Regular City Council Meeting
Crest Hill, IL
October 05, 2026
7:00 PM
Council Chambers
20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

1. **OPENING OF MEETING**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS/PRESENTATIONS**

   A. Proclamation-Community Planning Month

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. Approve the Minutes from the Regular City Council Meeting Held on September 21, 2026

   B. Approve the Minutes of the Work Session Meeting Held on September 28, 2026

   C. Approve a Resolution Approving an Agreement for 2026 Sanitary Sewer Televising and Cleaning Contract by and between the City of Crest Hill, Will County, Illinois and Sewertech LLC for an Amount of $149,950.00

   D. Approve a Resolution Approving an Agreement for the Crest Hill Commons, Phase 1 by and between the City of Crest Hill, Will County, Illinois and Austin Tyler Construction, Inc. for an Amount of $1,743,026.97

   E. Approve an Ordinance Approving Preliminary and Final Plat of Subdivision, Rezoning, Special Use Permit for a Contractor-Based Business Known as Reasonable Tree Experts, and Requested Variation from the Crest Hill Zoning Ordinance with Respect to Certain Real Property Located at 1618-1626 N. Broadway Street in Crest Hill, Illinois (Application of Kurt Fife - Extreme 2017 LLC)

   F. Approve Participation of the City of Crest Hill in the Fifth Cohort of the Metropolitan Mayors Caucus EV Readiness Program.

G. Approve a Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact

H. Approve a Resolution for a Professional Services Agreement for Weber Road and City Center Area Median and Parkway Landscaping by and between the City of Crest Hill, Will County, Illinois and RVI+ Planning and Landscaping in the Amount of $55,400.00

I. Approve an Ordinance Amending Section 10-01-10-501(Restricted Truck Traffic - Designated Streets) of Division V (Special Weight Limits), Article 10 (Special Provisions Pertaining to the City of Crest Hill), Chapter 10.01 (Crest Hill Vehicle Code), Title 10 (Vehicles and Traffic) of the City of Crest Hill Code of Ordinances

J. Awarding the Contract to P.T. Ferro Construction Company for the Weber Road and McGilvray Drive Intersection Improvement for an Amount of $227,566.44

K. Approve the Proposal from Holiday Outdoor Decor (HOD) for Snowflake Decorations in the Amount of $7,972.75

L. Approve the Purchase of a Dur-A-Lift DTAX2-39FP Insulated Aerial Bucket Truck Mounted on a 2027 Ford F-600 4x4 Chassis with a Knapheide Steel Service Body from Runnion Equipment Company in the Amount of $169,239.00

M. Approve a Resolution Adopting Changes to the Crest Hill Employee Handbook

N. Approve an Ordinance Approving the Salary of City Planner Atefa Ghaznawi Effective August 18, 2026

O. Approve an Ordinance Approving the Salary of Administrative Assistant - Public Works Kimberly Linden Effective October 6, 2026

7. **REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS**

A. Mayor's Report:

B. City Clerk's Report:

C. City Treasurer's Report:

A. Approval of the List of Bills Issued through October 6, 2026, in the Amount of $1,312,926.07

B. Approval of the Regular and Overtime Payroll from September 7, 2026, through September 20, 2026, in the Amount of $329,682.93

D. City Attorney:

E. City Administrator:

1. Approve a Resolution Approving the Inclusion of a Health Insurance Opt-Out Incentive Program in the Crest Hill Employee Handbook and Authorizing the City Administrator to Execute the Program

F. Public Works Department:

G. City Engineer:

H. Finance:

I. Police Department:

J. Community Development:

11. **UNFINISHED BUSINESS:**

12. **NEW BUSINESS:**

13. **COMITTEE/LIAISON REPORTS:**

14. **CITY COUNCIL COMMENTS:**

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

16. **EXECUTIVE SESSION:**

17. **ADJOURNMENT:**

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.

Crest Hill
CITY OF NEIGHBORS

Work Session Memo

Meeting Date: October 5, 2026

Submitter	Mayor Raymond R. Soliman R.S.
Department	Mayor's Office
Agenda Item	Proclamation-Community Planning Month of October 2026

Summary

Community/Economic Development Director, Dan Ritter, requested a Proclamation recognizing all of the individuals in the City's Planning Department celebrating the month of October

Recommended Action

Approval

Budget Impact

Attachments

Proclamation

Proclamation

THE CITY OF CREST HILL, ILLINOIS
PROCLAMATION BY THE MAYOR

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, planners can help navigate this change with data-driven insights and expertise that provide better choices for how people work and live; and community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning require public elected and appointed officials who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, the American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to every community, and how planners are uniquely positioned to identify solutions to communities' most difficult housing, transportation, and land use questions, and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of appointed planning commission members who have contributed their time and expertise to the improvement of the City of Crest Hill; and

WHEREAS, we recognize the many valuable contributions made by the professional community and regional planners of the City of Crest Hill and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW THEREFORE, I, Raymond R. Soliman, Mayor of the City of Crest Hill, in the great State of Illinois, do hereby proclaim the month of October 2026 as **Community Planning Month** in the City of Crest Hill, Illinois, in conjunction with the celebration of National Community Planning Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Crest Hill, to be affixed this 5th day of October, in the year Two Thousand Twenty-Six.

Raymond R. Soliman
Mayor

MINUTES OF THE REGULAR MEETING
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
September 21, 2026

1. OPENING OF MEETING

The regular meeting of the City of Crest Hill was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited in unison.

3. ROLL CALL

Roll call indicated the following present: Mayor Raymond Soliman, City Clerk Christine Vershay-Hall, City Treasurer Jamie Malloy, Alderman Scott Dyke, Alderman Darrell Jefferson, Alderwoman Claudia Gazal, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, and Alderman Joe Kubal.

Also present were: City Administrator Blaine Wing, Finance Director Glenn Gehrke, Assistant City Administrator/HR Director Ashley Monroe, City Engineer Ron Wiedeman, Public Works Director Gary Richardson, Community Development Director Dan Ritter, Police Deputy Chief Dave Reavis, and City Attorney Mike Stiff.

Mayor Soliman stated that he received a message from Alderman Deserio stating that he was unable to attend the meeting.

4. CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS

A. Proclamation for Constitution Week

Mayor Soliman noted the presence of special guests representing the Daughters of the American Revolution (DAR), recognizing their approximately 18-year relationship with the City of Crest Hill. He further noted the significance of this year's observance coinciding with the 250th anniversary of the nation's founding. The proclamation, which was read aloud, recognized the Constitution of the United States as the guardian of American liberties and urged all citizens to study the Constitution and reflect on the privileges and responsibilities of American citizenship.

Alderperson Oberlin made a motion to Approve the Proclamation for Constitution Week. Seconded by Alderwoman Gazal. Roll Call: Ayes: Dyke, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal. Nayes: None. Absent: Deserio. MOTION CARRIED.

Mayor Soliman then invited the DAR representatives, Pat Decker (Crest Hill) of the Louis Joliet Chapter and Pauline Herpy (Plainfield), to address the Council. Ms. Decker spoke to the DAR's mission of perpetuating the memory and spirit of those who achieved American independence. Ms.

DRAFT

Herpy described the chapter's annual educational outreach to 7th-grade students at St. Raymond's Parochial School in Joliet, where packets are distributed containing a small flag, a constitution booklet with study hints, a Declaration of Independence, a historical bookmark, a word search, a pen, and a liberty bell — at an approximate cost of $10 per student.

Alderwoman Gazal inquired whether the DAR could expand its program to public schools, noting that the 8th-grade class at Richland School is approximately 85 students — not an unmanageable number. Ms. Herpy explained that the limiting factor is funding, as the cost of supplying three separate public school classes would exceed the chapter's budget. Alderwoman Gazal suggested exploring sponsorship opportunities to make this possible, and the DAR representatives expressed enthusiasm for such a partnership. Mayor Soliman presented the DAR representatives with a signed copy of the proclamation and thanked them for their continued dedication to the City and the country.

Mayor Soliman also recognized Judy Piercy, a Crest Hill resident and President of the newly established League of Women Voters for the Greater Joliet Area, which covers Will County. She described the League's primary work in voter registration and education, outreach to high schools, junior colleges, and senior citizen facilities, and its student ambassador program. She emphasized the League's nonpartisan character and explained that she was present as part of the organization's observer corps, which monitors community meetings to identify issues the League may be able to support.

5. PUBLIC COMMENT FOR AGENDA ITEMS ONLY
No one approached the podium to make public comments on the agenda items.

6. CONSENT AGENDA
Mayor Soliman announced that consent agenda Item 6C — approval of the agreement with Sewertech LLC for the 2026 Sanitary Sewer Televising and Cleaning Contract — was being removed from this meeting as the required paperwork had not yet been completed. It was indicated the item would return at the next meeting. No Council members requested removal of any of the remaining consent agenda items for separate discussion.

Mayor Soliman proceeded to read the consent agenda items:

6A. Approve the Minutes from the Regular City Council Meeting Held on September 8, 2026.

6B. Approve the Minutes of the Work Session Meeting Held on September 14, 2026.

6C. Approve a Resolution Approving an Agreement for 2026 Sanitary Sewer Televising and Cleaning Contract by and between the City of Crest Hill, Will County, Illinois and Sewertech LLC for an Amount of $149,950.00. (***Item 6C Removed from this meeting***)

DRAFT

6D. Approval of Pay Request #44 from Vissering Construction Inc. with Direction to Send it to the IEPA for Approval and Disbursement for a Total Amount of $164,753.00.

6E. Award the Contract to Austin Tyler Construction, Incorporated for the Crest Hill Commons, Phase 1 in the Amount of $1,743,026.97.

6F. Approve a Resolution Approving Amendment No. 1 to the July 6, 2026, Professional Services Agreement by and between the City of Crest Hill, Will County, Illinois and Burns & McDonnell which Increases the Contract Amount by $32,000.00 for a New Total Contract Amount of $59,700.00. ***Resolution #1452***

6G. Approve the Concentric Integration Purchase of Wonderware Support Renewal Software in the Amount of $24,390.00.

6H. Approve the Purchase of a New Kubota Utility Vehicle through the Sourcewell Cooperative Purchasing Contracts 112624-KBA and 082923-KBA, in the Amount of $36,347.89.

6I. Approve a Resolution Approving a Professional Service Agreement for Design Services for the Greengold St. Watermain Replacement and Roadway Rehabilitation Improvement by and between the City of Crest Hill, Will County, Illinois and Christopher B. Burke Engineering, Ltd for an Amount of $159,925.00. ***Resolution #1453***

6J. Approve a Resolution Approving a Professional Service Agreement for Design Services for the Burry Circle Dr. Watermain Replacement and Roadway Rehabilitation Improvement by and between the City of Crest Hill, Will County, Illinois and V3 Companies for an Amount of $135,655.00. ***Resolution #1454***

6K. Approve a Resolution Approving a Professional Service Agreement for Preliminary Engineering Services Part A for the Intersection of Weber Road and Division Street (Section No 26-00062-00-CH) by and between the City of Crest Hill, Will County, Illinois and Christopher B. Burke Engineering, Ltd for an Amount of $329,987.00. ***Resolution #1455***

Mayor Soliman asked for a motion to approve the consent agenda items excluding removed item **6C**.

Alderperson Oberlin made a motion to Approve the Consent Agenda. Seconded by Alderman Albert. Roll Call: Ayes: Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal, Dyke. Nayes: None. Absent: Deserio. MOTION CARRIED.

City Clerk Christine Vershay-Hall provided the resolution numbers:

- 6F: Resolution 1452
- 6I: Resolution 1453

DRAFT

- 6J: Resolution 1454
- 6K: Resolution 1455

7. REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS

7A. MAYOR'S REPORT:
There were no items to report.

7B. CITY CLERK'S REPORT:
City Clerk Christine Vershay-Hall announced an upcoming community shred event, co-hosted by the City of Crest Hill and Lockport Township Government, scheduled for Saturday, October 24, 2026, from 9:00 a.m. to 11:00 a.m. in the front parking lot of City Hall. Residents were asked to limit their materials to four boxes.
City Clerk Vershay-Hall also reported that any elected officials wanting to volunteer for the shred event should contact her.

7C. CITY TREASURER'S REPORT:
City Treasurer Jamie Malloy read two items for approval.

A. Approval of the List of Bills Issued through September 22, 2026, in the Amount of $447,203.43.

Mayor Soliman asked for a motion to approve the list of bills.

Alderman Jefferson made a motion to approve the list of bills issued through September 22, 2026, in the amount of $447,203.43. Seconded by Alderwoman Gazal. Roll Call: Ayes: Oberlin, Cipiti, Albert, Kubal, Dyke, Jefferson, Gazal. Nayes: None. Absent: Deserio. MOTION CARRIED.

B. Approval of the Regular and Overtime Payroll from August 24, 2026, through September 6, 2026, in the Amount of $326,799.03.

Mayor Soliman asked for a motion to approve the Payroll for August 24, 2026, through September 6, 2026.

Prior to the vote, Alderwoman Gazal offered a clarifying remark for the public record, noting that the payroll vote is standard City business covering City staff compensation, and is not a vote for or about the City Treasurer personally.

Alderwoman Gazal made a motion to approve Payroll for August 24, 2026, through September 6, 2026, in the amount of $326,799.03. Seconded by Alderman Dyke. Roll Call: Ayes: Cipiti, Albert, Kubal, Dyke, Jefferson, Gazal, Oberlin. Nayes: None. Absent: Deserio. MOTION CARRIED.

DRAFT

7D. CITY ATTORNEY:
There were no items to report.

7E. CITY ADMINISTRATOR:

1. Approve an Ordinance Amending Sections 2.12.010 (Compensation) and 2.12.020 (Number of Aldermen) of Title 2 (Administration and Personnel), Chapter 2.12 (Aldermen) of the City of Crest Hill Code of Ordinances

City Administrator Blaine Wing summarized the ordinance, which had been developed following discussions at the August and September 14, 2026, work sessions. The draft ordinance proposed an increase in annual compensation for alderperson positions — from approximately $6,500 to approximately $12,000 per year — representing an increase of approximately $5,500 per position. The increase would take effect on or after May 1, 2027, for four council positions, and on or after May 1, 2029, for the remaining four positions, aligned with the respective election cycles. The cumulative additional budget impact would be approximately $22,000 per fiscal year per election cycle group.

Alderman Albert stated, “Mike, I’m just trying to understand the purpose of having A and B in the Ordinance the way it’s written. Isn’t it just from a date going forward? Why are we mentioning what’s happening in the past?” City Attorney Mike Stiff answered, “So, you’re going to pass this tonight. The status quo is A and B so that’s what your currently being paid, so that stays in effect until May 1, 2027, when four will then get the increase and that will render A and B obsolete for them. The remaining four will still have to have that on the books through 2029 when they are elected, at which point in 2029 A and B will basically be no longer in effect because C and D will take precedence over that.” Alderman Albert stated, “I kind of get what you’re saying, but the fact that wording says ‘after’ makes it seem like they’re both in effect.” City Attorney Stiff offered, “Well what we don’t want to do is have a decrease or an increase in the current pay so you still need to be paid until the 2027 election pursuant to A and B.” Alderman Albert asserted, “Wouldn’t it be easier just to state that one ceases, A and B cease at the end of the term of 2027 and the end of the term of 2029 instead of it saying ‘from’ and ‘after’ the date?” Alderwoman Gazal declared, “I agree with him. That makes more sense.” City Attorney Stiff established, “We can work some language in there that makes it clear that A and B are no longer in effect after May 1, 2029, because you’re still going, four people will still be paid pursuant to A and B in 2027, 2028, until the new people take office in 2029. So, that still has to be on the books so we can try to figure out some language to sunset A and B that makes it clear that they are sunsetting A and B at a date, whether it’s May 1 of 2029 we can

DRAFT

work some language in there." Alderman Albert expressed, "I guess the way I read it; it makes it look like they're both happening." City Attorney Stiff stated, "Again, I don't think they can both happen at the same time, but we'll work on that and if you want us to bring it back or if you want to trust that we can work on some sort of a fix for that, we can do that." Alderperson Oberlin made a motion to approve it with the adjustments to what Alderman Albert brought up. Alderman Kubal seconded the motion.

Alderman Cipiti declared, "I had one question. It is a part of this, but it also kind of goes back to what's already taken place in the past and that's regarding the compensation that is currently in the Ordinance about compensation for committee meetings. There was a question on, cause that hasn't happened, there was a question of what is defined as a committee meeting and should that be. You were still looking into it. I was just wondering what you came up with, Mike." City Attorney Stiff stated, "We'll have our memo on that for the next work session, and we'll have it on for a discussion topic." Alderman Cipiti responded, "Okay."

Mayor Soliman stated, "Anybody else? Okay, if there's nobody else, I have a comment that I would like to make. So, as the Mayor, I only vote in case of a tie. I'm pretty sure this motion and second is going to pass, however, I think that this amount of increase for the aldermen and women is excessive. You're nearly doubling the pay, and I do not think that is in the best interest of the City. Now we had a work session on September 14th where other recommendations were made but they were all voted down, so I would like to take this opportunity to give my opinion and to read what I read on September 14th as part of the record that I do not support this increase, so I would like you to bear with me as I read what I read on September 14th. I am sure that our goal as we serve in these roles is to make the City of Crest Hill better for the next generation. I am sure that we all want to improve the quality of life for all of our residents. I am sure that we all consider ourselves as public servants for the City of Crest Hill. I'm also sure that we all feel some type of compensation should be afforded for the time spent in these roles, but that compensation should not be the only source of income for any of us. At the last work session, we had the opportunity to review the salary ranges of other communities elected officials surrounding Crest Hill. We had good discussions about this topic at that time. It was apparent that some of the elected officials compensation was fair, while others were undercompensated. The last increases for the office of Mayor, City Clerk and City Treasurer were in 2001. I have stated that I believe that the office of Mayor is adequately compensated and there is no reason to raise the salary at this time. I also believe that the offices of the City Clerk and City Treasurer are also adequately compensated at this time and that there is no reason to raise the salaries of these offices either. However, I do agree the

DRAFT

compensation for alderpersons, which has not been raised since 2005 was evaluated and needs to be raised. The question being discussed now is how much should that increase be? What is the fair and equitable amount to offer? In my opinion, a small increase in the salary of the alderpersons of $1,700, which would raise the salary of the alderpersons to $8,000 per year would be fair, equitable and consistent with other surrounding communities. I also believe that the CPI request for all elected positions should not be considered at this time as this would multiply to extreme totals in a short amount of time. All increases could be discussed in the future. Therefore, I agree to support a small raise to $8,000 per year for the alderpersons, which is what I consider to be fair with no CPI to be added for pay of any elected officials. All other increases can be discussed at a later date, and I will not support any other recommendation. So, again, I'm pretty sure this is going to pass. I only vote in the case of a tie. So, I just want to say I am not in support of this amount of an increase at this time and with that being said, I would ask for Chris to make a roll call."

