural support of equipment *AVI Systems not responsible for building related vibrations
- Installation of ceiling mounted projection screen
- All millwork (moldings, trim, cut outs, etc.)
- Patching and Painting
- Permits (unless specifically provided for and identified within the contract)
- Unless specifically noted lifts, scaffolding and exterior building hoists are not included

D. CONSTRUCTION CONSIDERATIONS:

In order to accomplish the outlined goals of this project, the Customer will be responsible for contracting with an outside entity to make the necessary modifications to the space as directed by AVI Systems. The costs associated with these modifications are not included in this proposal.

E. NOTICE: THIS SCOPE OF WORK IS DELIVERED ON THE BASIS OF THE FOLLOWING ASSUMPTIONS: The room(s) match(es) the drawings provided.

- Site preparation by the Customer and their contractors includes electrical and data placement per AVI Systems specification.
- Site preparation will be verified by AVI Systems project manager or representative before scheduling of the installation. All work areas should be clean and dust free prior to the beginning of on-site integration of electronic equipment.
- Customer communication of readiness will be considered accurate and executable by AVI Systems project manager.
- In the event of any arrival to site that AVI Systems is not able to execute work efficiently and definably progress, the Customer will be charged a fee to reimburse AVI Systems for all lost time and inefficiencies. At this time, the Customer will be presented a Contract Change Order and will/may halt work until acceptance by the Customer and rescheduling of the integration effort is agreed upon.
- Rescheduling and redeployment of AVI Systems technicians due to unacceptable site preparation may cause scheduling delays of up to 10 business days.
- There is ready access to the building / facility and the room(s) for equipment and materials.
- There is secure storage for equipment during a multi-day integration.
- If Customer furnished equipment and existing cabling is to be used, AVI Systems assumes that these items are in good working condition at this time and will integrate into the designed solution. Any repair, replacement and/or configuration of these items that may be necessary will be made at an additional cost.
- All Network configurations including IP addresses are to be provided, operational and functional before AVI Systems integration begins. AVI Systems will not be responsible for testing the LAN connections.

- Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by late arrival of these items will result in a change order for time and materials.
- Document review / feedback on drawings / correspondence will be completed by the Customer within two business days (unless otherwise noted).
- The documented Change Control process will be used to the maximum extent possible – the Customer will have an assigned person with the authority to communicate/approve project Field Directed Change Orders and Contract Change Orders (see Appendix).
- In developing a comprehensive proposal for equipment and integration services AVI Systems' Sales Representatives and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure and site conditions for installation. If any of the conditions we have indicated in the site survey form are incorrect or have changed for your particular project or project site, please let your Sales representative know as soon as possible. Conditions of the site found during integration effort which are different from those documented may have an effect on the price of the system solution, integration or services. To ensure that you have an accurate proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.

F. INTEGRATION PROJECT MANAGEMENT PROCESSES

AVI Systems will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

- Site Survey – performed prior to Retail Sales Agreement and attached
- Project Welcome Notice – emailed upon receipt of Purchase Order
- Project Kick-Off meeting with Customer Representative(s) – either by phone or in-person
- Project Status reviews – informal or formal – either by phone or in-person (based on the size/complexity/duration of the project)
- Project Change Control – comprised of Field Directed Change Order and/or Contract Change Order submittals (see Appendix)
- Notice of Substantial Completion (see Appendix) – at Customer walk-through – prior to Service transition

G. KNOWLEDGE TRANSFER (TRAINING)

This is geared specifically towards the end-user / operator. The purpose of this knowledge transfer is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system. Areas covered include the following:

- Equipment and system overview
- Equipment operation and function
- Equipment start up, stop, and shut down
- Equipment automatic and manual operation
- Discussion and documentation relating to control system operation
- Discussion and documentation relating to system processor and its control applications
- Powering up, powering down AV system via control system
- Manual operation of display systems, audio system and all other related components
- Use/operation of patch panels, when and where to be used
- Who to call when help is required

H. AVI SYSTEMS INTEGRATION SERVICES RESPONSIBILITIES

Item 5.

AVI Systems will provide services/work for the project as described above in the Scope of Work or per the attached separate Scope of Work document detailing the scope of work to be performed.