Alderman Dyke stated, "I would like to say a couple comments, Mayor. You know, I sat there looking at all those proposals. There were quite a few different ones. There were others besides yours. We had a proposal from our City Administrator. We had some others, you know, another one that is on for tonight to be approved by a council person and I myself looking at it, you know, picking what the majority of Council seems to go for is the highest option. I always thought I would like to see a compromise. It would be more than you proposed, Mayor, but less than what's being proposed tonight. To this increase, you know, it looks to me you're very close to almost doubling what was being paid most recently. Also, I look at what the Clerk and Treasurer are making and this raise here, the Council that would be getting elected would be getting paid more than the Clerk and Treasurer, which I don't think would be right because the Clerk and Treasurer have to run City-wide, they're not just running for one ward. Plus, they have to put their signature on different documents, so I don't think that the Council should be getting paid more than them and they wouldn't be able to see a raise for two years from now, just like the Mayor. So, I don't think that would be proper and I think in two years we can look and see where the Clerk and Treasurer and Mayor of other communities are and see what we can do for them, if there's a need for a raise for them or not. Also, we can also revisit even if we wanted to in two years if we took a lesser amount this time, in two years it could be a raise, or we could wait four years if those who are going in now want to see be the one who gets a raise then the next raise. It could always be revisited in four years and be given another increase and see where we sit, but I am not in favor of this increase. So, I just wanted to state all these different facts. Thank you, Mayor."

DRAFT

Alderman Cipiti stated, "I would like to say a couple things. In response to our Mayor's comment, as you said there was research done to compare compensation with neighboring communities and what their alderpeople are compensated and we were far toward the bottom of that list. Your recommendation of $8,000 would still have been, kept this Council in the bottom half of that compensation, so to say that was fair and equitable compared to neighboring communities is just not true. For those watching and listening, that's just not the facts. I don't think the other three offices, including the Mayor, should have an increase in compensation because if you look at those comparisons they are in the upper half, so it wouldn't be warranted just by doing compensation comparisons. So, I don't think that to make that statement that you don't think a raise in compensation is warranted at this time, I would agree because they are already toward the top end of that list. Again, I just feel that a raise is definitely warranted as I said at the work session if anyone stayed in a job for twenty-plus years with no increase I doubt if they would still be in that position today. We all put our heart and soul into what we do here. We put in many, many hours. It's not just coming to the meeting. It's preparing for meetings, talking to constituents, attending other events. No one's up here for the money, we all know that. We do it because we care for the City of Crest Hill, its businesses and residents. But it's only fair to be compensated in a fair manner. So, that's all I have to say, thank you!"

Alderman Kubal stated, "I just have to agree with Alderman Cipiti. I think that was well-stated and I agree with every word that just came out of your mouth."

Alderwoman Gazal declared, "I would like to make some comments here. First, Scott, you also wanted to be compensated for, you're the one who found that resolution or the ordinance about elected officials getting paid for committees, so you do want more money." Alderman Dyke replied, "It's only $55 for those committee meetings. It's not…" Alderwoman Gazal stated, "Well, there are a couple meetings that I attend, couple meetings a month so that can make it…" Alderman Dyke stated, "But we haven't got it for twenty-one years." Alderwoman Gazal interjected, "May I finish? Okay, I'm just saying so for someone to sit here now and say you know, we don't deserve that, that's fine, if you don't want to get paid, just don't get paid. I wasn't going to say anything tonight, Mayor, because you made your comment in work session which was televised, but now since we sit here and we say oh, we don't need drama, we don't want to make comments because the residents are looking at us and developers are looking at us, we should be quiet, we should act classy and just vote yes, yes, yes on everything because every time we open our mouth it's like oh my god, drama queen, Claudia Gazal, PITA, you know. This is what we get all the time. But since you made your comments, I'm going to make my

DRAFT

comments again and again, I said I wasn't going to say anything. The fact that you believe that this Council doesn't deserve a raise, it's a shame. Let me repeat what I said in work session, you get paid for gas, we don't get paid for gas. We use our own cell phones, you get paid for cell phone from the City, taxpayer, you get paid for an assistant to help you with all your phone calls and whatever preparation you need, you get an office, you get a computer and you get paid for a Liquor Commission, which is a committee, right? You're appointed for that. So, I didn't see once the Council complain about you getting any of that. We never ask for anything, I never ask for anything, actually I put money into the City when I do events. I put my own money, okay, in my work and like Mr. Cipiti said, 'We put our heart and soul,' maybe not everybody, but the majority of us, we do. We are fully dedicated people and if you think we don't deserve that, well, at the end, like Mr. Albert said before, Alderman Albert, I apologize I keep saying 'Mister', we don't answer to you or the City Administrator and in the end, the majority rules. I'm going to take a page from your book, the majority rules. But it's a shame you want to do this on TV and trash the Council like that, like we are stealing or we're taking something that doesn't belong to us. Twenty-one years, zero dollars of raise, zero. How would you feel if I tell the City Administrator or any of the department heads that you don't deserve a raise because you know what, you should be dedicated to the City, we're not going to give you enough raise, we're just going to give you a little. You push for them, you push for people to get raise, but now the Council, you think it's a lot? You know, maybe you get a good pension, and you have a family, get a good salary, some of us work three jobs, Mayor."

Mayor Soliman asked, "Anybody else?" Alderperson Oberlin added, "Yes, I would like to add, and I agree with Claudia, I agree with Mark and Joe, but that's a fine point. We're constantly up here looking at salary studies and increasing the studies and saying we have to pay these people more to get good people and the Mayor is always supporting these things, but I think that it's just sad that the people who have dedicated their lives and have gotten no raises in over twenty years, he can't support. I just don't understand why he won't support our decision, but to come out publicly and talk negative about it, I think is just really in bad taste. I'm sorry, if you have nothing good to say then perhaps you should've said nothing, but if you're going to support these raises for other people and not for this Council, who as everybody has stated works very hard. And this is only going to bring us close to being where most of these people already are and several of them are voting on raises to what they already have, so it won't be long before we're behind again. After twenty some years without a raise, I don't think this is at all excessive for what we do."

DRAFT

Mayor Soliman stated, "Okay, last call. Alright, roll call please, Chris."

Alderperson Oberlin made a motion to approve an ordinance amending Sections 2.12.010 (Compensation) and 2.12.020 (Number of Aldermen) of Title 2 (Administration and Personnel), Chapter 2.12 (Aldermen) of the City of Crest Hill Code of Ordinances. Seconded by Alderman Kubal. Roll Call: Ayes: Kubal, Jefferson, Gazal, Oberlin, Cipiti. Nayes: Albert, Dyke. Absent: Deserio. MOTION CARRIED. ***Ordinance #2071***

7F. PUBLIC WORKS DEPARTMENT:

Public Works Director Gary Richardson reported no agenda items. Alderman Dyke commended Director Richardson for cleanup work completed in the Oakland area and asked whether the area near the high lines along the sidewalk could be further trimmed; Director Richardson agreed to look into it. Alderperson Oberlin inquired about a large pile of material near the retaining wall along Route 30 that had been present for several days, asking whether it was the City's responsibility to address it. Director Richardson stated that it wasn't the City's property, but he would look into it.

7G. CITY ENGINEER:

1. Approve a Supplemental MFT Resolution Form for Maintenance Under the Illinois Highway Code and Maintenance Expenditure Statement for 2025/2026 MFT Program

City Engineer Ron Wiedeman explained that the 2025/2026 MFT program year had resulted in expenditures of $96,800.15 above the estimated accrued amount. Two factors drove this overage: first, crack control work from the prior year that was delayed by early winter weather and not completed until after May 1, adding $43,660; and second, driveway apron removal work in the Cambridge Crest neighborhood was shifted from the general fund roadway maintenance contract to the MFT contractor — which offered a significantly lower rate — resulting in savings for the City's general fund. Sufficient MFT funds were available to absorb both additions without a budget shortfall.

Alderperson Oberlin made a motion to approve a supplemental MFT resolution form for maintenance under the Illinois Highway Code and Maintenance Expenditure Statement for 2025/2026 MFT Program. Alderwoman Gazal seconded. Roll Call: Ayes: Kubal, Dyke, Jefferson, Gazal, Oberlin, Cipiti, Albert. Nayes: None. Absent: Deserio. MOTION CARRIED. ***Resolution #1456***

2. Approve a Resolution Approving an Agreement for City of Crest Hill Eastern and Western Receiving Stations Improvement by and

DRAFT

between the City of Crest Hill, Will County, Illinois and Vissering Construction Company for an Amount of $9,427,000.00

City Engineer Wiedeman highlighted the funding structure for this significant capital project. The total project cost submitted to the IEPA was $11,531,780, encompassing design engineering, construction engineering, construction, and a required contingency. The IEPA approved an initial loan of $5,650,000 — originally structured as a 20-year loan at 1.833% — which has since been fully forgiven. Additionally, a Bipartisan Infrastructure Law agreement provided $2,811,000 in funding. The only costs not covered by IEPA-eligible funding totaled approximately $1,161,000, of which $906,570 related to SCADA and diversion structure repairs that were already budgeted from water and sewer funds. The remaining contingency of $254,430, while still required to be held, was confirmed as available through existing City assets.

Alderman Dyke made a motion to approve an agreement for City of Crest Hill Eastern and Western Receiving Stations Improvement by and Between the City of Crest Hill, Will County, Illinois and Vissering Construction Company for an Amount of $9,427,000.00. Alderperson Oberlin seconded. Roll Call: Ayes: Gazal, Oberlin, Cipiti, Albert, Kubal, Dyke, Jefferson. Nayes: None. Absent: Deserio. MOTION CARRIED. ***Resolution #1457***

7H. FINANCE:
Finance Director Glenn Gehrke reported no agenda items but noted that expense reimbursement forms previously requested by alderpersons had been printed and were now available.

7I. POLICE DEPARTMENT:
Deputy Chief Dave Reavis reported no agenda items. In response to a question from Alderwoman Gazal, Deputy Chief Reavis announced that trick-or-treating in Crest Hill would take place on Saturday from 3:00 p.m. to 6:00 p.m., with details posted on the City's website and social media.

7J. COMMUNITY DEVELOPMENT:
Community Development Director Dan Ritter provided several updates:
Quik Trip / Former City Hall Site: The demolition contractor has received the necessary permits and begun work on the former City hall site. Staff arranged for approximately 100 bricks from the building to be set aside for future use by the City.
Crest Hill Signage: Staff is coordinating with the Quik Trip site on Route 30 and a second location on Larkin Road (near Burger King) for future Crest Hill entry signage. Plans call for new signs to be installed as those sites are developed or redeveloped, rather than prematurely.
The Seasons of Crest Hill: Project has broken ground. A smaller groundbreaking ceremony is planned for October. The project is on track

DRAFT

for an initial leasing phase in late summer or fall 2027, with a phased opening thereafter.

Location One Subscription: The State of Illinois DCEO has agreed to cover another year of the City's Location One subscription, which is used to market available commercial and industrial properties. Director Ritter encouraged anyone aware of property owners seeking to market their sites without a broker to contact his office.

Comprehensive Plan: A draft comprehensive plan is currently under staff review and will be brought before both the City Council and Plan Commission for initial review prior to a public open house and Plan Commission public hearing, with a goal of adoption before year-end.

GIS and Mapping: The City's new GIS and mapping system is now publicly accessible through the City website, though data population and layer development are ongoing. Director Ritter noted the system already provides improved organization and accuracy for staff and will be expanded to include alderperson/ward maps to assist residents in identifying their representatives. A walkthrough presentation by the vendor, MGP, is being planned for the Council.

Alderwoman Gazal offered public commendation for the volume and quality of economic development updates being brought before the Council, a sentiment echoed by Alderperson Oberlin and Alderman Kubal.

8. UNFINISHED BUSINESS:
There were no items to report.

9. NEW BUSINESS:
There were no items to report.

10. COMMITTEE/LIAISON REPORTS:
Alderman Jefferson reported that the Winterfest event is scheduled for December 12th. He expressed concern that the committee's workflow and oversight structure had become cumbersome, making it difficult to maintain continuity in event planning. He noted that Alderwoman Gazal has extensive event planning experience and strong results, and suggested that a clearer delineation of roles — particularly regarding the aldermanic liaison's function versus the event coordinator's function — would benefit the committee going forward. Specific issues such as insurance requirements around bouncy houses were cited as examples of matters that were creating friction.

11. CITY COUNCIL COMMENTS:
Alderwoman Gazal reported that the Illinois Municipal League (IML) conference was productive this year, with several sessions that were notably informative. She indicated that relevant takeaways would be brought back to the Council for consideration.

Alderperson Oberlin shared that she participated in a "Transit 101" field trip to Chicago hosted by State Representative Natalie Manley, designed to familiarize elected officials with the regional mass transit system ahead of its anticipated

DRAFT

consolidation under NITA (Northern Illinois Transit Authority). Participants traveled by PACE bus, CTA Red Line, CTA bus, and Metra BNSF line, with representatives from PACE and NITA present to explain system operations, security improvements, and upcoming changes. Alderperson Oberlin also took a moment to wish her son a happy birthday.

Alderman Cipiti echoed Alderwoman Gazal's remarks regarding the IML conference, citing it as a valuable opportunity to network with officials from other municipalities and to gather information applicable to Crest Hill.

Alderman Albert expressed appreciation to City staff — including City Administrator Wing and City Engineer Wiedeman — for their responsiveness to Council inquiries outside of regular business hours, often replying to emails on weekends or late in the evening. Alderman Albert also offered a shout-out to the Richland School baseball team, which was competing in regional play in Bourbonnais that evening.

12. PUBLIC COMMENT:

Alderperson Oberlin stated, "Mayor, I would like to say something in this particular venue and excuse me this is going to be a little lengthy, but I feel it is kind of important. It covers a lot of things like what we have to deal with as public officials, but what we shouldn't have to deal with. So, first I'm going to read you a brief definition off the internet of what blackmail is. Blackmail is a criminal act of coercion where a person threatens to expose embarrassing, damaging or secret information unless the victim pays money, gives property or meets specific demands. The offender threatens to reveal private, sensitive or harmful facts. The secret does not have to be false or true, even if the information is completely true, using it to demand payment is still illegal and it goes on and on and on. I won't read the whole definition, but the reason I'm saying that is because I have received a series of very disturbing text messages. And I want people to be aware of this because this is very wrong and I have notified the police and I filled out a police report, I haven't heard back yet, but I first got a message about all the brouhaha going on from this person and I responded to him that the lawyers have told us not to discuss anything until the audit is done, however I assure you I did nothing wrong and I left it at that because I'm doing what the lawyers told us. I was then greeted with, 'Putting public funds in a private account at a bank you work at is not only stupid, but suspicious. I will be putting my name on the ballot. Ray, Nate and yourself have seemed to got too comfortable with the situations, etc. and I'm here to shake it up and get it. It takes time things accomplished immediately. It is amazing that citizens come to me, although they are afraid of', the spelling's wrong, but 'the repercussions or don't have the time. I probably know the ordinances better than anyone, especially as I spent two hundred dollars putting a book together and fixing, finding oxymoron that need to be addressed. Time for a new, younger blood to speak up and isn't afraid of any,' once again I think he means, 'repercussions that come of it. I'm going to run in lieu of these things that have been brought to my attention and the lack of simple results that not only ward three, but ward four and even ward one. Amazing these people come to me for help. I'm asking for you to support my nomination as you take a step down for two years and run in 2029, as Mark says he isn't going to. Appreciate your service over the years but as a

DRAFT

former employee of NuMark and a voted alderwoman for these years, this is highly suspicious. A simple public letter stating your support for myself as you take a well-deserved break from politics to attend to family and refresh your passion for Crest Hill and its citizens.' I don't respond. 'Almost twenty-four hours upon my suggestion, do you have a response?' I do not respond. 'Once again,' he says, 'I, seriously, don't want to show everyone this video or bring it to the voter's attention. I would have never known except for a person that knows I want to run sent it to me because they dislike you and Nate. I'm simply asking for you not to run. I do not want your public endorsement at all. I'm a great person to take your place as you've experienced my passion.' Well, that's an understatement. 'Mark isn't running in two years, he told me. That is a healing process for you to run again. I will have all my ducks in order by Halloween, actually way before that.' He goes on and on about his signatures. 'This is a courtesy as you have been an alderperson in ward three since I bought my house. You and Nate didn't haven't been doing right to the taxpayers of Crest Hill. We have all watched a similar scandal in Joliet. Don't confuse this as blackmail versus letting the voters aware of what happened, this is a courtesy.' Well, I beg for you, I read this verbatim, you make what you want of it. I know what I make of it. I'm very, very, very alarmed by this as we all should be, as sitting officials up here, that people feel they can direct you to take the choice away from voters and tell you to stand down. I've worked very hard for this City for over twenty years and for somebody to say these ridiculous things, suspicion that the credit union where I worked was where we moved the account. First of all, we were told to move the account. I'm going to say that again, it was not something I wanted to do, the attorneys told us we had to do it. And secondly, if anybody knows anything at all, which it seems to me a lot of people don't, about banking, is when you have an account at the place where you work, it's very scrutinized. You're not allowed to do transactions on your account; you're not even allowed to pull it up on the computer. They're very cautious. So, if anything, you're over guarded so I just want that out on the record because he says people have a right to know. Yeah, they have a right to know, indeed. So, there's your right to know."

Alderman Dyke stated, "Just a quick question. This was under 'public comment' and if an alderperson has to make a comment during 'public comment' shouldn't we leave the dias up here and go to the podium with the public?" City Attorney Mike Stiff responded, "Usually that's what happens, yes." Alderman Dyke responded, "I was just curious as to that. Alright, thank you."

13. EXECUTIVE SESSION:

1. 5ILCS 120/2(c)(2): Collective negotiating matters between the public body and its employees or their representative, or deliberations concerning salary schedules for one or more classes of employees.

Alderperson Oberlin made a motion to go into executive session on 5ILCS 120/2 (c)(2) at 8:10 p.m. Seconded by Alderman Jefferson. Roll Call: Ayes: Cipiti, Albert, Kubal, Dyke, Jefferson, Gazal, Oberlin. Nayes: None. Absent: Deserio. MOTION CARRIED.

DRAFT

City Attorney Mike Stiff stated that he will excuse himself with the Council's permission, Adam Durkin is present and Council will be in good hands.

Alderperson Oberlin made a motion to reconvene from the executive session on 5ILCS 120/2 (c)(2) at 9:21 p.m. Seconded by Alderwoman Gazal. Roll Call: Ayes: Albert, Kubal, Dyke, Jefferson, Gazal, Oberlin, Cipiti. Nayes: None. Absent: Deserio. MOTION CARRIED.

14. ADJOURNMENT:

There being no further business before the Council, a motion for adjournment was in order.

Alderman Dyke made a motion to adjourn at 9:22 p.m. Seconded by Alderman Jefferson. Roll Call: Ayes: Kubal, Dyke, Jefferson, Gazal, Oberlin, Cipiti, Albert. Nayes: None. Absent: Deserio. MOTION CARRIED.

Approved this____day of _____, 2026,
As presented_____
As amended_____

_____
CHRISTINE VERSHAY-HALL, CITY CLERK

_____
RAYMOND R. SOLIMAN, MAYOR

DRAFT

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
September 28, 2026

The September 28, 2026, City Council Executive Session was called to order by Mayor Raymond R. Soliman at 6:30 p.m., citing authority under 5 ILCS 120/2(c)(29) and 5 ILCS 120/2(c)(1), in the Council Chambers, 20600 City Center Blvd. Crest Hill, Will County, Illinois.

EXECUTIVE SESSION

1. 5 ILCS 120/2(c)(29): Discussion between internal or external auditors and the City's audit committee, finance committee, or equivalent body concerning internal control weaknesses, potential fraud risk areas, known or suspected fraud, and fraud interviews conducted in accordance with generally accepted auditing standards.

2. 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.

   Alderwoman Gazal made a motion to go into executive session for 5ILCS 120/2(c)(29) and 5ILCS 120/2(c)(1). Seconded by Alderman Deserio. Roll call: Ayes: Dyke, Deserio, Gazal, Oberlin, Cipiti, Albert. Nayes: None. Absent: Jefferson, Kubal. MOTION CARRIED.

   Mayor Soliman noted for the record that Alderman Kubal would not be in attendance at tonight's meeting and that Alderman Jefferson was expected to arrive approximately 15 to 20 minutes late.

   Before going to the executive board room, Mayor Soliman asked Attorney Jason Blumenthal if anyone is excused from this meeting. Attorney Blumenthal responded that Alderperson Oberlin was excused from Executive Session for 5 ILCS 120/2(c)(29) only.

   Executive session: 6:32 p.m.

   Alderman Deserio made a motion to reconvene from the executive session for 5ILCS 120/2(c)(29) and 5ILCS 120/2(c)(1) and to open the September 28, 2026, Work Session Meeting. Seconded by Alderman Jefferson. Roll call: Ayes: Gazal, Oberlin, Cipiti, Albert, Dyke, Deserio, Jefferson. Nayes: None. Absent: Kubal. MOTION CARRIED.

   Upon returning from Executive Session, City Attorney Mike Stiff confirmed that no additional action was necessary from Executive Session.

The September 28, 2026, City Council Work Session was formally opened at 7:19 PM.

DRAFT

The following Council members were present: Mayor Raymond Soliman, City Clerk Christine Vershay-Hall, City Treasurer Jamie Malloy, Alderman Scott Dyke, Alderman Angelo Deserio, Alderman Darrell Jefferson, Alderwoman Claudia Gazal, Alderperson Tina Oberlin, Alderman Mark Cipiti, and Alderman Nate Albert.

Also Present were: City Administrator Blaine Wing, Assistant City Administrator & HR Director Ashley Monroe, Public Works Director Gary Richardson, City Engineer Ron Wiedeman, City Planner Atefa Ghaznawi, and City Attorney Mike Stiff.

MAYOR
There were no agenda items.

CLERK
There were no agenda items.

TREASURER
There were no agenda items.

CITY ADMINISTRATOR
City Administrator Blaine Wing stated that there are two items at the beginning that typically would be underneath "Engineering" so that our consultants wouldn't need to stay for the whole meeting.

1. A Resolution for a Professional Services Agreement for Weber Road and City Center Area Median and Parkway Landscaping By and Between the City of Crest Hill, Will County, Illinois and RVI+ Planning and Landscaping in the Amount of $55,400.00

   City Engineer Ron Wiedeman presented a proposal from RVI+ Planning and Landscaping to develop concept plans and landscaping designs for the City Center Complex corridor. The scope encompassed the medians along Weber Road, parkways along City Center Boulevard, Len Kubinski Drive, and the north leg of Caton Farm Road. City Engineer Wiedeman explained that the intent was to create design continuity with the developing Crest Hill Commons, establish cost estimates for future budgeting, and work with the county on necessary right-of-way permits. The total cost of the proposal was $55,400, against a budgeted amount of $65,000 for this work.

   Alderman Albert raised the possibility of adding a divided boulevard-style median to City Center Boulevard itself. City Engineer Wiedeman indicated this had not been included in the current scope but offered to approach RVI+ about incorporating that element. Council expressed general consensus in favor of requesting the expanded scope from RVI+. Alderman Albert also raised the question of whether the boulevard improvements should wait until commercial outlots in the area are developed, to ensure design requirements could be negotiated with incoming developers. City Engineer Wiedeman acknowledged this point, noting that having a concept plan in advance would allow Economic Development to establish right-of-way expectations during development negotiations, while median work along Weber Road could proceed independently.

DRAFT

Alderman Cipiti raised the importance of understanding projected maintenance costs before committing to the landscaping improvements. City Administrator Blaine Wing suggested obtaining maintenance cost data from the Village of Romeoville, which already maintains similar medians under a shared arrangement. City Engineer Wiedeman confirmed that the concept study would include cost estimates for each component, and that maintenance cost information could be extrapolated from the existing Romeoville contract. Alderwoman Gazal emphasized the long-term investment value of improving the corridor's appearance.

Mayor Soliman conducted an informal vote for a resolution for a Professional Services Agreement for Weber Road and City Center Area Median and Parkway landscaping by and between the City of Crest Hill, Will County, Illinois and RVI+ Planning and Landscaping in the Amount of $55,400.00.

AYES: Ald. Albert, Cipiti, Oberlin, Gazal, Jefferson, Deserio, Dyke.
NAYES: None.
ABSENT: Ald. Kubal.

2. Crest Hill Commons Discussion on Park Plaza Modifications, Landscaping and Park Elements

City Engineer Wiedeman presented several discussion items related to the Crest Hill Commons development.

Plaza Layout Modifications and Park Signage

City Engineer Wiedeman proposed converting a large triangular landscaped area adjacent to the main plaza into flexible, programmable open space enclosed by a seat wall, with two six-foot-wide access points. He noted the space is roughly the size of the main plaza and could serve as a secondary gathering area, event staging zone, or ticketing point. Council expressed no objection to the modification and directed staff to incorporate it into Phase 1 plans in advance of contractor discussions.

Regarding park signage, City Engineer Wiedeman proposed integrating a rough-cut limestone monument sign into the seat wall, illuminated from below. Alderwoman Gazal suggested the name "City Commons" and Council reached consensus on that name rendered in the City's standard script font, consistent with existing City Hall signage. City Engineer Wiedeman noted a shop drawing would be brought before Council for final approval before fabrication.

A minor modification to the plaza layout was also presented, involving the rotation of the shelter footprint to avoid relocating existing underground communication utilities. This change widened the plaza entrance from approximately 10 feet to 18 feet. Council reviewed the revision without objection.

DRAFT

Shelter Concepts

City Engineer Wiedeman presented several conceptual shelter options for the plaza, ranging from standard open-air canopy structures estimated at $80,000–$120,000 to more elaborate designs in the $120,000–$250,000 range. City Administrator Wing noted the shelter could serve multiple functions, including accessibility viewing areas during events and potential integration of monitors or projectors. Council discussion reflected a preference for an open-air structure with a gable roof design that would allow visibility through to the park from City Hall, while still providing weather protection. Alderman Cipiti expressed fiscal caution and concern about potential public criticism given spending levels, though he acknowledged grant funding and naming rights as mitigating factors. Alderwoman Gazal noted that plans are being made to do things correctly from the beginning so there is quality work in the Crest Hill Commons. City Administrator Wing stated that there is a potential to get grant money in the amount of two millions dollars for the Commons project in the first three years, which will help ease the spending levels.

City Engineer Wiedeman confirmed that no budget currently exists for the shelter, which is anticipated as a Phase 2 element. He also stated that the City has to have some sort of design and plan for the grant to be considered. Staff was directed to return with additional concepts consistent with the open-air gable style for further discussion, expected following the start of the new year.

Bathroom Facilities

Staff recommended installing portable ADA-accessible restroom facilities upon completion of the playground as a pilot measure for the 2027 season, at an estimated cost of $5,000–$6,000 for a six-month period. This approach would allow staff to monitor usage and address unresolved operational questions—including hours, cleaning responsibilities, and security—before committing to a permanent structure. City Engineer Wiedeman noted a concrete pad, and utility stubs would be installed in advance to accommodate a future permanent prefabricated restroom facility, with estimated costs of $175,000–$300,000. City Administrator Wing confirmed that both the library district and the City had interest in ensuring restroom availability outside of City Hall operating hours. Council supported the phased approach without objection.

City Engineer Wiedeman also addressed security planning, confirming that staff had met with the Police Department to design a camera system combining movable and fixed cameras, a call box at the parking lot entrance, and integration with the City's existing security vendor. Future cameras at the band shell location were also planned.

Playground Shade Structures

Council reviewed conceptual shade structure options for the playground seating area, with a general preference expressed for a moderate cantilever-style shade structure rather than larger, more imposing pergola-type structures. Alderwoman Gazal requested that warranty information and

DRAFT

durability data be provided in any future presentation given the area's wind conditions. Staff was directed to return with additional concepts similar to the cantilever style.
Alderman Cipiti inquired about ADA compliance for the playground. City Engineer Wiedeman confirmed the playground meets ADA accessibility standards for the majority of users, with City Administrator Wing noting that full compliance is evaluated across multiple levels (mobility, sensory, autism spectrum, etc.) and that the planned turf surface supports individuals with mobility challenges.

Landscaping Plan
Landscape consultant Lacey Lawrence, of RVI Solutions, presented the Phase 1 landscaping plan, including proposed ornamental fencing and column extensions along the west, north, and east edges of the playground to protect children from adjacent parking areas. Columns were designed to match existing City Hall stonework, with decorative black ornamental fencing between them at a height of three to four feet.

The planting palette was presented in detail, featuring predominantly native species including shade trees (Tupelo, Hackberry, Elm), ornamental understory trees (Redbud, Hornbeam), native shrubs (Arctic Fire Dogwood, native Arborvitae, Inkberry, Coralberry), native grasses (Switchgrass, Big Bluestem, Little Bluestem), and perennials (Liatris, Echinacea, Butterfly Weed, Amsonia). Alderwoman Gazal confirmed that no silver maple species were included due to root concerns. Alderman Cipiti commended the emphasis on native plantings for their ecological benefits and lower maintenance requirements.

Alderwoman Gazal asked if there was enough public works staff to take care of the proposed landscaping. City Administrator Wing confirmed that maintenance of the landscaped areas would be contracted out rather than handled by public works staff, consistent with the approach used for existing plantings. AI-generated renderings of the above-grade planters, including the planned holiday tree installation, were also reviewed.

Council expressed general support for the landscaping plan and directed staff to proceed with finalizing plans for a spring bid.

3. Draft 2026 City of Crest Hill Employee Handbook Updates

Assistant City Administrator/HR Director Ashley Monroe, accompanied by labor attorney Melissa Wolf, presented the finalized comprehensive redline of the 2026 Employee Handbook updates following two prior work sessions. The presentation provided an overview of all substantive changes and sought Council direction to proceed with a resolution adopting the handbook.

Key updates summarized by HR Director Ashley Monroe included:
Section 3.9: Resolved a recurring conflict by clarifying that City Ordinance makes staff appointments.

DRAFT

Section 4.2 and 4.8 (Workday and Meal/Break Periods): Clarified break durations and removed ambiguity, ensuring departments maintain sufficient staffing during operating hours. These provisions apply to non-union employees only, as union contracts supersede the handbook language.
Section 4.3: Clarified the timing and process for merit and performance evaluations.
Overtime Examples: Updated with clarifying language and added charts to illustrate weekly overtime scenarios.
Section 5.2 (Code of Conduct): Expanded behavior and conduct standards.
Section 5.7 (Confidentiality): Added a provision mirroring the Council's confidentiality policy adopted earlier in the year.
Section 9.9 (Personal Electric Devices): Added a policy requiring employees to verify that personal appliances meet building safety standards prior to use.
Artificial Intelligence Policy: Established a new guideline for responsible use of AI tools.
Performance Evaluation Form: Added an updated evaluation tool as an appendix.
Section 7.12 (Insurance Opt-Out Incentive): A new provision allowing non-union employees to receive a monetary stipend for opting out of City health insurance coverage, provided they demonstrate enrollment in a qualifying plan on an annual basis. Proposed stipend amounts ranged from $2,500 (employee only) to $3,500 (employee plus family). The incentive would be paid out on a bimonthly basis and was benchmarked against 20 comparable communities, where average incentives ranged from approximately $2,023 to $3,630. City Administrator Wing noted that the program is designed to reduce insurance premium costs while guarding against abuse through monthly disbursement rather than a lump sum.

Mayor Soliman conducted an informal vote for adding the Insurance Opt-Out Incentive to the Employee handbook.

AYES: Ald. Dyke, Deserio, Jefferson, Oberlin, Albert.
NAYES: None.
ABSTAIN: Ald. Gazal, Cipiti.
ABSENT: Ald. Kubal.

Discussion arose regarding the personal appliance section, with Alderwoman Gazal raising concerns about the fairness of a policy that could restrict certain employees from using space heaters or fans due to shared electrical circuits, while others in separately circuited offices face no such restriction. She emphasized that the root problem is the building's electrical infrastructure and called for a comprehensive assessment and remediation. City Administrator Wing acknowledged the building's electrical limitations and explained the policy's intent as a fair, interim framework while those issues are addressed. Public Works Director Richardson stated that Superintendent Robinson set up Elliot Electric to come out and once the report is back, he will come back and report to Council. Labor Attorney Melissa Wolf stated that this policy was put in to determine whether or not that electrical device creates a safety hazard or concern. She stated that this

DRAFT

practice is standard and will apply across the board to all employees. Alderman Jefferson noted that modern circuit breakers reduce fire risk from overloaded circuits and expressed the view that the policy may become unnecessary as infrastructure is corrected. HR Director Ashley Monroe clarified that the policy is not intended to prohibit devices but to create a consistent, written process for their approval.

Alderman Dyke raised the December 2025 memo from City Administrator Wing addressing toy and replica guns on City property. City Administrator Wing confirmed the matter was investigated with the Police Department, that one employee has since left City employment, and that the word "gun" in the existing handbook language was deemed sufficient by legal counsel to cover replica and novelty items. Signage prohibiting weapons has been affixed to all City buildings.

Mayor Soliman conducted an informal vote for all other changes to draft items for the 2026 City of Crest Hill Employee Handbook Updates.

AYES: Ald. Albert, Cipiti, Oberlin, Gazal, Jefferson, Deserio, Dyke.
NAYES: None.
ABSENT: Ald. Kubal.

ECONOMIC DEVELOPMENT DEPARTMENT

1. Plan Commission Recommendation for Preliminary and Final Plat of Subdivision, Rezoning, Special Use Permit for a Contractor-Based Business Known as Reasonable Tree Experts, and Requested Variation from the Crest Hill Zoning Ordinance with Respect to Certain Real Property Located at 1618-1626 N. Broadway Street in Crest Hill, Illinois (Application of Kurt Fife – Extreme 2017 LLC)

   City Planner Atefa Ghaznawi presented a Plan Commission recommendation involving four petitions for the property located at 1618–1626 N. Broadway Street. The applicant, Kurt Fife, owner of Extreme 2017 LLC and operator of Expert Tree Services, is a long-term Crest Hill resident and business owner who has operated since 1976. Mr. Fife recently purchased two southern parcels on which a dilapidated structure was demolished, and he intends to consolidate all five parcels to expand his tree service business.

   The application included: (1) rezoning of the two southern parcels from B-2 to B-3; (2) a Special Use Permit for a contractor-based business; (3) a Preliminary and Final Plat of Subdivision consolidating all five parcels into one; and (4) a variation from the required 10-foot side yard setback to 5 feet to preserve access to an existing overhead door essential to the business's operations.

   City Planner Ghaznawi noted that proposed site improvements include removal of excess pavement, new landscaping and sidewalks along the Broadway frontage, dedication of a 10-foot utility and sidewalk easement in connection with the City's planned water main extension, and connection

DRAFT

to City water and sewer (with existing septic and wells to be discontinued). An above-ground, double-walled 1,000-gallon fuel storage tank is also proposed on the northern portion of the property to fuel fleet vehicles on-site, subject to approval by the State Fire Marshal and Lockport Fire Protection District.

Mr. Fife addressed the Council, explaining the operational necessity of the fuel tank and acknowledging the considerable process involved in bringing the application forward. He expressed his intent to create a high-quality facility and noted the business would be carried forward by his son, a certified arborist with 17–18 years of experience.

Council discussion touched on parcel consolidation into a single PIN, specifics of the fuel tank approval process, the timeline for City water main extension (anticipated spring/early summer 2027 as part of the water main lining contract), and the sequencing of paving and curbing improvements relative to utility connection. City Planner Ghaznawi confirmed that the applicant had agreed in writing to all nine conditions for approval, including site paving as shown on the submitted site plan, and that the Plan Commission unanimously approved all four petitions at its September 10, 2026, public hearing.

Mayor Soliman conducted an informal vote to approve the application of Kurt Fife – Extreme 2017 LLC.

AYES: Ald. Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert.
NAYES: None.
ABSENT: Ald. Kubal.

2. Approve Participation of the City of Crest Hill in the Fifth Cohort of the Metropolitan Mayors Caucus EV Readiness Program

City Planner Atefa Ghaznawi presented an overview of the Metropolitan Mayors Caucus EV Readiness Program, a nine-month cohort program co-sponsored by ComEd and the Metropolitan Mayors Caucus, now entering its fifth cohort. The program provides free technical assistance, training, and resources to participating communities to help prepare for growing demand for electric vehicles and EV charging infrastructure. There is no cost to participate beyond staff time.