- Provide equipment, materials and service items per the contract products and services detail.
- Provide systems equipment integration and supervisory responsibility of the equipment integration.
- Provide systems configuration, checkout and testing.
- Provide project timeline schedules.
- Provide necessary information, as requested, to the owner or other parties involved with this project to ensure that proper AC electrical power and cableways and/or conduits are provided to properly integrate the equipment within the facilities.
- Provide manufacturer supplied equipment documentation.
- Provide final documentation and “as built” system drawings (CAD) - if purchased.
- Provide system training following integration to the designated project leader or team.

I. CUSTOMER INTEGRATION SERVICES RESPONSIBILITIES

- Provide for the construction or modification of the facilities for soundproofing, lighting, electrical, HVAC, structural support of equipment, and decorating as appropriate. Includes installation of ceiling mounted projection screen.
- Provide for the ordering, provisioning, installation, wiring and verification of any Data Network (LAN, WAN, T1, ISDN, etc.) and Telephone Line (Analog or Digital) equipment and services prior to on-site integration.
- Provide all necessary cableways and/or conduits required to facilitate AV systems wiring.
- Provide all necessary conduit, wiring and devices for technical power to the AV systems equipment.
- Provide reasonable accesses of AVI Systems personnel to the facilities during periods of integration, testing and training, including off hours and weekends.
- Provide a secure area to house all integration materials and equipment.
- Provide a project leader who will be available for consultation and meetings.
- Provide timely review and approval of all documentation (Technical Reports, Drawings, Contracts, etc.).

System Support

If awarded, this project will be covered under the clients current support agreement with FORTE

System Support is FORTE’ fully entitled service and support package that focuses on keeping your Unified Collaboration (UC), Digital Media (DM) and Audiovisual (AV) systems working at their peak performance. Because FORTE focuses on the human impact of these systems, we not only support the equipment, but also the end users of your systems.

Customer Care is the most comprehensive and flexible of all our managed service packages. We can apply our expertise and our proven support processes to support your UC, DM, and AV ecosystems. FORTE will deliver our offered entitlements in a tiered workflow model that provides support cases at an entry level for initiated incidents. From there, FORTE will follow an ITIL based model for remote remediation and on-site dispatch, as necessary. Specific resolver groups and subject matter experts (SMEs) will be alerted for any issue that cannot be easily remedied with Tier 1 or Tier 2 support staff.

SYSTEM SUPPORT AGREEMENT COVERAGE

FORTE will perform the services below for covered systems:

Entitlement Coverage		
Entitlement	Definition	Included
Incident Management	FORTE provides support to troubleshoot, remediate, and escalate all Incidents through to resolution.	Yes
Remote Support	FORTE provides remote Priority Support for supported systems to diagnose and address and attempt to resolve incidents.	Yes

Onsite Support	FORTE provides Priority Support for technician dispatch to the customer location to diagnose and address and attempt to resolve an Incident within 8 Business hours or as available and/or scheduled.	Yes
Advanced Parts Replacement	FORTE provides advanced replacement of failed hardware components under warranty as available.	Yes
Software Update Assistance	FORTE provides labor to implement updates of existing software to correct software errors and/or resolve incidents as scheduled.	Yes
System Training	FORTE conducts user training to cover general operation of the system and how to contact FORTE for support as scheduled.	Yes
System Health Checks	FORTE personnel perform a complete health check and diagnostic on the installed system. Includes cleaning, adjustments, functional tests, and replacement of parts to keep the system equipment in efficient operating condition.	Annually

Additional Entitlement Coverage

Entitlement	Definition	Included
Service Delivery Management	FORTE will appoint a Service Delivery Manager (SDM) responsible for managing and coordinating services, ensuring communication, adhering to SLAs, reporting performance, handling escalations, and continuously improving service quality.	No

FORTE has a standard three level severity protocol and a single level for requests. Our severity levels are Critical (P1), Standard (P3), and Request (P4). Service Levels and response targets are based on Priority. Any needed information, feature enhancements, administrative inquiries are all classified as a request. The following is a severity summary and standard target percentages are listed in the table below.