City Planner Ghaznawi noted that she had previously participated in this program while employed with the City of Aurora, where Aurora received a Bronze designation. She expressed confidence in her ability to manage the program's requirements given that prior experience. Crest Hill would be joining the cohort alongside the Village of Homer Glen, as the first Will County communities to participate.

Program components include analysis of permitting processes and zoning codes, public engagement and resident education, safety and technical training for first responders and inspectors, and a free municipal fleet

DRAFT

assessment by ComEd. Participating communities can earn points toward Bronze (100 points), Silver (200 points), or Gold (300 points) designations.

City Planner Ghaznawi presented data showing a rising trend of registered EVs in Crest Hill (127 as of September 15, 2026) and a current gap in publicly accessible EV charging infrastructure, with no public charging stations located within City limits. She noted that any future policy or purchasing decisions arising from program participation would return to Council for separate approval.

Alderperson Oberlin asked if the City of Aurora charged a fee for residents to charge their EV vehicles, as she sees the charging stations at Kohl's and they charge a fee. City Planner Ghaznawi responded that Aurora had an EV charging station for City vehicle charging only, but normally there is a third party that takes care of the installation, payment, fees, maintenance and operation of EV charging stations.

City Administrator Wing expressed support for the program, as did Public Works Director Gary Richardson and Economic Development Director Dan Ritter (in absentia).

Mayor Soliman conducted an informal vote to approve participation of the City of Crest Hill in the Fifth Cohort of the Metropolitan Mayors Caucus EV Readiness Program.

AYES: Ald. Albert, Cipiti, Oberlin, Gazal, Jefferson, Deserio, Dyke.
NAYES: None.
ABSENT: Ald. Kubal.

3. Approve a Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact

City Planner Atefa Ghaznawi presented the Greenest Region Compact (GRC), a regional sustainability initiative coordinated by the Metropolitan Mayors Caucus spanning 166 communities across the Chicagoland area. Membership requires only the adoption of an endorsing resolution, and carries no reporting requirements or costs. GRC membership is a prerequisite for eligibility to participate in the EV Readiness Program.

City Planner Ghaznawi noted that the GRC's sustainability goals align with the City's comprehensive plan and existing initiatives, including the Crest Hill Commons development, the bike and pedestrian plan, recycling services, and shredding events. A resolution template had already been prepared. No additional staff burden beyond the resolution process itself was anticipated.

Mayor Soliman conducted an informal vote to approve a resolution endorsing the Metropolitan Mayors Caucus' Greenest Region Compact.

AYES: Ald. Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert.
NAYES: None.

DRAFT

ABSENT: Ald. Kubal.

ENGINEERING DEPARTMENT

1. Approve an Ordinance Amending Section 10-01-10-501-Size Restrictions Eastbound McGilvray Drive

City Engineer Ron Wiedeman presented a previously discussed ordinance amendment that would restrict truck traffic on the first 300 feet of eastbound McGilvray Drive. This restriction is a condition required by Will County to approve a variance allowing the intersection radius at McGilvray and Weber Road to be designed for box trucks rather than full semi-tractor-trailers. The reduced radius avoids the need to relocate underground utilities and acquire additional right-of-way, with prior estimates placing those costs between $300,000 and $500,000.

City Engineer Wiedeman noted that construction plans for the McGilvray Drive improvements are finalized, and staff is awaiting the county permit. The project includes installation of a barrier median and reconfiguration of the existing right-in/right-out driveway. Alderman Albert and Alderwoman Gazal expressed frustration with the county's requirements, particularly given the existing "No U-Turn" restriction at Ryan Road without comparable data to justify it. City Engineer Wiedeman confirmed that county staff had indicated they would not support signage changes without accident data, and that any further relief would require a variance request to the county board.

Mayor Soliman conducted an informal vote to approve an Ordinance Amending Section 10-01-10-501-Size Restrictions Eastbound McGilvray Drive.

AYES: Ald. Gazal, Jefferson, Deserio, Dyke, Albert, Cipiti, Oberlin.
NAYES: None.
ABSENT: Ald. Kubal.

POLICE DEPARTMENT

There were no agenda items.

PUBLIC WORKS DEPARTMENT

1. Approval of the purchase of a Dur-A-Lift DTAX2-39FP Insulated Aerial Bucket Truck Mounted on a 2027 Ford F-600 4x4 Chassis with a Knapheide Steel Service Body from Runnion Equipment Company in the Amount of $169,239.00

Public Works Director Gary Richardson presented a request for the unbudgeted purchase of an aerial lift truck to support a broad range of public works functions, including hanging and removing banners and wreaths, trimming trees, maintaining signage, and performing maintenance on building-mounted lighting and fixtures. Director Richardson noted that current practice—renting equipment or standing on ladders in truck beds—

DRAFT

presents serious safety concerns and results in significant ongoing expenditure for tasks that City staff should be able to perform independently.
Two quotes were presented: a Sourcewell cooperative purchasing contract quote and a quote from Runnion Equipment Company of Alsip, with the Runnion quote approximately $1,000 higher. However, Director Richardson recommended the Runnion quote because the truck is available for delivery in Q1 2027, compared to an 8-month lead time under the Sourcewell option. Additionally, Runnion offered complimentary use of the truck for three weeks during the holiday season to assist with banner and light installation at no charge—a value estimated at approximately $5,700–$6,000 in avoided rental costs.

City Administrator Wing confirmed that funds are available in the vehicle replacement fund, supplemented by over $45,000 in proceeds from the sale of retired vehicles during the current fiscal year. Operator training and certification are included with the purchase. Director Richardson noted that the truck reaches 47 feet in height and would enable staff to perform work currently contracted out for safety reasons.

Mayor Soliman conducted an informal vote for approval of the purchase of a Dur-A-Lift DTAX2-39FP Insulated Aerial Bucket Truck Mounted on a 2027 Ford F-600 4x4 Chassis with a Knapheide Steel Service Body from Runnion Equipment Company in the Amount of $169,239.00.

AYES: Ald. Oberlin, Cipiti, Albert, Dyke, Deserio, Jefferson, Gazal.
NAYES: None.
ABSENT: Ald. Kubal.

CITY ADMINISTRATOR

4. Audio/Visual Project Status and Recommended Next Steps

City Administrator Blaine Wing reported that staff had issued a Request for Proposal to 12 firms in early September for the City's audio/visual broadcast and streaming systems. Responses indicated that the RFP scope was insufficiently detailed to allow vendors to respond fully. Vendors recommended that the City either engage a firm to develop the scope and design specifications first, or pursue a design-build option. Staff subsequently narrowed the field to three interested vendors.

City Administrator Wing noted that existing equipment in the broadcast room is largely obsolete and no longer manufactured or supported. He identified the value of a design-build-and-support model to ensure accountability and avoid conflict between designers and installers. Staff was actively working to obtain design proposals and anticipated returning to Council with options, potentially including a presentation from two or three competing vendors. No action was requested at this time.

5. Winter Lighted Decoration Discussion

DRAFT

City Administrator Wing and Alderwoman Gazal presented a proposal to purchase twelve lighted snowflake decorations for the City's light poles. The decorations were sourced through a vendor contacted at the Illinois Municipal League (IML) conference, and an IML conference discount was applied. Alderwoman Gazal noted that the 60-inch (5-foot) size was recommended by the vendor as appropriate for the height of the City's poles, and that a larger size raised structural concerns regarding wind torque, as noted by City Engineer Wiedeman.

The final cost, including shipping, was $7,972.75. Council members were invited to select three preferred designs from the available options (with seven styles already eliminated), to be distributed in a repeating pattern along the poles. Warm-toned LED lights were specified to complement the building's aesthetic. City Administrator Wing confirmed that the purchase would be funded from the City's winter sponsorship donation fund, with anticipated donations in the range of $20,000–$30,000. Alderwoman Gazal noted that Public Works Director Richardson could install the decorations using the aerial lift truck being considered for purchase, eliminating the need for outside contractors.

FINANCE DEPARTMENT
There were no agenda items.

PUBLIC COMMENTS
No members of the public came forward to address the Council.

ADJOURNMENT
There being no further business before the Council, the meeting is adjourned.

The meeting adjourned at 10:57 p.m.

Approved this____day of_____, 2026.
As presented_____
As amended_____

_____
CHRISTINE VERSHAY-HALL, CITY CLERK

_____
RAYMOND R. SOLIMAN, MAYOR

DRAFT

Agenda Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Resolution approving an Agreement for 2026 Sanitary Sewer Televising and Cleaning Contract by and Between the City of Crest Hill, Will County, Illinois and Sewertech LLC. for an amount of $149,950.00.

Summary: Attached is the construction agreement for the 2026 Sanitary Cleaning and Televising Contract which was awarded to Sewertech LLC. at the July 20, 2026 council meeting.

Recommended Council Action:

Resolution approving an Agreement for 2026 Sanitary Sewer Televising and Cleaning Contract by and Between the City of Crest Hill, Will County, Illinois and Sewertech LLC. for an amount of $149,950.00.

Financial Impact:

Funding Source: Sewer

Budgeted Amount: 392,000.00

Cost: $149,950.00

Attachments:

Sewertech TV & Cleaning 2026 Resolution

Sewertech 2026 TV &Cleaning Contract

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT FOR THE 2026 SANITARY SEWER TELEVISING AND CLEANING CONTRACT BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS AND SEWERTECH LLC. FOR AN AMOUNT OF $149,950.00

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, Sewrtech LLC. (the "COMPANY"), is an entity that is in the business of providing Professional Services for 2026 Sanitary Sewer Televising and Cleaning. (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 the 2026 Sanitary Sewer Televising and Cleaning. (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 statuary 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 $149,950.00 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 herby 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 5TH DAY OCTOBER, 2026.

	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 5TH DAY OF OCTOBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

EXHIBIT A

EXHIBIT A

Crest Hill

CITY OF NEIGHBORS

2026 SANITARY SEWER CLEANING AND TELEVISING

REL Project 26-R0509

ADDENDUM NO. 1

June 29, 2026

2026 Sanitary Sewer Cleaning
and Televising
CITY OF CREST HILL
PROPOSAL DUE DATE: 10:00 AM, July 1, 2026

This addendum forms a part of the Contract Documents and amends the original documents and the Plans and Special Provisions. Where any part of the contract documents is amended, the unaltered provisions are to remain in effect.
This is the only notice you receive, with no follow up by mail.

Updates to the Contract Specifications

Project Completion Date:

The completion date for the project is being revised from October 30, 2026 to March 30, 2027.

I acknowledge the receipt of this addendum by signing the acknowledgement. This addendum needs to be signed and included with bid. Failure to properly acknowledge this addendum as noted above may result in disqualification of the associated bid.

End of Addendum No. 1

I acknowledge the receipt of Addendum No. 1 for the referenced project:
Signed:

Name Robert Kaun

Name of Company SEWERTECH LLC

Ronald J Wiedeman City
Director of Engineering
City of Crest Hill
(815)-741-5122

CREST HILL
WILL COUNTY, ILLINOIS
NOTICE TO CONTRACTORS

City of Crest Hill (OWNER) is requesting Bids for the construction of the following Project:

2026 Sanitary Sewer Cleaning and Televising

Bid proposals will be received via electronic bid through QuestCDN by the City of Crest Hill until 10:00 A.M. June 24, 2026.

The Project includes the following Work: The City of Crest Hill is accepting proposals to perform cleaning and internal television inspection of sanitary sewers and manholes and the lawful removal and disposal of accumulated and recovered materials at various locations throughout the City.

The Contract Documents may be examined without charge at the office Robinson Engineering Ltd.- Contact Mallory Weisbrodt at mweisbrodt@reltd.com QuestCDN #10235402

Complete digital Project Bidding Documents are available at Public Bidding Opportunities | Crest Hill, IL, or at www.questcdn.com. To be considered a plan holder for bids, register with QuestCDN.com for a free Regular membership and download the digital Bidding Documents for $42 by inputting Quest project number (10235402) on the website's project search page. Downloading the documents and becoming a plan holder is recommended as plan holder's receive automatic notice of addenda, other bid updates and access to vBid, online bidding via QuestCDN.

Please contact QuestCDN.com at (952) 233-1632 or info@questcdn.com for assistance with free membership registration, downloading digital bidding documents and vBid questions.

To access the electronic bid form, download the digital bidding documents and click the 'Online Bid' button or Online Bidding 'Available' button on the bid posting page. Bids will **ONLY** be received and accepted through vBid via QuestCDN.com. Prospective bidders must be on the plan holder list through QuestCDN for bids to be accepted

A bid bond in an amount not less than 10% shall be submitted with each proposal, as a guarantee that, if the proposal is accepted, a contract will be entered into, and the performance of the contract is properly secured.

A performance and payment bond in a sum equal to 100% of the amount authorized with sureties to be approved by the Mayor and City Council for the faithful performance of the contract must be furnished by the successful bidder. All bids or proposals shall contain an offer to furnish bond upon acceptance of such bid or proposal.

The right is reserved to reject any or all proposals, to waive technicalities, to postpone the bid opening, or to advertise for new proposals, if in the judgment of the Engineering Department or Mayor and City Council their best interests will be promoted thereby.

The Contractor will be required to pay not less than the prevailing wage rates on this project as established by the Illinois Department of Labor. The Contractor shall also comply with all applicable Federal, State and local regulations.

PROPOSAL and CONTRACT

PROPOSAL

TO THE OWNER, City of Crest Hill

1. Proposal of SEWERTECH LLC
(name and address of bidder)
1730 EPPING PLACE, SCHAUMBURG, IL 60194
SEWERTECH LLC @ GMAIL.COM
(email address of bidder)

for the improvement described in the NOTICE TO CONTRACTORS.

2. In submitting this proposal, the undersigned declares that the only persons or parties interested in the proposal as principals are those named herein; and that proposal is made without collusion with any other person, firm or corporation.

3. The undersigned further declares that he has carefully examined the proposal, plans, specifications, form of contract and contract bond, and special provisions (if any), and that he has inspected in detail the site of the proposed work, and that he has familiarized himself with all of the local conditions affecting the contract and the detailed requirements of construction, and understands that in making this proposal he waives all right to plead any misunderstanding regarding the same.

4. The undersigned further understands and agrees that if this proposal is accepted, he is to furnish and provide all necessary machinery, tools, apparatus and other means of construction, and to do all of the work, and to furnish all of the materials specified in the contract, except such materials as are to be furnished by the Owner, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth, and is fully responsible for the construction means, methods, techniques, sequences and safety procedures and programs incident thereto.

5. The undersigned declares that he understands that the quantities mentioned are approximate only and that they are subject to increase or decrease; that he will take in full payment therefore the amount and the summation of the actual quantities, as finally determined, multiplied by the unit prices shown in the schedule of prices contained herein.

6. The undersigned further agrees that the unit prices submitted herewith are for the purpose of obtaining a gross sum, and for use in computing the value of extras and deductions; if there is a discrepancy between the gross sum bid and that resulting from the summation of the quantities multiplied by their respective unit prices, the latter shall apply.

7. The undersigned further agrees that if the Owner decides to extend or shorten the improvement, or otherwise alter it by extras or deductions, including the elimination of any one or more of the items, as provided in the specifications, he will perform the work as altered, increased or decreased at the contract unit prices.

8. The undersigned further agrees that the Owner may at any time during the progress of work covered by this contract order other work or materials incidental thereto and that all such work and materials as do not appear in the proposal or contract as a specific item accompanied by a unit price, and which are not included under the bid price for other items in this contract, shall be performed as extra work, and that he will accept as full compensation therefore the actual cost plus fifteen per cent (15%), the actual cost to be determined as provided in the specifications.

9. The undersigned further agrees to execute a contract for this work and present the same to the Owner within fifteen (15) days after the date of notice of the award of the contract to him.

10. The undersigned further agrees that he and his surety will execute and present within fifteen (15) days after the date of notice of the award of contract, a contract bond satisfactory to and in the form prescribed by the Owner, in the penal sum of the full amount of the contract, guaranteeing the faithful performance of the work in accordance with the terms of the contract.

11. The undersigned further agrees to begin work not later than ten (10) days after the execution and approval of the contract and contract bond, unless otherwise provided, and to prosecute the work in such manner and with sufficient materials, equipment, labor and safety precautions as will insure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the contract. The undersigned agrees to complete the work within 120 calendar days after the date of the execution of the contract by both parties, or by OCT 31 if this is a completion day contract, unless additional time shall be granted by the Engineer in accordance with the provisions of the specifications. In case of failure to complete the work within the time names herein or within such extra time as may have been allowed by extensions, the undersigned agrees that the Owner shall withhold from such sums as may be due him under the terms of this contract, the costs set forth in the specifications, which cost shall be considered and treated not as a penalty, but as damages due the Owner form the undersigned by reason of inconvenience to the public, added cost of engineering and construction observation, maintenance of detours, and other items which have caused an expenditure of public funds resulting from the failure of the undersigned to complete the work within the time specified in the contract.

12. Accompanying this proposal is a bank draft, bank cashier's check, certified check or bid bond, complying with the requirements of the specifications, made payable to: City OF CREST Hill

The amount of the bond, check or draft is FIFTEEN THOUSAND ($ 15,000.00).

If the proposal and the undersigned shall fail to execute a contract and contract bond as required herein, it is hereby agreed that the amount of the check or draft substituted in lieu thereof, shall become the property of the Owner, and shall be considered as payment of damages due to delay and other causes suffered by the Owner because of the failure to execute said contract and contract bond; otherwise said check or draft substituted in lieu thereof shall be returned to the undersigned.

ATTACH BANK DRAFT, BID BOND, BANK CASHIER'S CHECK OR CERTIFIED CHECK HERE

In the event that one check, bond, or draft is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guarantees of the individual sections covered.

13. The undersigned submits herewith his schedule of prices covering the work to be performed under this contract; he understands that he must show in the schedule the unit prices for which he proposes to perform each item of work; that the extensions must be made by him; and that if not so done, his proposal may be rejected as irregular.

14. The undersigned firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

CONTRACTOR'S STATEMENT

1. Do you have sufficient knowledge of Drawings and Specifications of the work covered by this Contract to warrant submitting a Proposal for this work? YES

2. (a) Have you done work of this nature? YES

   (b) To what extent? (Dollar value) $ 384,000.00

   (c)For whom? VILLAGE OF WINFIELD

3. Do you have sufficient equipment to perform this work? YES

   If so, list major items: 3 VACCON UNITS

   2 CUES CCTV UNITS

4. Give Bank reference: CHASE BANK

   Address: 600 N. MEACHAM RD. SCHAUMBURG, IL 60173

5. List names and addresses of major suppliers:

   EJ EQUIPMENT

   920 NATIONAL AVE

   ADDISON, IL 60101

6. Have you ever had, or do you now have, funds withheld for non-completion of work to the satisfaction of any municipality? NO

   (a) If so where?

   (b) For what reason?

7. Have you ever been disqualified by a Governmental Agency for failure to satisfactorily complete a public improvement? NO

CONTRACTOR'S STATEMENT (cont.)

8. Have you ever been cited for failing to withhold or report payroll deductions for Federal Income Tax? NO

9. Have you ever been cited by the Federal Government for any violation of the Copeland Act (Anti-kick-back Law)? NO

10. If awarded contract, work will begin in 14 calendar days.

CERTIFICATE OF ELIGIBILITY TO BID

I. JAKUB KAWA (SEWERTECH LLC) (contractor), pursuant to section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he , she, it) nor any of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Date: 6/30/2026

By: JAKUB KAWA
(Name of Contractor)

PARTNER
(Title)

Robinson ENGINEERING
Municipal Expertise. Community Commitment

CORP Awarded Schedule of Prices

Local Agency City of Crest Hill
Location
Description Bid Tabulation

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

TOTAL COST ESTIMATE	**$149,950.00**

Item Number	Items	Unit	Quantity	Unit Price	Total
1	SANITARY SEWER TO BE CLEANED, 8"	FOOT	24,600	$1.25	$30,750.00
2	SANITARY SEWER TO BE CLEANED, 10"	FOOT	2,900	$1.50	$4,350.00
3	SANITARY SEWER TO BE CLEANED, 12"	FOOT	5,000	$1.75	$8,750.00
4	SANITARY SEWER TO BE CLEANED, 15"	FOOT	3,200	$2.00	$6,400.00
5	SANITARY SEWER TO BE CLEANED, 18"	FOOT	6,000	$2.00	$12,000.00
6	SANITARY SEWER TO BE CLEANED, 21"	FOOT	300	$2.00	$600.00
7	SANITARY SEWER TO BE CLEANED, 24"	FOOT	4,200	$3.00	$12,600.00
8	SANITARY SEWER TO BE CLEANED, 27"	FOOT	900	$3.00	$2,700.00
9	INTERNAL TELEVISION INSPECTION OF SEWER	FOOT	47,100	$1.00	$47,100.00
10	RAILROAD RIGHT-OF-WAY ENTRY PERMIT	L SUM	1	$4,700.00	$4,700.00
11	RAILROAD PROTECTIVE LIABILITY INSURANCE	L SUM	1	$5,000.00	$5,000.00
12	RAILROAD FLAGGER	DOL	1	$15,000.00	$15,000.00

SIGNATURES

(If an individual)

Signature of Bidder .....

Business Address .....

(If a co-partnership)

Firm Name ..... SEWERTECH LLC ..... (SEAL)

Signed by ..... Jakub Kawa ..... (SEAL)

Business Address ..... 1730 EPPING PL. SCHAUMBURG, IL 60194

Insert Names and Addresses of All Members of the Firm

JAKUB KAWA .....

32W170 CEDAR LN. WAYNE, IL 60184 .....

KAROL NASUTA .....

1730 EPPING PL. SCHAUMBURG, IL 60194 .....

(If a corporation)

Corporate Name .....

Signed By ..... President

Business Address .....

(Corporate Seal)

Insert Names of Officers

President .....

Secretary .....

Treasurer .....

Attest: .....

Attestor's Title: _____

Phone Number _____

BIDDER'S CERTIFICATE

The undersigned, having executed the attached bid for the construction of:

2026 SANITARY SEWER CLEANING & TELEVISING

Name of Project

for the Village/City/Town of CREST Hill, County of Will,

State of IL hereby certifies that he has read all of the Contract Documents, including the Notice to Bidders, Instructions to Bidders, Proposal Forms, General conditions of the contract, Detail Specifications, Forms of contract, Form of Performance Bond and Form of Maintenance Bond, and that he has examined the plans and that his proposal for the work is based on the conditions and requirements therein; and should the contract be awarded to him, he agrees to execute the work in strict accordance therewith, including compliance with the Insurance Requirements of the General Conditions.

Name of Bidder

By: SEWERTECH LLC

Company Name

Date: 6-30-2026

CONTRACT

1. THIS AGREEMENT, made and concluded this 3rd day of August, 20 26, between the City of Crest Hill, acting by and through its Mayor and City Council known as the party of the first part, and Sewertech LLC, his/their executors, administrators, successors or assigns, known as the party of the second part.

2. WITNESSETH: That for and in consideration of the payment and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the Bond referring to these presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the plans of this agreement and the requirements of the Engineer under it.

3. And it is also understood and agreed that the Notice to Contractors, proposals, contract bond, General Requirements and Covenants (Division I), Technical Specifications (Division II), Special Provisions (Division III) and Standard drawings (Division IV), in addition to any specific plans and specifications upon which the contractor's proposal is based, are all incorporated by reference into this contract and are therefore made a part hereof.

4. IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

FOR THE CITY OF CREST HILL, ILLINOIS
(Party of the First Part)

By: _____

Title: Mayor Raymond R. Soliman

Attest: _____

Title: City Clerk Christine Vershay-Hall

MUNICIPAL SEAL

Executed by Municipality

FOR THE CONTRACTOR
(Party of the Second Part)

Sewertech LLC

By: _____

Title: PARTNER

Attest: _____

Attester's Title: PARTNER

CORPORATE SEAL

Executed by Contractor

CONTRACT BOND

KNOWN ALL MEN BY THESE PRESENTS, that we, Sewertech LLC, ILLINOIS, a corporation organized under the laws of the State of ILLINOIS, and licensed to do business in the State of Illinois, as principal, and (Contractor's State) WEST BEND MUTUAL, a corporation organized and existing under the laws of the State of (Surety) WISCONSIN, with authority to do business in the State of Illinois, as Surety, are held and firmly bound unto the City of Crest Hill, State of Illinois, in the penal sum of One Hundred Forty-Nine Thousand Nine Hundred Fifty and No/100---------- Dollars ($ 149,950.00), lawful money of the United States, well and truly to be paid unto said City of Crest Hill, for the payment of which we bind ourselves, our successors and assigns, jointly, severally, and firmly by these presents.

(Surety's State)

Executed by Contractor

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that whereas, the said Principal has entered into a written contract with an Owner which is the City of Crest Hill and acts through its Mayor and City Council for the construction of the work designated 26-R0509: 2026 Sanitary Sewer Cleaning and Televising, which contract hereby is referred to and made a part hereof, as if written herein in length, and whereby the said Principal has promised and agreed to perform said work in accordance with the terms of said Contract, and has promised to pay all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished to such Principal for the purpose of performing such work and has further agreed to pay all direct and indirect damages to any person, firm, company, or corporation suffered or sustained on account of the performance of such work, for any reason whatsoever, during the time thereof and until such work is completed and accepted; and has further agreed that this bond shall inure to the benefit of any person, firm, company or corporation, to whom any money may be due from the Principal, subcontractor or otherwise, for any such labor, materials, apparatus, fixtures or machinery so furnished, and that suit may be maintained on such bond by any such person, firm, company or corporation, for the recovery of any such money.

NOW, THEREFORE, if the said Principal shall well and truly perform said work in accordance with the terms of said contract, and shall pay all sums of money due or to become due for any labor, materials, apparatus, fixtures or machinery furnished to him for the purpose of constructing such work, and shall commence and complete the work within the time prescribed in said contract, and shall pay and discharge all damages, direct and indirect, that may be suffered or sustained on account of

such work, for any reason whatsoever, during the time of the performance thereof and until the said work shall have been accepted, and shall hold the aforesaid Owner and its or his agents harmless on account of any such damages, and shall in all respects fully and faithfully comply with all the provisions, conditions and requirements of said contract, then this obligation to be void, otherwise to remain in full force and effect.

IN WITNESS WHEREOF, we have duly executed the foregoing obligation this 18th day of August A.D. 20 26

Executed by Contractor

Contractor's corporate name: Sewertech LLC

CORPORATE SEAL

By: [signature]
President

Attest: [signature]

Attester's Title: PARTNER

Executed by Surety for Contractor

Surety's corporate name: West Bend Mutual

CORPORATE SEAL

By: Marie Brooks
Attorney-in-fact

By: Marie Brooks
Attorney-in-fact

Executed by Municipality

APPROVED THIS _____ DAY OF _____ A.D. 20_____

CITY OF CREST HILL, ILLINOIS

By: _____

Title: Mayor Raymond R. Soliman

ATTEST FOR CITY OF CREST HILL, ILLINOIS

MUNICIPAL SEAL

By: _____

Title: City Clerk Christine Vershay-Hall

STATE OF IL)
) SS
COUNTY OF Kane)

I, Elizabeth Sayre (Notary), a Notary Public in and for said County in the State aforesaid, do hereby certify that JAKUB KAWA (President) and KAROL NAWA (Attester), to me personally known to be president and PARTNER (Attesters Title), respectively, of SEWERTECH LLC (Contractor), a corporation, and also known to me to be the persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as such president and PARTNER (Attesters Title) respectively they signed, sealed and delivered the said instrument as the free and voluntary act of said Corporation, for the uses and purposes therein set forth, and that they were duly authorized to execute the same by the Board of Directors of said Corporation.

Executed by Contractor's Notary

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS 18th DAY OF August A.D. 2026

SEAL

OFFICIAL SEAL
ELIZABETH SAYRE
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES October 3, 2026

Elizabeth Sayre
Notary Public

STATE OF IL)
) SS
COUNTY OF Kane)

I, Elizabeth Sayre (Notary), a Notary Public in and for said County in the State aforesaid, do hereby certify that Marie Brooks (Attorney-in-Fact) who is personally known to me to be the same person who signed the above and foregoing instrument as the Attorney in Fact for West Bend Mutual (Surety) appeared before me this day in person and acknowledged that he signed the name of SEWERTECH LLC (Principal) thereto, as his Principal, and his own name as Attorney in Fact, as the free and voluntary act of his said Principal for the uses and purposes therein set forth, and that he executed the said instrument under authority given him by said Principal.

Executed by Surety's Notary

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS 18th DAY OF August A.D. 2026

SEAL

OFFICIAL SEAL
ELIZABETH SAYRE
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES October 3, 2026

Elizabeth Sayre
Notary Public

DIVISION I

GENERAL REQUIREMENTS AND COVENANTS

SECTION 1. DEFINITION OF TERMS		***1***
1-1	***DESCRIPTION***	***1***
1-2	***ABBREVIATIONS***	***1***
1-3	***ADDENDA***	***2***
1-4	***AWARD***	***2***
1-5	***BASE COURSE***	***2***
1-6	***BITUMINOUS PAVEMENT***	***2***
1-7	***BIDDER***	***2***
1-8	***CONTRACT***	***2***
1-9	***CONTRACTOR***	***3***
1-10	***CONTRACT BOND***	***3***
1-11	***CORPORATION***	***3***
1-12	***CULVERT***	***3***
1-13	***ENGINEER***	***4***
1-14	***FORCE MAIN***	***4***
1-15	***ENGINEERING OBSERVER***	***4***
1-16	***LABORATORY***	***4***
1-17	***MANHOLE***	***4***
1-18	***NOTICE TO BIDDERS***	***4***
1-19	***OWNER***	***4***
1-20	***PAVEMENT STRUCTURE***	***4***
1-21	***PLANS***	***5***
1-22	***PLUMBING***	***5***
1-23	***PROPOSAL (BID)***	***5***
1-24	***PROPOSAL GUARANTY***	***5***
1-25	***RAILROAD***	***5***
1-26	***RIGHT-OF-WAY AND EASEMENTS***	***5***
1-27	***SEWER, COMBINED***	***5***
1-28	***SEWER, SANITARY***	***5***
1-29	***SEWER, SERVICE***	***6***
1-30	***SEWER, STORM***	***6***
1-31	***SPECIAL PROVISIONS***	***6***

1-32	SPECIFICATIONS	6
1-33	STATE SPECIFICATIONS	6
1-34	SUBCONTRACTOR	6
1-35	SUB-BASE	6
1-36	SUB-GRADE	7
1-37	SUPPLEMENTAL AGREEMENT	7
1-38	SUPPLIER	7
1-39	SURETY	7
1-40	SURFACE COURSE	7
1-41	WATER MAIN	7
1-42	WATER SERVICE LINE	7
1-43	THE WORK	7
SECTION 2. PROPOSAL REQUIREMENTS AND CONDITIONS		8
2-1	CONTENTS OF THE PROPOSAL FORM	8
2-2	INTERPRETATION OF ESTIMATE OF QUANTITIES	8
2-3	EXAMINATION OF PLANS, SPECIFICATIONS, SPECIAL PROVISIONS, AND SITE OF WORK	8
2-4	ENGINEER'S ESTIMATE	9
2-5	PREPARATION OF THE PROPOSAL	9
2-6	MULTIPLE BIDS	9
2-7	REJECTION OF PROPOSALS	9
2-8	PROPOSAL GUARANTY	10
2-9	DELIVERY OF PROPOSALS	10
2-10	WITHDRAWAL OF PROPOSALS	10
2-11	WITHDRAWAL OF PROPOSAL GUARANTY	10
2-12	PUBLIC OPENING OF PROPOSALS	10
2-13	DISQUALIFICATION OF BIDDERS	11
2-14	COMPETENCY OF BIDDERS	11
2-15	MATERIAL SUBSTITUTIONS	12
2-16	CONTRACTOR'S UNDERSTANDING	12
2-17	STATUS OF RIGHT-OF-WAY, EASEMENT AND CONSTRUCTION EASEMENT ACQUISITION	12

SECTION 3. AWARD AND EXECUTION OF CONTRACT		13
3-1	CONSIDERATION OF PROPOSALS	13
3-2	AWARD OF CONTRACT	13
3-3	RETURN OF PROPOSAL GUARANTY	13
3-4	REQUIREMENT OF CONTRACT BOND	13
3-5	EXECUTION OF THE CONTRACT	14
3-6	FAILURE TO EXECUTE CONTRACT	14
SECTION 4. SCOPE OF WORK		15
4-1	INTENT OF THE PLANS AND SPECIFICATIONS	15
4-2	SPECIAL WORK	15
4-3	CHANGES	15
4-4	PERIODIC AND FINAL CLEANUP	16
4-5	LUMP SUM CONTRACTS	17
4-6	LOCAL ORDINANCES AND REGULATIONS	17
4-7	PREFERENCE TO VETERANS	17
SECTION 5. CONTROL OF THE WORK		18
5-1	PLANS AND WORKING DRAWINGS	18
5-2	CONFORMITY WITH PLANS AND SPECIFICATIONS	18
5-3	COORDINATION OF COMPONENT PARTS OF THE CONTRACT	18
5-4	COOPERATION BY CONTRACTOR	19
5-5	UTILITIES	19
5-6	COOPERATION BETWEEN CONTRACTORS	19
5-7	CONSTRUCTION STAKES	20
5-8	AUTHORITY AND DUTIES OF OBSERVERS	20
5-9	ENGINEER'S FIELD OFFICE AND/OR LABORATORY	20
5-10	CONSTRUCTION OBSERVATION	21
5-11	REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK	22
5-12	FINAL ACCEPTANCE	22
5-13	PUBLIC CONSTRUCTION BID ACT, 30 ILCS 557/1	23

SECTION 6. CONTROL OF MATERIAL		24
6-1	QUALITY OF MATERIALS	24
6-2	DEFECTIVE MATERIALS	24
6-3	TESTING MATERIALS	24
6-4	SAND, GRAVEL AND CRUSHED STONE	24
6-5	CONCRETE	24
6-6	MISCELLANEOUS MATERIALS	25
6-7	JOB SITE OBSERVATION	25
6-8	STORED MATERIALS	25
6-9	"OR EQUAL" CLAUSE	25
SECTION 7. LEGAL REGULATIONS AND RESPONSIBILITY TO PUBLIC		26
7-1	LAWS TO BE OBSERVED	26
7-2	INSURANCE REQUIREMENTS	27
7-3	PERMITS AND LICENSES	33
7-4	PATENTS AND ROYALTIES	33
7-5	STATE AND FEDERAL PARTICIPATION	34
7-6	SANITARY PROVISIONS	34
7-7	PUBLIC CONVENIENCE AND SAFETY	34
7-8	BARRICADES AND WARNING SIGNS	34
7-9	DEBRIS ON TRAVELED SURFACE OR STRUCTURES	35
7-10	EQUIPMENT ON TRAVELED SURFACE AND STRUCTURES	35
7-11	USE OF EXPLOSIVES	35
7-12	USE OF FIRE HYDRANTS	35
7-13	PROTECTION AND RESTORATION OF PROPERTY	36
7-14	PROTECTION AND RESTORATION OF TRAFFIC SIGNS	37
7-15	CONTRACTOR'S RESPONSIBILITY FOR WORK	37
7-16	GUARANTEE PERIOD	38
7-17	PERSONAL LIABILITY OF OWNER'S AGENTS	38
7-18	NO WAIVER OF LEGAL RIGHTS	38
7-19	SAFETY	39
7-20	USE OF PRIVATE LAND	39

7-21	USE OF WATER	39
7-22	COST OF SERVICES	39
7-23	WORK IN BAD WEATHER	39
7-24	SUNDAY WORK	39
7-25	WATCHMEN	40
7-26	CONSTRUCTION DEBRIS	40
7-27	SAMPLE INSURANCE CERTIFICATE	41
SECTION 8. PROSECUTION AND PROGRESS		41
8-1	SUBLETTING OR ASSIGNMENT OF CONTRACT	42
8-2	PROGRESS SCHEDULE	42
8-3	PRE-CONSTRUCTION CONFERENCE	42
8-4	PROSECUTION OF THE WORK	42
8-5	COMPLETION DATE	42
8-6	LIMITATIONS OF OPERATIONS	43
8-7	SUSPENSION OF WORK	43
8-8	DETERMINATION AND EXTENSION OF CONTRACT TIME FOR COMPLETION	43
8-9	FAILURE TO COMPLETE THE WORK ON TIME	44
8-10	DEFAULT ON CONTRACT	44
8-11	TERMINATION OF THE CONTRACTOR'S RESPONSIBILITY	45
SECTION 9. MEASUREMENT AND PAYMENT		46
9-1	MEASUREMENT OF QUANTITIES	46
9-2	SCOPE OF PAYMENT	46
9-3	INCREASED OR DECREASED QUANTITIES	46
9-4	PAYMENT FOR EXTRA WORK	47
9-5	PAYMENT FOR SUBCONTRACTING, EXTRA WORK	48
9-6	PARTIAL PAYMENTS	48
9-7	ACCEPTANCE AND FINAL PAYMENT	49
9-8	OWNER'S RIGHT TO WITHHOLD CERTAIN AMOUNTS	49
9-9	RELEASE OF CLAIMS AND LIENS	50

SECTION 1. DEFINITION OF TERMS

1-1 DESCRIPTION

When a standard specification number is used in the Specifications it shall be taken to mean the latest revision of that Standard Specification at the time of the Bid.