Target Percentage for Standard Level Agreements (SLA)

Priority	Details	Incident Management Response	Remote Support Response	Onsite Dispatch (if included)	Target (%)
Critical (P1)	Multiple devices are down, unable to serve data, in a state of frequent or repeating "panic" or "hang," or is in a state of degraded performance sufficient to prevent normal business operations. At this severity, both FORTE and client	Calls: 60 Seconds for calls answered Voicemail: 2 business hours Email: N/A	4 business hours	8 business hours	90

	must commit the appropriate personnel to restore the system to a functional state or until a mutually agreeable workaround is provided. NOTE: Email support initiation does not apply – Urgent incidents should be coordinated and requested via phone. Email initiation is logged as Standard (P3).				
Standard (P3)	Device is experiencing and issue, anomaly, or cosmetic defect that inflicts little or no business impact. FORTE will provide a viable and mutually agreeable workaround until a more permanent hardware/software upgrade exists to mitigate the incident.	Calls: 60 Seconds for calls answered Voicemail: 2 business hours Email: 4 business hours	8 business hours	8 business hours	90
Request (P4)	Normal requests for information regarding the installation, configuration, use and maintenance of systems under management. This includes administrative inquiries. There is no impact to your production systems or business operations.	Calls: 60 Seconds for calls answered Voicemail: 4 business hours Email: 4 business hours	16 business hours	Best Effort / Scheduled	90

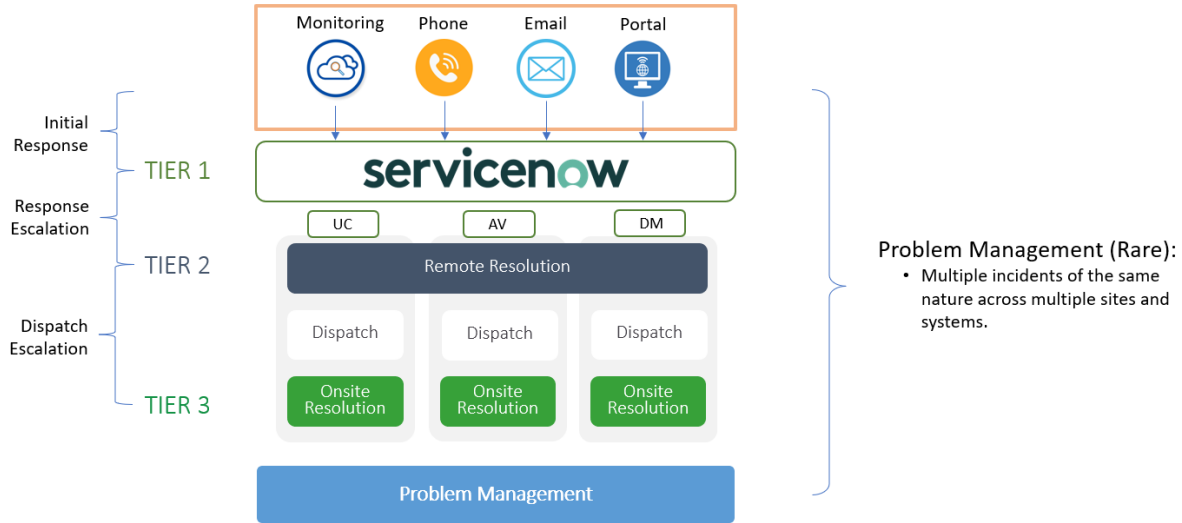
SYSTEM SUPPORT WORKFLOW

FORTE follows an Information Technology Infrastructure Library (ITIL) framework with our approach to technology services. Generally, our tiered workflow approach will follow this structure:

1. Incident is reported via monitoring (when purchased), phone, email, or portal (when available)
2. Incident is logged in ServiceNow and triaged (Tier 1)
3. UC / AV / DM Troubleshooting and Remote Resolution (Tier 2)

- a. Tier 2 remediation (and SLA) begins after Tier 1 triage has been completed.
4. Dispatch Escalation and Resolution (Tier 3)
 - a. Tier 3 Escalation (and SLA) begins after Tier 2 remediation has been attempted.

Item 5.



SERVICE COVERAGE TIME & TIER LEVELS DESCRIPTION

Coverage hours for the ProSupport department are defined as:

8 x 5	FORTE will provide 8 x 5 coverage across the time zone locations of the systems under coverage (North America only)
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FORTE ProSupport department is the initial contact point for any incoming incident. Upon identification of an issue, the ProSupport team will attempt to restore the technology service back to normal operations. Remediation activities will take place at different tiers of service, but all following a specific workflow. A general description of what happens at each tier level is as follows:

TIER 1 SERVICES:

Tier 1 services are the initial point of contact for any issue and are primarily made up of Incident Management responsibilities.