Whenever in the specifications and Contract the following terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as follows:

1-2 ABBREVIATIONS

The following organizations are referred to in this specification by abbreviations of the titles. Additional information noted but not detailed can be obtained from these organizations by writing to them.

ASTM	American Society for Testing and Materials 1916 Race Street Philadelphia, Pennsylvania 19103
ASSHTO	The American Association of State Highway and Transportation Officials 917 National Press Building Washington, D.C. 20004
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, Colorado 80235
NSF	National Sanitation Test Laboratory Foundation Box 1478 Ann Arbor, Michigan
ANSI	American National Standards Institute 1430 Broadway New York, New York 10018
IDOT	Illinois Department of Transportation 2300 South Dirksen Parkway Springfield, Illinois 62764
FHWA	Federal Highway Administration DOT Building, 400 Seventh St., S.W. Washington, D.C. 20590
OSHA	Occupational Safety and Health Act
MWRDGC	The Metropolitan Water Reclamation District of Greater Chicago 100 East Erie Street Chicago, Illinois 60611

REL	Robinson Engineering, Ltd
ISO	Insurance Services Office

1-3 ADDENDA

Written or graphic instruments issued prior to the execution of the Agreement, which modify or interpret the Contract Documents, Drawings, and Specifications by additions, deletions, clarifications or corrections.

1-4 AWARD

The decision of the Owner to accept the proposal of the lowest responsive, responsible bidder for the work, subject to the execution of and approval of a satisfactory Contract therefore, and bond to secure the performance thereof, and to such other conditions as may be specified or otherwise required by law.

1-5 BASE COURSE

The layer or layers of specified or selected material of designed thickness placed on a sub-base or a subgrade to support the surface course.

1-6 BITUMINOUS PAVEMENT

A pavement structure which maintains intimate contact and distributes loads to the subgrade and depends upon aggregate interlock particle friction and cohesion for stability, and a pavement structure which includes a bituminous concrete surface course over a bituminous concrete base course or a portland cement concrete base course.

1-7 BIDDER

Any individual, firm, partnership or corporation submitting a proposal for the Work contemplated, acting directly or through a duly authorized representative.

1-8 CONTRACT

The written agreement between the Owner and the Contractor setting forth the obligations of the parties thereunder, including, but not limited to, the performance of the Work (the furnishing of labor and materials, and the basis of payment).

The Contract includes such of the following document parts as may be utilized. These document parts so utilized will be as fully part of the Contract as if therein set out verbatim, or, if not attached, as if attached thereto. The controlling order of priority for these documents on the project is as follows (e.g., A is controlling over B-N, etc.):

A. Supplemental Agreements (Change Order)
B. Addenda
C. Special Conditions of Contract
D. General Conditions of Contract
E. Special Provisions to the Specifications
F. Detailed Specifications
G. Complete Project Plans or Drawings
H. General Specifications
I. Contract
J. Contractor's Contract Bond
K. Contractor's Proposal
L. Notice to Proceed
M. Notice of Award
N. Notice to Bidders

1-9 CONTRACTOR

The Bidder awarded the Contract for the Work.

1-10 CONTRACT BOND

The approved form of security furnished by the Contractor and his surety as a guaranty that he will execute the Work in accordance with the terms of the Contract.

1-11 CORPORATION

With respect to the execution and performance of the Contract, a corporate body authorized or licensed to do business in the State of Illinois for projects in Illinois and in the State of Indiana for projects in Indiana.

1-12 CULVERT

A drainage structure extending across and beneath a traveled way and having a tubular or box-type cross-section open on both ends.

1-13 ENGINEER

ROBINSON ENGINEERING, LTD. or an engineer of a municipality, including such assistants as are authorized to represent them, who represents the Owner during the construction phase activities of the Work.

1-14 FORCE MAIN

A pipe constructed or used to carry sewage under pressure.

1-15 ENGINEERING OBSERVER

The authorized representative of the Owner or of the Engineer assigned to observe the progress of the Work to determine only if the Work is proceeding in accordance with the technical plans and specifications.

1-16 LABORATORY

An established testing laboratory approved by the Engineer.

1-17 MANHOLE

A vertical enclosed structure providing access to a pipe line or other structure.

1-18 NOTICE TO BIDDERS

The official notice, included in the proposal form, inviting bids for the proposed improvement, including a brief description of the Work.

1-19 OWNER

The Village, City, Town, Sanitary District, or other governmental body, corporation, partnership or individual initiating the project, acting through its legally constituted officials, officers or employees. The Department as referenced in the State Specifications.

1-20 PAVEMENT STRUCTURE

The combination of sub-base, base course and surface course placed on a sub-grade to support the traffic load and distribute it to the roadbed.

1-21 PLANS

All official drawings or reproductions of drawings pertaining to the Work provided for in the contract.

1-22 PLUMBING

Plumbing shall be as defined in the latest adopted Illinois State Plumbing Code, copies of which are available from the Illinois Department of Public Health, Division of Engineering and Sanitation, 535 West Jefferson Street, Springfield, Illinois 62706.

1-23 PROPOSAL (BID)

The written offer of the Bidder to perform the proposed Work.

1-24 PROPOSAL GUARANTY

The security designated in the proposal to be furnished by the Bidder as a guaranty that said Bidder will enter into a Contract with the Owner for the acceptable performance of the Work and will furnish the required Contract Bond, if the Work is awarded to him.

1-25 RAILROAD

The Railroad or Railway Company whose property is involved in the Work.

1-26 RIGHT-OF-WAY AND EASEMENTS

The areas owned, or acquired by permanent easement; also, the areas acquired by temporary easement during the time the easement is in effect.

1-27 SEWER, COMBINED

Any sewer constructed or used for the purpose of carrying both storm water and waterborne wastes to a treatment facility.

1-28 SEWER, SANITARY

Any sewer constructed or used for the purpose of carrying waterborne wastes to a treatment facility.

1-29 SEWER, SERVICE

A branch sanitary sewer line constructed from the main sanitary sewer line to a point described in the Special Provisions or Plans or to a point established by the Engineer.

1-30 SEWER, STORM

A sewer constructed or used for carrying storm water or sub-surface water to a storm water outlet.

1-31 SPECIAL PROVISIONS

Specific directions, provisions, requirements and revisions of the Specifications peculiar to the Work under consideration which are not satisfactorily provided for in the Specifications. The Special Provisions set forth the final contractual intent as to the matter involved. The Special Provisions included in the Contract shall not operate to annul those portions of the Specifications with which they are not in conflict.

1-32 SPECIFICATIONS

The body of directions, provisions and requirements contained herein, or in any supplement to this document referred to in the Special Provisions, together with written agreements and all documents of any description made or to be made pertaining to the method or manner of performing the Work, the quantities or the quality of materials to be furnished under the contract.

1-33 STATE SPECIFICATIONS

IDOT, Standard Specifications for Road and Bridge Construction, latest edition at the time of Bid. This book outlines the general requirements and covenants to all improvements, as well as provisions relating to materials, equipment and construction requirements for individual items of work.

1-34 SUBCONTRACTOR

The individual, firm, partnership or corporation to whom the Contractor, with the written consent of the Engineer, sublets, assigns, or otherwise disposes of any part of the Work covered by the contract.

1-35 SUB-BASE

The layer or layers of specified or selected material of designed thickness placed on a sub-grade to support a base course.

1-36 SUB-GRADE

The top of surface of a roadbed upon which the pavement structure and shoulders are constructed.

1-37 SUPPLEMENTAL AGREEMENT

The written agreement executed by the Owner and the Contractor, with the assent of the Contractor's surety, covering modifications or alterations of the terms of the original Contract.

1-38 SUPPLIER

Any person or organization who supplies materials or equipment for the Work including that fabricated to a special design.

1-39 SURETY

The corporate body, individual or individuals which engage to be responsible for the Bidder's acts in the execution of the Contract in the event of its being awarded to him; or, which are bound with and for the Contractor to insure his acceptable performance of the Contract, his payment of all obligations pertaining to the Work, and his fulfillment of such other conditions as may be specified or otherwise required by law.

1-40 SURFACE COURSE

One or more layers of a pavement structure designed to accommodate the traffic load, the top layer of which resists skidding, traffic abrasion, and the disintegrating effects of climate. The top layer is sometimes called "wearing course".

1-41 WATER MAIN

A pipe constructed or used to carry potable water under pressure.

1-42 WATER SERVICE LINE

That line connected to the water main, which delivers potable water to the user's facilities.

1-43 THE WORK

The improvement advertised for bids, described in the Proposal form, indicated on the Plans and covered in the Specifications, Special Provisions, Contract, authorized alterations, extensions and deductions, and supplementary agreements, or any part or parts thereof.

SECTION 2. PROPOSAL REQUIREMENTS AND CONDITIONS

2-1 CONTENTS OF THE PROPOSAL FORM

Bidders will be furnished with forms stating the location and description of the Work contemplated, the approximate quantities of Work to be performed, the amount of the Proposal Guarantee, requirements pertaining to labor, and the date, time and place of filing and opening Proposals. All documents bound with or attached to the proposal shall be considered a part thereof, and shall not be detached or altered.

2-2 INTERPRETATION OF ESTIMATE OF QUANTITIES

An estimate of quantities of Work to be done and materials to be furnished under the Specifications is given in the Proposal. It is given as a basis for comparison of Proposals and the award of the Contract. The Owner and Engineer do not expressly or by implication agree that the actual quantities involved will correspond therewith; nor shall the Bidder plead misunderstanding or deception because of such estimate of quantities pertaining to the Work.

Payment will be based on the actual quantities of Work performed in accordance with Contract, at the Contract unit prices specified. No allowance will be made for any change in anticipated profits due to an increase or decrease in the original estimate of quantities. The Owner reserves the right to omit any item entirely, or to increase or decrease any or all items as provided in Section 4-3.

2-3 EXAMINATION OF PLANS, SPECIFICATIONS, SPECIAL PROVISIONS, AND SITE OF WORK

The bidder shall, before submitting his bid, carefully examine the Proposal, Plans, Specifications, Special Provisions, and form of Contract and bond. He shall inspect in detail the site of the proposed Work and familiarize himself with all the local conditions affecting the Contract and the detailed requirements of construction. If his Bid is accepted, he will be responsible for all errors in his Proposal resulting from his failure or neglect to comply with these instructions. The Owner or Engineer will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

When the Plans or Special Provisions include information pertaining to sub-surface exploration, borings, test pits, and other preliminary investigations, such information is included only for the convenience of the Bidder. The Owner or Engineer assumes no responsibility whatever in respect to the sufficiency of the information, and there is no guaranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the Work, or that unanticipated developments may not occur.

When the Plans or Special Provisions include information pertaining to the location of underground utility facilities, such information is only included for the convenience of the Bidder. The Owner or Engineer assumes no responsibility whatever in respect to the sufficiency or accuracy of the information, or lack of information, shown on the Plans relative to the location of underground utility

facilities. It shall be the Contractor's responsibility to obtain from the respective utility companies detailed information relative to the location of their facilities and the work schedules of the utility companies for removing or adjusting them.

2-4 ENGINEER'S ESTIMATE

The Engineer's "Estimate of Cost" as prepared for the Owner for the work to be completed under this contract may or may not be available to the Bidders at the discretion of the Owner or the Engineer. If the "Estimate of Cost" is available, it shall be given to all prospective bidders upon request.

2-5 PREPARATION OF THE PROPOSAL

The Bidder shall submit his Proposal on the form furnished by the Owner. The Proposal shall be executed properly, and Bids shall be made for all items indicated in the proposal form, except that when alternate bids are asked, a Bid on more than one alternate for each item is not required, unless the Special Provisions provide otherwise. The Bidder shall indicate, in figures, a unit price or lump sum for each of the separate items called for in the Proposal; he shall show the products of respective quantities and unit prices in the column provided for that purpose, and the gross sum shown in the place indicated in the Proposal shall be the summation of said products. All writing shall be with ink or typewriter, except the signature of the bidder, which shall be written with ink.

If the Proposal is made by an individual, his name and post office address shall be shown. If made by a firm, joint venture, or partnership, the name and post office address of each member of the firm, joint venture, or partnership shall be shown. If made by a corporation, the Proposal shall show the names, titles, and business addresses of the president, secretary, and treasurer, certified to by the secretary.

2-6 MULTIPLE BIDS

If multiple Bids are to be received, bidding shall be in accordance with the instructions in the Special Provisions.

2-7 REJECTION OF PROPOSALS

Proposals that contain omissions, erasures, alterations, additions not called for, conditional or alternate bids unless called for, irregularities of any kind, or proposals otherwise regular which are not accompanied by the proper proposal guaranty shall be rejected as informal or insufficient. However, the Owners reserve the right to reject any or all Proposals and to waive such technical error as may be deemed best for the interest of the Owner.

2-8 PROPOSAL GUARANTY

Each proposal shall be accompanied by a bid bond, bank draft, bank cashier's check, or properly certified check for not less than ten per cent (10%) of the amount Bid unless otherwise specified in the Special Provisions.

If a multiple Bid is submitted, the bid bond, bank draft, bank cashier's check, or certified checks, which accompany the individual Proposals making up the combination, will be considered as also covering the multiple Bid.

See Paragraph 3-3 regarding return of Proposal Guaranty.

The bid bond, bank draft, cashier's checks, or certified checks accompanying Proposals shall be made payable to the Owner.

2-9 DELIVERY OF PROPOSALS

Proposals shall be delivered prior to the time and at the place indicated in the notice to bidders. Each Proposal shall be placed in an envelope sealed and plainly marked to indicate its contents. Only sealed Proposals will be accepted.

Proposals will not be opened unless received at the place of letting and prior to the time stated in the Notice to Bidders.

2-10 WITHDRAWAL OF PROPOSALS

Permission will be given a Bidder to withdraw a Proposal if he makes his request in writing before the time for opening Proposals. If a Proposal is withdrawn, the Bidder will not be permitted to submit another Proposal for the same Work at the same letting.

2-11 WITHDRAWAL OF PROPOSAL GUARANTY

See Paragraphs 3-2 and 3-3 on award of Contract and return of Proposal Guaranty.

2-12 PUBLIC OPENING OF PROPOSALS

Unless otherwise specified, Proposals will be opened and read publicly at the time and placed specified in the Notice to Bidders. Bidders, their authorized agents, and other interested parties are invited to be present.

2-13 DISQUALIFICATION OF BIDDERS

Any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and rejection of his Proposal.

A. More than one Proposal for the same Work from an individual, firm, partnership, or corporation under the same or different names.

B. Evidence of collusion among bidders.

C. Unbalanced Proposals in which the prices for some items are substantially out of proportion to the prices for other items.

D. Failure to submit a unit price for each item of Work listed in the Proposal.

E. If the Proposal form is other than that furnished by the Engineer or if the form is altered or any part thereof is detached.

F. If there are omissions, erasures, alterations, unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the Proposal incomplete, indefinite or ambiguous as to its meaning.

G. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

H. If the Proposal is not accompanied by the proper proposal guaranty.

I. If the Proposal is prepared with other than ink or typewriter.

J. Lack of competency as revealed by financial statement or experience questionnaire.

K. Unsatisfactory performance record as shown by past work judged from the standpoint of workmanship and progress.

L. Uncompleted work, which, in the judgment of the Owner, might hinder or prevent the prompt completion of additional work.

M. False information provided on a Bidder's "Contractor's Statement."

N. Failure to comply with any prequalification regulations of the Owner.

O. Default under previous contracts.

2-14 COMPETENCY OF BIDDERS

The Bidder, if a corporation, shall show the name of the State in which the corporation is chartered. Each Bidder shall furnish the Owner within two (2) weeks after request, with satisfactory evidence of his competency to perform the Work contemplated. When requested, he shall submit to the Owner a

financial statement prepared by a Certified Public Accountant showing his financial condition at the end of his past fiscal year. The accountant who prepares the statement shall certify that he holds a valid and unrevoked certificate as a Certified Public Accountant, issued in accordance with the laws of the State in which he is licensed. The Bidder, if requested, shall also answer and submit questionnaires relating to his experience and available equipment for performing construction work similar to that for which he is offering a proposal, and shall do so within the same two weeks from the time of request.

Before an award is made, the Bidder may, at the option of the Owner be required to furnish a statement showing the value of all uncompleted work for which he has entered into contracts.

2-15 MATERIAL SUBSTITUTIONS

If restrictions of any governmental authority prohibit the use of certain items that are required by the Plans and Specifications, substitution for such items will be determined by the Owner.

Each Bidder shall base his bid on the furnishing of all items exactly as shown on the Plans and as described in the Specifications. The successful Bidder will not be authorized to make any substitutions on his own volition, but in each and every case must obtain a properly authorized change order from the Owner on his Contract before installing any work in variance with the Contract requirements.

2-16 CONTRACTOR'S UNDERSTANDING

It is understood and agreed that the Contractor has, by careful examination, satisfied himself as to the nature and location of the work, the conformation of the ground, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the Work, the general and local conditions, and all other matters which can in any way affect the Work under this Contract. No verbal agreement or conversation with any officer, agent, or employee of the Owner and Engineer, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

2-17 STATUS OF RIGHT-OF-WAY, EASEMENT AND CONSTRUCTION EASEMENT ACQUISITION

Each bidder is instructed to fully acquaint himself with the status of the right-of-way, easement and construction easement acquisition at the time of submission of his proposal and the possibility of the acquisition of the parcels remaining to be acquired, if any, in time so as not to interfere with the progress of his work under this contract, and the owner shall not be liable to any damage that may occur to him for any and all delay through delay of the owner in securing the necessary right-of-way, easement and construction easement.

The owner agrees that it will make every effort to acquire any right-of-way, easement and construction easement with all speed and diligence possible.

SECTION 3. AWARD AND EXECUTION OF CONTRACT

3-1 CONSIDERATION OF PROPOSALS

The proposals received will be compared on the basis of the summation of the products of the items of Work listed and the unit prices offered. In case of discrepancy between the gross sum shown in the Proposal prices, the unit prices shall govern, and any errors found in said products shall be corrected. In awarding Contracts, the Owner will, in addition to considering the amounts stated in the Proposals, take into consideration the responsibility of the various Bidders as determined from a study of the data required under the previous article and from other investigations, which the Owner may elect to make.

3-2 AWARD OF CONTRACT

Except in cases where the Owner exercises the right reserved to reject any or all Proposals, the Contract will be awarded by the Owner, as soon as practicable after the opening of Proposals.

Unless otherwise specified, if a Contract is not awarded within forty- five (45) days after the opening of Proposals, a Bidder may file a written request with the Owner for the withdrawal of his bid or award date may be extended by mutual consent of the Owner and Bidder. The Owner will have a maximum of ten (10) days after the receipt of such request to award the Contract or release the Bidder from further obligation by return of the Bidder's Proposal Guaranty.

3-3 RETURN OF PROPOSAL GUARANTY

The Proposal Guaranties of all except the two lowest Bidders will be returned promptly after the Proposals have been checked. Proposal Guaranties of the two lowest Bidders will be returned as soon as the Contract and Bond of the successful bidder have been properly executed and approved.

If Contracts cannot be awarded promptly, the Owner shall permit the two (2) lowest Bidders to substitute for the bank cashier's checks, or certified checks which they may have submitted with their Proposals as Proposal Guaranties, a bid bond executed by a corporate surety company satisfactory to the Owner, but such substitutions shall not be made until a period of three (3) days has elapsed after the date of opening Proposals.

3-4 REQUIREMENT OF CONTRACT BOND

The successful Bidder, at the time of the execution of the Contract, shall deposit with the Owner a surety bond for the full amount of the Contract. The form of bond shall be that furnished by the Owner, and the surety shall be acceptable to the Owner.

3-5 EXECUTION OF THE CONTRACT

The contract shall be executed by the successful Bidder. The bond, when required, shall be executed by the principal and the sureties, and executed Contract and Contract Bond shall be presented to the Owner within fifteen (15) days after the date of notice of the award of the Contract.

Each Contract must be executed in three (3) original counterparts, and there shall be executed original counterparts of the Contract Bond in equal number to the executed original counterparts of the Contract. One (l) copy each of such executed documents will be retained by the Owner and the Engineer, the third will be delivered to the Contractor.

3-6 FAILURE TO EXECUTE CONTRACT

Failure on the part of the successful Bidder to execute a Contract and an acceptable Contract Bond and acceptable insurance certificates as provided herein, within fifteen (15) days from the date of receipt of Contract documents from the Owner will be considered as just cause for the annulment of the award and the forfeiture of the proposal guaranty to the Owner, not as a penalty but in payment of liquidated damages sustained as a result of such failure.

SECTION 4. SCOPE OF WORK

4-1 INTENT OF THE PLANS AND SPECIFICATIONS

The intent of the contract is to prescribe a complete outline of work which the Contractor undertakes to do in full compliance with the contract, plans and specifications. The Contractor shall furnish all required materials, equipment, tools, labor, and incidentals, unless otherwise provided in the contract, and shall include the cost of these items in the unit prices bid for the several units of work. Contractor shall be solely responsible for all safety procedures and safety violations. The quantities appearing in the bid schedule of prices are estimates prepared for the establishment of pay item prices and the comparison of bids. Payment to the Contractor will be made for the actual measured quantities performed and accepted or material furnished and accepted according to the contract, and the scheduled quantities may be increased, decreased, or omitted as herein provided.

Under no circumstances shall the Contractor exceed any established pay item quantity without notification to the Engineer and receipt of written authorization as provided herein.

The latest edition of the State Specifications and Standard Specifications for Water and Sewer Construction in Illinois shall be the basis and govern this contract unless otherwise provided by special provision or exception.

4-2 SPECIAL WORK

Should any construction or requirement not covered by the Specifications be anticipated on any proposed Work, Special Provisions for the same will be prepared and included in the Proposal form, which Special Provisions shall be considered as a part of the Specifications the same as though contained fully herein.

4-3 CHANGES

The Owner reserves the right to make, in writing, at any time during work, changes in quantities, alterations in work, and the performance of extra work to satisfactorily complete the project. Such changes in quantities, alterations, and extra work shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered.

If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Owner may determine to be fair and equitable.

If alterations or changes in quantities do not significantly change the character of the work to be performed under contract, the altered work will be paid for as provided elsewhere in the contract.

The term "significant change" shall be construed to apply only when the character of the work as altered differs materially in kind or nature from that involved or included in the original proposed construction or when a major item, defined as an item whose total original contract costs exceeds ten percent of the total original contract amount, is increased in excess of 125 percent or decreased below 75 percent of the original contract quantity.

All alterations, cancellations, extensions, and deductions shall be authorized in writing by the Owner before work is started. Such authorizations shall set up the items of work involved and the method of payment for each item.

The Contractor shall accept payment for alterations which result in an increase or decrease in the quantities of work to be performed according to the following:

A. All increases in work of the type which appear in the contract as pay items accompanied by unit prices will, except as provided under paragraph (C) herein, be paid for at the contract unit prices. Decreases in quantities included in the contract will be deducted from the contract at the unit bid prices. No allowance will be made for delays or anticipated profits.

B. Major items of work for which the quantities are increased by not more than 125 percent or reduced to not less than 75 percent of the original contract quantities will be paid for as specified in paragraph (a) above. Any adjustments for increased quantities for major items of work increased more than 125 percent shall only apply to that portion in excess of 125 percent of original contract quantities. Any adjustments made for major items of work which are decreased to less than 75 percent of the original contract quantities shall apply to the actual amount of work performed.

C. Extra work which is not included in the contract as pay items at unit prices and is not included in other items of the contract will be paid for according to Section 9-4.

4-4 PERIODIC AND FINAL CLEANUP

From time to time or as may be ordered by the Owner and immediately after completion of the Work, the Contractor shall at his own expense clean up and remove all refuse and unused materials of any kind resulting from the Work. Upon failure to do so within five (5) working days after receipt of written request from the Owner, the Work may be done by the Owner and the cost thereof be charged to the Contractor and be deducted from his Contract price. Upon completion of the Work, the Contractor shall remove all his equipment and put the area of the Work in a neat and clean condition and do all other cleaning required to complete the Work in a workmanlike manner, ready for use and satisfactory to the Owner.

All Cleanup shall be performed as specified in the various sections of these Specifications or in the Special Provisions.

4-5 LUMP SUM CONTRACTS

On lump sum Contract, when specified in Special Provisions, or Contracts containing lump sum items, the lump sum contract price shall include the furnishing and installation of all Work described in the Specifications and/or shown on the Plans.

4-6 LOCAL ORDINANCES AND REGULATIONS

The Contractor shall keep himself fully informed of all existing laws, ordinances, and regulations of the municipality affecting the work and/or material of this Contract. If any inconsistency is discovered between the Plans, Specifications and those covered by local municipal laws, ordinances, or regulations, it shall be reported to the Owner and Engineer.

4-7 PREFERENCE TO VETERANS

Attention is called to assure compliance with Illinois Revised State Chapter 126 Section 23. Preference to veterans upon public works: "In the employment and appointment to fill positions in the construction, addition to, or alteration of all public works undertaken or contracted for by the state, or by any political subdivision thereof, preference shall be given to persons who were engaged in the military or naval service of the United States in time of war".

SECTION 5. CONTROL OF THE WORK

5-1 PLANS AND WORKING DRAWINGS

The Contractor shall submit to the Engineer such shop, working, or layout drawings pertaining to the construction of the Work, as may be required. These drawings shall be reviewed by Engineer for general conformance with the design concept only. This review by the Engineer does not relieve the Contractor and/or fabricator/vendor of responsibility for conformance with the Contract documents (see 1-8) and applicable codes, all of which have priority over these shop, working and layout drawings. Corrections or comments made on the shop drawings by the Engineer during this review process do not relieve the Contractor from compliance with the requirements of the Contract documents (1-8) and applicable codes.

When the Contract includes Work adjacent to a railroad and false work, cofferdams, or sheeting is required, the Contractor shall submit to the Engineer for his approval and the Railroad Engineer's approval, plans for the false work, cofferdams, or sheeting by a Registered Structural Engineer. It shall be the responsibility of the Contractor to contact the railroad to determine how to meet their requirements. The cost of meeting those requirements shall be borne by the Contractor. The plans shall be submitted sufficiently in advance of the time the Contractor intends to start work to permit checking. No such work shall be started prior to receipt by the Contractor of approval of the Plans for the false work, cofferdams, or sheeting.

The cost of furnishing such Drawings shall be incidental to the contract and no additional compensation will be allowed the Contractor for any delays resulting therefrom.

5-2 CONFORMITY WITH PLANS AND SPECIFICATIONS

It is the intent of the Specifications that all Work performed and all materials furnished shall be in conformity with the lines, grades, cross section, dimensions and material requirements shown on the Plans or indicated in the Specifications.

In the event the Engineer finds the materials or the finished product in which the materials are used or the Work performed are not in conformity with the Engineering Plans and technical Specifications including tolerances and have resulted in an inferior or unsatisfactory product, the Work or material shall be removed and replaced or otherwise corrected by and at the expense of the Contractor.

5-3 COORDINATION OF COMPONENT PARTS OF THE CONTRACT

The Specifications, the accompanying Plans, the Proposal, the Special Provisions, and all other contract documents are intended to describe a complete Work and are essential parts of the Contract. A requirement occurring in any of them is binding. In case of discrepancy, figured dimensions shall govern over scaled dimensions, Plans shall govern over Specifications, Special Provisions shall govern over both Specifications and Plans, and quantities shown on the plans shall govern over those shown in the

Proposal. Neither the Owner, Engineer, nor the Contractor shall take advantage of any apparent error or omission in the Plans or Specifications, and the Owner shall be permitted to make such minor changes or alterations as may be deemed necessary for the fulfillment of the intent of the Plans and Specifications. Any corrections or alterations so made shall be subject to the provisions of Section 4-3.

5-4 COOPERATION BY CONTRACTOR

The Contractor will be furnished necessary copies of the Plans and Special Provisions, and he shall have one copy of each available on the work at all times during its prosecution. He shall give the work his constant attention to facilitate the progress thereof, and shall cooperate with the Owner and Engineer in every way possible. He shall have on the Work site at all times a competent, English-speaking representative authorized to receive orders and act for him and shall not replace him without prior written notification to the Owner.

5-5 UTILITIES

Not all of the gas, power, telephone or cable television lines, whether above or below ground, have been shown on the drawings. The location of existing underground utilities, such as water mains, sewers gas mains, etc., as shown on the drawings, have been determined form the best available information and are given for the convenience of the Contractor. The Contractor must assume responsibility for location and protection of all utilities, whether shown or not, and must realize that the actual locations of the utilities shown on the drawings may be different from the location indicated.

It is the responsibility of the Contractor to phone the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours before excavation starts (except Saturday, Sunday and Holidays) phone toll free 1-800-892-0123. The Contractor shall also be responsible for having the "Dig Number" assigned as a result of the phone request available at the construction site and at his office.

It is understood and agreed that the Contractor has considered in his Proposal all of the permanent and temporary utility appurtenances shown or otherwise indicated on the Plans in their present positions and that no additional compensation will be allowed for any delays, inconvenience, or damage sustained by him due to any interference from the said utility appurtenances of the operation of moving them either by the utilities company or by the Contractor; or on account of any special construction methods required in prosecuting his work due to the existence of said appurtenances.

5-6 COOPERATION BETWEEN CONTRACTORS

If separate contracts are let for Work comprising an entire improvement, each Contractor shall conduct his Work so as not to interfere with or hinder the progress or completion of the Work being performed by other Contractors.

The Contractor shall as far as possible arrange his Work, and place and dispose of the materials being used so as not to interfere with the operations of the other contractors within the limits of the same improvement. He shall join his work with that of the others in an acceptable manner and shall perform it in proper sequence to that of the others. In case of dispute, the latest approved progress schedule shall govern.

5-7 CONSTRUCTION STAKES

Construction stakes and/or paint will be furnished and set by the Engineer to mark the general location, alignment, elevation and grade of the Work. The Contractor shall exercise proper care in the preservation of stakes set for his use or the use of the Engineer. The Contractor shall pay for the cost of replacing stakes damaged by his operation or those stolen by others.

5-8 AUTHORITY AND DUTIES OF OBSERVERS

Observers employed by the Owner or by the Engineer shall be authorized to observe the progress of the Work to determine if the Work is proceeding in accordance with the technical Plans and Specifications, and to perform such other duties as may be designated by the Engineer. However, the Engineer shall not be responsible for the construction means, methods, techniques, sequences or safety procedures and precautions in connection with the work by the contractors.

5-9 ENGINEER'S FIELD OFFICE AND/OR LABORATORY

When required by the Special Provisions, the Contractor shall furnish a field office and laboratory. The field office and/or laboratory shall be a weatherproof building for the exclusive use of the Engineer. It shall be independent of any building used by the Contractor. All keys to the building shall be turned over to the Engineer. The Engineer shall designate the location of the building and it shall remain on the site until released by the Engineer.

The building shall conform to the following requirements:

Floor space, not less than ..... 120 square feet

Height of ceiling, not less than..... 8 feet

Windows, not less than 3

Door, with lock approved by the Engineer 1

Instrument locker, 2 feet x 3 feet x 4 feet, with adjustable shelves
Hinged wall table ..... 3 feet x 6 feet

The Contractor shall provide lights, heat, and when electric power is available, summer air conditioning for the building. The conditions shall be acceptable to the Engineer.

When shown on the plans or specified in the Special Provisions, the Contractor shall furnish two (2) buildings conforming to the above requirements, one to be used as a field laboratory, and each to be located where designated by the Engineer.

With the approval of the Engineer, a mobile building or buildings of approximately the same dimensions and having similar facilities may be substituted for the above described building or buildings.

The cost of furnishing the building or buildings, light, heat, and air conditioning shall be paid for at the contract lump sum price for "FIELD OFFICE AND/OR LABORATORY". The office and/or laboratory shall remain the property of the Contractor when the Work is completed.

5-10 CONSTRUCTION OBSERVATION

All materials and each part or detail of the Work may be subject at all times to observation by the Engineer and the Owner, or their authorized representatives, and the Contractor will be held strictly to the true intent of the Contract documents in regard to quality of materials, workmanship and the diligent execution of the Contract. Observations may be made at the site or at the source of material supply whether mill, plant or shop. The Engineer, or his representatives, shall be allowed access to all parts of the Work and shall be furnished with such information and assistance by the Contractor as is required to make his observations and construction review. The duty of the Engineer to conduct observations and construction review of the Contractor's performance shall not include review of the adequacy of the Contractor's safety measures in, on, or near the construction site.

Engineer shall not at any time supervise, direct, or have control over any contractors' work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, nor for safety precautions and programs in connection with the contractors' work, nor for any failure of any Contractor to comply with laws and regulations applicable to contractors' work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work. Engineer shall have no authority to stop the work of any contractor on the Project. The Engineer's efforts will be directed toward providing assurance for the Owner that the completed project will conform to the Plans and Specifications as prepared by the Engineer, to safeguard the Owner against variances and deviations from the Plans and Specifications, and to assist in a correct interpretation of the Plans and Specifications.

The Engineer shall not have control of the construction and does not have a right, duty or responsibility to stop work for any reason including any contractor's failure to follow proper safety precautions or any acts or omissions. The Engineer shall not be responsible for the acts, errors or omissions of any contractor or any of their agents or employees or any other person performing any of the Work under the Contract.

The Contractor shall, upon written notice from the Owner, remove or uncover such portions of the finished Work as he may direct, before the final acceptance of the same. After examination, the Contractor shall restore said portion of the Work to the standard required by the Contract documents. If the Work thus exposed or examined proves acceptable, the expenses of uncovering or removing and the replacing of the parts removed shall be paid for as Extra work, unless otherwise provided in the Contract documents, but if the Work so exposed or examined is unacceptable, the expense of uncovering or removing and the replacing of the same in accordance with the Contract documents shall be borne by the Contractor.

The Contractor shall supervise and direct the Work. He will be solely responsible for the means, ethods, techniques, sequences and procedures of construction.

Any reference to "supervision" by the Engineer in the Illinois Department of Transportation, Standard Specifications for Road and Bridge Construction or any other referenced documents shall be changed to "observation."

When the State and/or Federal Government is to pay a portion of the cost of the Work covered by the Contract, the Work shall be subject to the observation of the representatives of those Governments, but such observation shall in no sense make those Governments a part of the Contract.

5-11 REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK

Work done without lines and grades being given, or beyond the lines shown on the Plans or as given, except as herein provided, or any extra work done without authority will be considered as unauthorized and at the expense of the Contractor, and will not be measured or paid for. Work so done may be ordered by the Owner to be removed or replaced at the Contractor's expense.

All work, which has been rejected, shall be remedied or removed and replaced so as to comply with the Plans and Specifications by the Contractor at his own expense. Upon failure on the part of the Contractor to comply promptly with any order of the Owner made under the provisions of this article, the Owner shall, after giving written notice to the Contractor, have the authority to cause defective work to be remedied, or removed and replaced, or to cause unauthorized work to be removed, and to deduct the cost thereof from the contract price due or become due to the Contractor.

5-12 FINAL ACCEPTANCE

The Engineer shall make final acceptance of all Work included in the Contract, as soon as practicable after notification by the Contractor that the Work is completed. If the Work is not acceptable to the Engineer, he shall inform the Contractor in writing as to the particular defects to be remedied before final acceptance can be made.

The Contractor shall be relieved of normal maintenance responsibilities for any sections of the work, which are completed and accepted by the Owner prior to project completion. For the remainder of the Work, the guarantee period shall be as stated in Section 7-16.

When the Contract includes work for which the County, State and/or Federal Government is to pay a portion of the cost thereof, such work shall also be subject to the inspection and approval of the representatives of those governments.