Typical responsibilities for Tier 1 include:

- Taking ownership of incidents in our ServiceNow ITSM system for all issues reported or alerted on. Each incident request will have a unique reference number which is used to allow the support staff to quickly locate, add to or communicate the status of the user's issue or request.
- Assign a severity or update the severity of each incident (Critical, Standard, or Request)
- Provide electronic receipt notification for each incident.
- Provide rapid response and initial triage and technical support.
- Perform remote trouble isolation, resolution, or escalation to a Tier 2 Technician if needed.
- Ongoing status updates and case management through incident resolution.

TIER 2 SERVICES:

Tier 2 services are made up of various remote resolver groups. Escalations will take place at this level. FORTE will engage with a remote resolver that specializes in the incident in question. Typical responsibilities for Tier 2 include:

- Specific fault isolation down to the component level.
- Perform specific hardware configuration changes.
- Perform overall system configuration changes.
- In-depth analysis, log analysis, fault tracking and tracing.
- In-depth understanding of the core technologies utilized for corrective action.
- Promote the incident to Tier 3 escalation as needed.

TIER 3 SERVICES (available as SSA master number - if included):

Tier 3 services are made up of onsite resources that are available for dispatch. The ProSupport team will take the learnings from Tier 1 and Tier 2 teams and dispatch a site technician with the correct repair or replacement technology to fully resolve the incident.

Typical responsibilities for Tier 3 include:

- Room repair and configuration changes.

- Control and audio system programming.
- Hardware swaps of on-hand critical components.
- Coordination of replacement parts.
- RMA or equipment returns to the manufacturer.
- Advanced diagnostic troubleshooting of cable paths and component level devices.
- Software and firmware updates, as well as identification of incompatible revisions.
- Acceptance testing of the resolved system.
- System health checks (preventative maintenance).
- System reimaging to correct OS/BIOS failures or to generally reconstruct a system back to functionality.

PROBLEM MANAGEMENT:

FORTE has a proven problem management process aimed to resolve the root causes of any Tier 3 incidents that are unresolved. Unfortunately, there are occasions where multiple issues happen across multiple platforms. These issues are escalated into an ITIL "Problem". A "problem" in this context is the unknown underlying cause of one or more incidents, and a 'known error' is a problem that is successfully diagnosed and for which either a work-around or a permanent resolution has been identified. Problems can also be identified from a single significant incident, indicative of a single error, for which the cause is unknown, but for which the impact is significant.

A known error is a condition identified by successful diagnosis of the root cause of a problem, and the subsequent development of a work-around. Problem management differs from incident management in that Problem Management aims primarily to find and resolve the root cause of a problem and thus prevent further incidents while the purpose of Incident Management is to return the service to normal level as soon as possible, with the shortest possible business impact.

CONTACTS

FORTE Service team can be reached by:

- National Support Phone: 800-488-4954
- email: support@ourforte.com
- Portal: Contact your local FORTE representative for instructions.

SYSTEM SUPPORT DEFINITIONS

System – Defined as the items listed in the Products and Services Detail section of this Agreement or listed on an attached Equipment List with the exception of Consumables, Owner Furnished Equipment, and Obsolete Equipment.

Remote Support – Means a service whereby remote calls made to communications and terminal equipment via Customer provided IP connection to determine failures and remedies. Only available where equipment is capable and configured by FORTE to provide same.

Onsite Support - Service level response assumes customer location is within 60 miles of an FORTE Service Center. Additional travel costs may apply if the customer location is beyond 60 miles of an FORTE Service Center.

Consumables – Means parts such as recording media, batteries, projection lamps and bulbs, etc. Consumables are parts that are not included under this Agreement.

Obsolete Equipment – Defined as items (though possibly still in use) that are outdated with no manufacturer support or parts availability, or products with formal end of life as defined by their manufacturer. Obsolete Equipment are parts that are not included under this Agreement.

Software Update Assistance – Defined as revisions of existing software which provide maintenance to correct software errors. Assumes software is provided at no charge by the manufacturer or covered under a valid manufacturer maintenance contract. Cascading software dependencies may impact ability to issue updates. Software and features which require additional licensing are not included under this Agreement. Changes to custom templates or scripts after initial deployment are available separate from this agreement.

SYSTEM SUPPORT TERMS

Coverage Dates – Unless otherwise stated, the service coverage date will be effective as of substantial completion or System Support Agreement invoice date; whichever is applicable. Coverage will extend for the duration specified by the corresponding line item description found in the Product and Services Detail section of this Agreement. FORTE reserves the right to withhold services until the invoice is paid in full.

Exclusions – For situations where FORTE is providing service or support under this Agreement, no cost service, maintenance or repair shall not apply to the Equipment if any person other than an FORTE technician or other person authorized by FORTE, without FORTE prior written consent, improperly wires, integrates, repairs, modifies or adjusts the Equipment or performs any maintenance service on it during the term of this Agreement. Furthermore, any Equipment service, maintenance or repair shall not apply if FORTE determines, in its sole discretion, that the problems with the Equipment were caused by (a) Customer's negligence; or (b) theft, abuse, fire, flood, wind, lighting, unreasonable power line surges or brownouts, or acts of God or public enemy; or (c) use of any equipment for other than the ordinary use for which such equipment was designed or the purpose for which such equipment was intended, or (d) operation of equipment within an unsuitable operating environment, or (e) failure to provide a suitable

operating environment as prescribed by equipment manufacturer specifications, including, without limitation, with respect to electrical power, air conditioning and humidity control.

Item 5.

Systems Support Terms are in addition to FORTE' General Terms and Conditions of Sale.



Agenda Memo

Crest Hill, IL

Meeting Date:	September 22, 2025
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Consent Agenda Discussion - Update

Summary: As previously discussed, staff from Administration and the Clerk's Office reviewed our neighboring communities' agendas, as well as the agendas of few other communities that are in the Grand Prairie Water Commission. All of these towns already have and use consent agendas for their City and Village agendas.

Additionally, staff walked through how items are included under the consent agenda portion, as well as what is needed to pull an item for discussion, with only one (1) Council member requesting for an item to be pulled. Thus, if a Council member wants to talk about an item, they simply request it be pulled from the consent portion. The rest of the Consent agenda will remain intact and will be voted on before any item(s) that were pulled are discussed and voted on.

Finally, I will note, if the majority of Council desires it, the City will soon have the ability to record and later post the work session meetings. This should address the concern that residents might not know what occurred at a preceding work session. Further, in May of 2026, staff with the update to the City's website will have the ability to live stream the City's meetings.

Recommended Council Action: Discuss and approve the updated agendas for consideration on October 6, 2025, with the updated agendas starting with the City Council meeting on November 3, 2025.

Financial Impact:

Funding Source: N/A

Budgeted Amount: N/A

Cost: Staff time.

Attachments: Sample City Council Agenda and Sample City Council Work Session Agenda



Agenda Memo

Crest Hill, IL

Meeting Date:	August 25, 2025
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Consent Agenda Discussion

Summary: Staff from Administration and the Clerk's Office reviewed our neighboring communities' agendas, as well as the agendas of few other communities that are in the Grand Prairie Water Commission. All of these towns already have and use consent agendas.

On Monday, staff will walk through how items are included under the consent agenda portion, as well as what is needed to pull an item for discussion. (Hint, instead of requiring two Council members to pull an item for discussion, staff is recommending that only 1 Council member is needed. Thus, if a Council member wants to talk about an item, they simply request it be pulled from the consent portion.)

Recommended Council Action: Discuss and approved the updated agendas for consideration on September 2, 2025.

Financial Impact:

Funding Source: N/A

Budgeted Amount: N/A

Cost: Staff time.

Attachments: Sample City Council Agenda and Sample City Council Work Session Agenda



Regular City Council Meeting Agenda

Crest Hill, IL

DATE

7:00 PM

Council Chambers - 20600 City Center Boulevard, Crest Hill, IL 60403

1. **OPENING OF MEETING**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS**
5. **PUBLIC COMMENT FOR AGENDA ITEMS ONLY: *(Limit 3 minutes per person)***
6. **CONSENT AGENDA:** *(All items on the Consent Agenda are considered routine by one motion. These items will not be separately discussed unless an Alderperson so requests, in which event the item will be removed from the Consent Agenda and considered separately.)*
 - A.
 - B.
7. **REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS**
 - A. City Attorney:
 - B. City Adminsitrator:
 - C. Public Works Department:
 - D. City Engineer:
 - E. Community Development:
 - F. Police Department:
 - G. Mayor's Report:
 - H. City Clerk's Report:
 - I. City Treasurer's Report:

8. UNFINISHED BUSINESS:

9. NEW BUSINESS:

10. COMMITTEE/LIAISON REPORTS:

11. CITY COUNCIL COMMENTS:

12. PUBLIC COMMENT: *(Limit 3 minutes per person)*

13. EXECUTIVE SESSION: If Called by the Council for a Good Cause

14. ADJOURNMENT:



MAYOR

1. Codification of Deputy Liquor Commissioner Salary

CLERK

1. Community Garage Sale Discussion

TREASURER

No Agenda Items for Discussion

CITYADMINISTRATOR

1. A Resolution Designating and Appointing City Administrator Blaine Wing as the Alternate Delegate to the Technical Advisory Committee (TAC) to the Grand Prairie Water Commission
2. Discussion of Recruitment Firms for Public Works Director Search

ECONOMIC DEVELOPMENT DEPARTMENT

No Agenda Items for Discussion

ENGINEERING DEPARTMENT

1. Approving a Supplemental Resolution for Improvement Under the Illinois Highway Code for Section No 19-00051-01-MS in the amount of \$9,199.00
2. Approving a Resolution for Improvement Under the Illinois Highway Code for Section No 23-00056-00-TL in the amount of \$676,488.75
- 3.

FINANCE DEPARTMENT

No Agenda Items for Discussion

POLICE DEPARTMENT

No Agenda Items for Discussion

PUBLIC WORKS DEPARTMENT

1. West STP Vissering Pay App #30
2. East STP Emergency Purchase and Service
3. Well #4 Out of Service

PUBLIC COMMENT(Limit 3 minutes per person)

EXECUTIVE SESSION: 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity

Note: If any agenda topic has not been fully discussed, it will be continued at the City Council meeting.



Agenda Memo

Crest Hill, IL

Meeting Date: | October 13, 2025
Submitter: | Blaine Wing, City Administrator
Department: | Administration
Agenda Item: | Winter Fest 2025

Summary: Staff continue to work with Alderwoman Gazal on the 2025 Winter Fest. Details will be shared on Monday, October 13th. Note, the event will take place on **Saturday, December 6th starting at 3:00 p.m.** Additionally, over \$5,000 in sponsorships have already been pledged.

Recommended Council Action: Discussion only

Financial Impact: The goal is budget neutral.

Funding Source: Sponsorships and grants.

Budgeted Amount: N/A

Cost: Staff time, activities, vendors, etc.

Attachments: No attachments



Agenda Memo

Crest Hill, IL

Meeting Date:	October 13, 2025
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	IML Conference Discussion

Summary: At the October 6, 2025, City Council meeting it was requested that the recent IML Conference expenses be discussed at an upcoming meeting. Finance is assisting the administration with consolidating all of the expense records for the recent IML Conference and will distribute an updated summary during the meeting. Additionally, I will bring the detailed expense records that have been submitted, in the hopes of addressing any questions.

If there are known questions, please email them to me (Blaine) before 1:00pm on October 13th, so staff can better prepare to answer.

Recommended Council Action: Discussion only.

Financial Impact: Not yet finalized.

Funding Source: General Fund

Budgeted Amount: \$10,000.00

Cost: Not yet finalized.

Attachments: No attachments



Agenda Memo

Crest Hill, IL

Meeting Date:	October 13, 2025
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Civil Service Commission Referendum Discussion

Summary: For many years the City Council and staff have discussed challenges that the Civil Service Commission process has since it was put in place by referendum in 1965. Many of those challenges have gotten worse in recent years, as the labor market continues to shrink and both public and private employers compete for employees. As you will read, the City is at a true disadvantage compared to almost every city, town, and/or village in the State of Illinois, as we aren't able to post a position and quickly interview and hire employees. Instead, Crest Hill must follow a very dated process.

On Monday, I will talk about some of the advantages and disadvantages of the Civil Service Commission process and Attorney Stiff will advise on what steps would be needed in order to allow the residents of Crest Hill to once again decide if a more than 60-year-old process is still in Crest Hill's best interest or if there are other alternatives, that would better serve the citizens.

This is a very complex topic, and if City Council wants to proceed and try to place a question on the March 17, 2026 ballot, there are a lot of steps that will need to be taken over the next 45-days. Attorney Stiff will also discuss the deadlines and when things need to be submitted and filed.

Recommended Council Action: Discussion only.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: Not budgeted.

Cost: N/A

Attachments: Attorney Memo & Draft Civil Service Commission Information Document

SPESIA & TAYLOR

MEMO

To: The City of Crest Hill
From: Spesia & Taylor
Date: October 8, 2025
Re: Referendum for Abolition of Civil Service Commission

The procedure for adoption or abolition of Civil Service is specifically outlined by statute, and it is the same procedure whether it is being adopted or abolished. Our research has revealed that there have been only two instances where a municipality has abolished the use of a Civil Service Commission. In both of those cases, we believe that, although successfully passed, the municipality did not follow the procedure to the letter of the law.

The Correct Method

First, to get the referendum question onto the ballot strictly following the statutory authority in 65 ILCS 5/10-1-43, there would first need to be a petition signed by the requisite number of voters. The formula prescribing the minimum number of signatures is at least 1/8th of the voters who cast ballots in the last municipal election. For Crest Hill, that would be 339 signatures based on the 2025 election.

Once the petition with the requisite number of signatures is obtained, the statute calls for the petition to be filed in the Will County Circuit Court with a request that the Court enter an order that the Circuit Clerk certify the referendum question for submission on the next election's ballot. Despite numerous calls to the Circuit Clerk's office, it appears that nobody there is familiar with this process and we were not able to receive any further guidance as to the procedure for getting the petition before a judge with minimal expense, since there is a prohibition on the use of City funds for or against a referendum proposition. As best we can tell, the most appropriate type of filing will be as a Miscellaneous Remedy or Governmental Corporation - Other Routine Matters of Municipal Corporations case. Irrespective of the category, the filing fee will be \$364.00. From there, we hope that once the case is filed and assigned to a judge, there will need to be only one court appearance before the Judge to request that the Circuit Clerk be directed to certify the referendum question to the County Clerk's Elections Division.

In addition, once the signatures have been collected on the petition, we are recommending that the City Council pass a Resolution approving the petition, which will also be presented to the judge. In any event, the bottom line is that the issue is ultimately put to the citizens of Crest Hill for a final decision on whether to continue Civil Service.

Below is the timeline for the question to be placed on the ballot for the March 17, 2026, General Primary Election or the November 3, 2026, General Election:

#1	To be placed on the March 17, 2026 General Primary Election	To be placed on the November 3, 2026 General Election
☐ By Petition <u>December 15, 2025</u> - Last day for filing petition (must contain original sheets signed by voters and circulators) with the Local Election Official. (10 ILCS 5/2A.1.1b(d), 2B-2(a), 2B-6, 2B-7) <u>January 8, 2026</u> - Last Day for Ballot Certification by the Circuit Court Clerk or Local Election Official to County Clerk. (10 ILCS 5/2B-5)	☐ By Petition <u>August 3, 2026</u> - Last day for filing petition (must contain original sheets signed by voters and circulators) with the Local Election Official. (10 ILCS 5/2B-2(a), 2B-6, 2B-7) <u>August 27, 2026</u> - Last Day for Ballot Certification by the Circuit Court Clerk or Local Election Official to County Clerk. (10 ILCS 5/2B-5)	
☐ By Resolution <u>December 29, 2025</u> - Last day for local governing boards to adopt a resolution or ordinance. (10 ILCS 5/2B-2 (c)) <u>January 8, 2026</u> - Last Day for Ballot Certification by the Circuit Court Clerk or Local Election Official to County Clerk. (10 ILCS 5/2B-5)	☐ By Resolution <u>August 17, 2026</u> - Last day for local governing boards to adopt a resolution or ordinance. (10 ILCS 5/2B-2 (c)) <u>August 27, 2026</u> - Last Day for Ballot Certification by the Circuit Court Clerk or Local Election Official to County Clerk. (10 ILCS 5/2B-5)	

Given the fact that we do not know how the assigned Judge will respond to the filing of the Petition (given that this has apparently never been done in Will County), it would be best to get the petition completed well before the December 15 deadline if the desire is to get this on the March ballot..

Civil Service Commission Information

What is Civil Service Commission?

- The Commission is a citizen volunteer group of three (3) residents appointed by the mayor with advice and consent of the city council. The commissioners monitor the hiring process for police officers, police sergeants, administrative clerks, account disbursement clerks, maintenance worker, utilities operator, mechanic, building and grounds worker, and custodian.
- Civil Service Commissions' authority is focused on hiring, promotions, discipline, grievance processing, and compensation levels. This authority has been superseded by the Illinois collective bargaining law of 1986. Therefore, except for hiring all other employee interactions are governed through collective bargaining agreements not the civil service commission.

What are a few reasons why the City might want to change from the Civil Service Commission and process?

- The process to determine eligible candidates requires the posting/advertising for a position and creating a certified list in order to consider candidates for an open position can take a minimum of 90 days to complete. People interested and likely most qualified will not wait until the process is completed before finding another position. Potential employees apply for positions when they are available or are interested in a position, and they will typically take the first position that is offered. Waiting for up to two (2) years on a list to "maybe" be called for an opening is not effective in attracting the most qualified candidates.
- Crest Hill is the only non-home rule community that has a Civil Service Commission in the State. Crest Hill is one of only seven communities that utilize civil service for non-sworn positions out of over 1,294 total communities throughout the State.

What are few reasons why the City might want to maintain using the Civil Service Commission and process?

- The process includes structured exams, interviews, and evaluations, which provide a consistent and transparent framework for hiring. This reduces the risk of bias and ensures all candidates are treated fairly.
- The Civil Service Commission process is used to insulate hiring decisions from political influence.

What is the hiring process?

- The State law that empowers the Commission requires that the city have hiring lists for each of the positions listed. To create a list the city staff must undertake an advertising process, followed by a skills testing phase. If a candidate reaches at least a passing score of 70% on the written test they will be invited to an interview in which their answers are graded to determine a score. The score of the written test and the interview is averaged to create a total score. Candidates that have an

overall score of at least 70% are placed on a list for hiring consideration. The candidates are ranked based on their score from highest to lowest with the highest scoring candidate(s) being offered positions prior to lower scoring candidate(s). The hiring list expires after 2 years or when all candidates are hired or decline employment offers. When an opening occurs, the city reaches out to the next ranked candidate on the list to determine if the candidate is interested in working for the city. If so, the candidate must complete a background check and drug/alcohol screening. However, since the hiring list can be in place for up to two years, most candidates have moved onto other positions if they are not hired soon after the list is created.

- Since the process to be placed on a hiring list is a multi-step process there are numerous candidates that once they apply do not show up for the skills testing phase. The number of candidates that participate in the interview process is also diminished due to candidates finding other employment opportunities prior to completing the interview portion of the process. Therefore, regardless of the number that apply the final number that are placed on a list is typically reduced by at least 50% just by candidates not completing the multi-step process.

Could a different process make it easier to fill police officer positions?

- State law requires civil service process for sworn employees consisting of police officers and firefighters. Crest Hill only has police officers. The same lengthy process exists for hiring of sworn employees, but even though the hiring list process is lengthy all communities must utilize the same system. Therefore, one community does not have a hiring advantage over another as in the case of hiring civilian (non-sworn) employees.
- A Civil Service process that is focused on police officer hiring could create a list for lateral police officer appointments, i.e. certified officers interested in moving from another police agency to work in Crest Hill, could be placed on a list for hiring. Such a process is not currently available. Also, a Civil Service process that is focused on Police Officers would allow consolidated testing (testing with a group of other agencies) and specialized testing unique to police officers and not generic.

Could a different process make it easier to hire non-sworn (civilian) employees?

- Crest Hill is at a distinct disadvantage when competing against other communities when those communities can advertise and hire as an opening occurs. Candidates will invest the time and effort knowing there is a position open if they qualify. Unlike with a civil service process, which requires a multi-step process just to be placed on list for positions that might open up over the next two years.

How do nearby communities hire employees?

- When a position is open other communities advertise to gather interested candidates. Once interested and qualified candidates are evaluated, they are accessed through an interview process to determine the best qualified person.

Interested candidates are competing for an open position and not to be put on a hiring list to be considered at some time in the future. Hiring for an actively open position generates tangible interest at the time of the opening by larger numbers of interested candidates applying.

- Other communities are able to advertise for positions that require specific specialized skills that are not possible through a civil service process since applicants must be evaluated on their skill set through a testing process that could eliminate a majority of candidates. Applicants are evaluated through meeting the minimum job requirements not specific desired job duties unique to public works operations.

Why is a referendum necessary?

- The Civil Service Commission was created through a referendum in April 1965. Therefore, the only means to abolish the Commission is to obtain an affirmative vote of the residents. If such a referendum were to be approved the city council would create a Board of Police Commissioners to coordinate all police officer hires and sergeant promotions as required by State law as all other communities.

What might be the referendum question?

- In 2022 the City of Lincoln, IL posed the following question. This could be used as an example: **“The City of Lincoln believes that it would be better served not utilizing the rules created by the State of Illinois for its hiring practices. The City desires to abolish the Civil Service Commission thereby giving the City of Lincoln much more discretion on who they hire to work for its citizens. A vote 'yes' will abolish the Civil Service Commission while a vote 'no' will retain the Civil Service Commission.”**