5-13 PUBLIC CONSTRUCTION BID ACT, 30 ILCS 557/1

It is agreed that the Public Construction Bid Act, 30 ILCS 557/1, shall not be applicable to this contract pursuant to the home rule powers of the community.

SECTION 6. CONTROL OF MATERIAL

6-1 QUALITY OF MATERIALS

It is the intent of the Specifications that first-class materials shall be used throughout the Work, and that they shall be incorporated as to produce completed construction, which is workmanlike and acceptable in every detail. The cost or collecting and furnishing of samples of all test material shall be borne by the Contractor. The cost of all testing shall be borne by the Owner. Only materials, which conform to the requirements of these Specifications, shall be incorporated in the Work.

6-2 DEFECTIVE MATERIALS

All materials not conforming to the requirements of the Specifications shall be considered as defective and shall be removed from the Work; if in place, they shall be removed by the Contractor at his expense and replaced with acceptable materials. No defective materials, the defects of which have been subsequently corrected, shall be used until approval has been given. Upon failure of the Contractor to comply forthwith with any written order of the Owner pursuant to the provisions of this article, the Owner shall have authority to remove and replace defective materials and to deduct the cost of removal and replacement from any monies due to become due the Contractor.

6-3 TESTING MATERIALS

All materials should be tested and approved by the Engineer before incorporation in the Work. The Contractor shall give sufficient advance notice of placing orders to permit tests to be completed before the materials are incorporated in the Work and the Contractor shall afford such facilities as the Engineer may require for collecting and forwarding samples and making observations.

6-4 SAND, GRAVEL AND CRUSHED STONE

The source of sand, gravel and crushed stone construction shall be approved by the Engineer prior to usage. The approval shall be based upon testing of samples furnished by the Contractor and tested by the Engineer for conformance with Specifications. Approval shall be contingent upon the Contractor using materials on the job, which conform with the samples satisfactorily tested.

6-5 CONCRETE

Samples of concrete used in construction shall be taken by the Contractor and made into test cylinders in conformance with ASTM C31. The Owner shall provide the services of an independent testing laboratory to collect and test the cylinders in conformance with ASTM C39, and furnish a copy of test results to the Engineer. Any concrete, which tests indicate failed to conform to the Specifications, shall be removed and replaced at Contractor's expense. At the option of the Owner, the concrete may be accepted and agreed upon adjustment in payment.

6-6 MISCELLANEOUS MATERIALS

Fittings, valves, castings, hydrants, house service pipes, masonry blocks, bricks, manhole sections or other miscellaneous manufactured materials used in water and sewer construction shall be furnished with the implied guarantee that such materials conform with the requirements of the Specifications. The Engineer reserves the right to require a certified statement from the manufacturer of such materials that the specific materials have been inspected and tested and conform with the Specifications.

6-7 JOB SITE OBSERVATION

Regardless of any tests of materials made at the source, the Contractor shall carefully inspect all materials before installation and reject any materials, which have been damaged or have visible flaws. The Engineer also reserves the right to make such observation, but failure to detect irregularities does not relieve the Contractor of responsibility to remove and replace materials, which are found to be defective after installation.

6-8 STORED MATERIALS

If it is necessary to store materials, they shall be protected in such a manner as to insure the preservation of their quality and fitness for the Work. All stored materials shall be inspected at the time of use in the Work, even though they may have been inspected and approved before being placed in storage. The Contractor may use the right-of-way for storage of materials. If stockpiling is done outside the right-of-way, the additional space required shall be provided by the Contractor at his expense.

6-9 "OR EQUAL" CLAUSE

Whenever, in any of the Contract Documents, an article, material or equipment is defined by describing a proprietary product, or by using the name of a manufacturer, or vendor, the term "or equal", if not inserted shall be implied except where the Proposal provides for alternate bids. The specific article, materials, or equipment mentioned shall be understood as indication of the type function, minimum standard or design, efficiency and quality desired and shall not be construed in such a manner as to exclude manufacturer's products of comparable quality, design and efficiency. The Contractor shall comply with the requirements of the Contract Documents relative to an Owner's approval of materials and equipment before they are incorporated in the project.

SECTION 7. LEGAL REGULATIONS AND RESPONSIBILITY TO PUBLIC

7-1 LAWS TO BE OBSERVED

The Contractor shall at all times observe and comply with all Federal laws, State laws, County laws, local laws, ordinances, and regulations which in any manner affect the conduct of the Work, and all such orders or decrees as exist at the time Bids are advertised, of legislative bodies or tribunals having legal jurisdiction or authority over the work and no plea of misunderstanding or ignorance thereof will be considered. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these laws, ordinances and regulations.

The Contractor shall indemnify and save harmless the Owner, the Engineer, and all of their officers, agents, employees and servants against any claim or liability, including legal fees, arising from or based on the violation of such law, ordinance, regulation, order or decree, whether by themselves or their employees.

7-1.01 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless Owner and REL and their respective officers, agents and employees, from and against all claims, damages, losses, costs, expenses, judgments and liabilities, including but not limited to attorney's fees, costs and expenses, arising out of or in connection with Contractor's performance of or failure to perform this Agreement, provided that any such claim, damage, loss, costs, expenses, judgments or liabilities are attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible personal property, including the loss of use resulting therefrom, that is caused in whole or in part by any act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder.

Contractor shall defend, indemnify and hold harmless Owner, REL, and their respective officers, agents and employees from and against all claims, damages, losses, costs and expenses arising out of, relating to, or incurred in connection with the use by Contractor, its officers, agents, subcontractors and employees of any equipment, materials, tools, construction equipment, machinery, and/or motor vehicles owned or leased by Owner. The indemnification provided by this Section shall apply regardless of whether Owner consents to the use of equipment by Contractor.

In the event such indemnity as described above is prohibited by law, then said indemnity shall only be to the extent caused by the negligent acts or omissions of the Contractor, subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, or to the extent allowed by applicable law.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Contractor or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Contractor further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Contractor agrees that a similar waiver of liability limitation will be incorporated in its agreements with subcontractors or anyone directly or indirectly employed by them. Contractor agrees that in the event it fails to incorporate such a waiver of liability limitation in its agreements with said subcontractors and others, then it will be responsible for any additional liability arising out of said failure. The defense and indemnification obligations set forth in this provision shall survive the termination or expiration of this Agreement.

Contractor further agrees that all future contracts in furtherance of this contract between Contractor and any of its subcontractors will designate Owner and REL as intended third party beneficiaries of that contract. Contractor hereby agrees to specifically label Owner and REL as an "intended third party beneficiaries" in all contracts entered in furtherance of this contract.

7-2 INSURANCE REQUIREMENTS

7-2.01 GENERAL

The Contractor and any Subcontractors shall obtain and thereafter keep in force for the term of the contract the insurance coverage specified in 7-2.02 MINIMUM INSURANCE REQUIREMENTS.

The Contractor shall not commence work under the Contract until all the insurance required by this section or any Special Provisions has been obtained. The insurance companies must be authorized to do business in the State of Illinois for Work in Illinois and the State of Indiana for Work in Indiana.

The insurance companies providing coverage shall be rated in the Best's Key Rating Guide with a rating not lower than A- and shall have a financial size category of not less than VII.

The Contractor shall be solely responsible for enforcing compliance with these insurance requirements by all Subcontractors of any tier.

A. PRIMARY INSURANCE

All insurance required of the Contractor shall be specifically endorsed so that it is Primary Insurance as to all additional insureds with respect to all claims arising out of operations by or on their behalf. If additional insureds have other applicable insurance coverage, those coverages shall be deemed to be on an excess or contingent basis.

B. NO WAIVER OF INSURANCE REQUIREMENT BY OWNER

Under no circumstances shall the Owner be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:

1. Allowing work by Contractor or any Subcontractor of any tier to start before receipt of certificates of insurance, endorsements, and other required insurance documents; or

2. Failure to examine, or to demand correction of any deficiency of, any certificate of insurance received.

The Contractor agrees that the obligation to provide insurance is solely the Contractor's responsibility and cannot be waived by any act or omission of the Owner.

C. INSURANCE DOES NOT LIMIT LIABILITY

The purchase of insurance by the Contractor under this Contract shall not be deemed to limit the liability of the Contractor in any way for damages suffered by Owner (e.g., in excess of policy limits, because of deductibles, or not covered by the policies purchased).

D. NOTIFICATION OF PERSONAL INJURY/PROPERTY DAMAGE

The Contractor shall notify the Owner, in writing, of any possible or potential claim for personal injury or property damage arising out of the work of this Contract promptly whenever the occurrence giving rise to such a potential claim becomes known to the Contractor.

7-2.02 MINIMUM INSURANCE REQUIREMENTS

The insurance coverage required of the Contractor and any Subcontractors shall be written for not less than the following, or greater if required by law:

A. Workers' Compensation and Occupational Disease Insurance in accordance with applicable state and federal laws, and Employer's Liability Insurance with a bodily injury per accident limit of liability of at least $ 500,000, bodily injury by disease limit each employee of $500,000 and bodily injury by disease policy limit of $500,000 or such greater sum as may be reasonably required by Owner.

B. ***Commercial General Liability Insurance*** provided by ISO form CG 0001 with a combined Bodily Injury and Property Damage limit of at least $1,000,000 per occurrence, $2,000,000 products and completed operations aggregate and $2,000,000 general aggregate, or such greater sum as may be reasonably required by Owner.

1. Completed Operations and Products liability insurance shall be maintained for a period of 2-years after completion and acceptance of the Project by Owner, or such longer period as may be reasonably required by the Owner.

2. The above policy shall include an endorsement identifying Owner, Robinson Engineering, Ltd, and any other parties as may be reasonably required by Owner or REL as Additional Insured. ISO endorsements CG 2010 and CG 2037 any edition, or equivalent forms, must be used to provide this coverage. Copies of the endorsements must be included with the certificate of insurance as required in paragraph L.

3. Claims-Made coverage triggers are not acceptable to Owner.

4. ISO form CG2503, Designated Construction Project(s) General Aggregate Limit or an equivalent form must be endorsed to the policy and identified on the certificate of insurance. An Owners and Contractors Protective Liability policy can be utilized in lieu of aggregate limits per project, (see 7-2.02O for OCP requirements)

5. The policy shall not contain a sunset provision, commutation clause or any other provision which would prohibit the reporting of a claim and the subsequent defense and indemnity that would normally be provided by the policy.

6. The policy shall not contain any provision, definition or endorsement which would serve to eliminate third party action over claims.

7. Residential Work exclusions or limitations, in any form, are not acceptable to Contractor.

C. ***Comprehensive Automobile Liability Insurance*** covering use of all owned, non-owned and hired vehicles with Bodily Injury and Property Damage limit of at least $1,000,000 Combined Single Limit, or such greater sum as may be reasonably required by the Owner. This policy shall include coverage for Owner, REL, and any other parties as may be reasonably required by Owner, for liability arising out of the actions of Contractor, whether by endorsement or otherwise.

D. ***Excess or Umbrella Liability Insurance*** limits of no less than $5,000,000 per occurrence for Employer's Liability, Commercial General Liability and Comprehensive Automobile Liability, in excess of the minimum policy limits stated below:

Employer's Liability	$500,000 / $500,000 / $500,000
Commercial General Liability	$1,000,000 per occurrence
Commercial General Liability	$2,000,000 general aggregate
Commercial General Liability	$2,000,000 completed operations aggregate
Comprehensive Auto Liability	$1,000,000 combined single limit

Excess/Umbrella coverage shall be provided as no less than Follow Form and shall name Owner, REL, and any other parties as may be reasonably required by Owner, as Additional Insured on a Primary and Non-Contributory basis.

E. ***Pollution Liability*** in the amount of $1,000,000 per occurrence and in the aggregate or such sum as may be reasonably required by the Owner. This requirement covers the Contractor's use of, transportation, removal and/or disposal of hazardous materials and/or pollutants. Additionally, this requirement must apply to any disposal site receiving hazardous materials and/or pollutants. Pollution means the actual or alleged discharge, dispersal, release, seepage, migration, growth, or escape of smoke, soot, fumes, acids, alkalis, toxic chemicals, mold, mildew, spores, fungi, microbes, bacterial matter, legionella pneumophila, asbestos, lead, silica, liquids or gases, waste materials, contaminants, or other irritants, into or upon land, the atmosphere, any structure on land, the atmosphere contained within that structure, or any watercourse or body of water, including groundwater. Radioactive matter shall also be considered a pollutant, except as otherwise covered or protected by insurance or protections provided pursuant to 42 U.S.C. § 2014(w), as amended, or Section 170 of the Atomic Energy Act of 1954, as amended.

F. ***Professional Liability*** in the amount of $2,000,000 per occurrence and in the aggregate or such sum as may be reasonably required by the Owner. This requirement covers the Contractor's duties that involve professional architectural, engineering, design or consultation work. Any applicable deductibles and/or retention's must be noted on the Certificate of Insurance. Policy exclusions are not allowed for pollution, including mold, fungi or bacteria including the vapor produced or arising therefrom. Please see the project *Special Provisions* for the project specific needs of this policy.

G. ***Property and Equipment*** Contractor shall purchase and maintain at its own discretion and expense, Builder's Risk/Installation Floater Insurance in an amount equal to the insurable value of the Contractor's property, whether off site or in transit, to cover any equipment, tools or tangible personal property. Contractor assumes all liability and risks, and agrees to waive all claims against Owner and REL for damage to or loss of equipment, machinery, tools, supplies and other tangible personal property owned or supplied by Contractor and utilized or intended to be utilized during the course of Contractor's Work. Any insurance carried by Contractor covering such damage or loss shall be endorsed with a waiver of subrogation in favor of Owner and REL. Any and all subcontractors agree to assume the same liabilities and risks as Contractor.

H. ***Each of Contractor's*** General Liability, Auto Liability, Pollution Liability, Professional Liability and Excess/Umbrella Liability policies must be endorsed as Primary and Non-Contributory as to any insurance maintained by the Additional Insured(s) and shown on the certificate of insurance.

I. ***An endorsement*** in favor of the Additional Insured(s) waiving the Contractor's and its insurer's rights of subrogation shall be issued with respect to the Commercial General Liability, Comprehensive Auto Liability, Pollution Liability, Professional Liability and Workers' Compensation and Employers Liability policies. Evidence of this endorsement must be noted on the certificate of insurance.

J. ***Self-funded*** or other non-risk transfer insurance mechanisms or deductibles/self-insured retentions greater than $25,000 per occurrence are not acceptable to Owner on any insurance coverage required in this agreement. If the Contractor has such a program, full disclosure must be made to Owner and REL prior to any consideration being given.

K. ***Any subcontractor*** employed by Contractor shall have equivalent coverage.

L. ***A Certificate of Insurance***, including copies of the Additional Insured endorsements, shall be sent to REL prior to the commencement of any Work (please see the sample attached at the end of Section 7). All Certificates of Insurance and Endorsements verifying the existence of the above required insurance shall be in form and content satisfactory and acceptable to Owner and REL and shall be submitted to REL in a timely manner so as to confirm Contractor's full compliance with these insurance requirements stated herein, throughout the entire term of this Agreement.

Certificates must be sent to: robinsoneng@trustlayer.io

M. ***Contractor shall provide*** written notice via email to RELcertificates@thehortongroup.com of any cancellation notice received by Contractor from any insurer providing insurance as required in this Agreement within two (2) business days of Contractor's receipt of such notice.

N. ***Permitting Contractor*** to commence Work prior to RELs receipt of the required certificate shall not be a waiver of the Contractor's obligation to provide all of the above insurance. Acceptance by Owner or REL of insurance submitted by Contractor shall not relieve or decrease in any manner the liability of the Contractor for its performance under this Agreement.

In the event Contractor fails to obtain or maintain any of the foregoing required coverage, the Owner may purchase such coverage and charge the expense thereof to the Contractor, or may terminate this Agreement.

These Insurance provisions are intended to be a separate and distinct obligation on the part of Contractor. Therefore, these provisions shall be enforceable and Contractor shall be bound thereby regardless of whether or not the Indemnity provisions of this Agreement are determined at any time to be enforceable in the jurisdiction in which the Work covered by this Agreement is performed. The obligation of the Contractor to provide the insurance herein specified shall not limit in any way the liability or obligations assumed by the Contractor elsewhere in this Agreement.

In the event Contractor or its insurance carrier(s) defaults on any obligations under this Insurance provision, Contractor agrees that it will be liable for all reasonable expenses and attorneys' fees incurred by Owner in the enforcement of the terms of this provision.

O. ***Owner's And Contractor's Protective Liability Insurance***

If the Contractor is unable or unwilling to provide the required General Liability Additional Insured forms, an Owner's and Contractor's Protective Policy can be purchased as an acceptable alternate; Required limits of insurance;

1. Bodily Injury and Property Damage Combined

   $5,000,000 Each Occurrence

   $10,000,000 Annual Aggregate

2. The Contractor will furnish and maintain during the entire period of construction an Owner's and Contractor's Protective Liability policy written in the name of the Owner and REL with not less than the limits indicated. The named insureds shall be:

a. Owner
b. Robinson Engineering, Ltd.

3. Proof of insurance for the coverages required to be purchased by the Contractor, including the Owner's and Contractor's Protective Policy shall be submitted to REL for transmittal to the Owner for his approval prior to the start of construction. Proof of the Owner's Protective Policy shall consist of providing an entire copy of that policy to REL. With respect to all other coverages required to be purchased by the Contractor, proof of insurance shall consist of a Certificate of Insurance issued by the Contractor's insurance agency.

4. It is further understood that any insurance maintained or carried by Owner and Robinson Engineering, Ltd. shall be in excess of any coverage provided by any Contractor or Subcontractor.

P. ***Railroad Protective Insurance*** will be required by Special Provisions if needed.

Q. ***Builder's Risk Insurance*** is not provided by the Owner. The Contractor is responsible for any loss that would be insured by such coverage. On Contracts for construction of buildings, bridges, or other structures, all Builder's Risk coverage may be required by Special Provisions. Such coverage shall name the Owner, Contractor, subcontractors, and suppliers, as their interests may appear as named insureds.

7-3 PERMITS AND LICENSES

The Contractor, prior to commencing work, shall at his own expense procure all permits, licenses, and bonds necessary for the prosecution of the work, required by Municipal, County, State and Federal regulations, unless specifically provided otherwise in the Special Conditions of the Contract.

The Contractor shall also give all notice, pay all fees, and comply with all Federal, State, County and Municipal laws, ordinances, rules and regulations and building and construction codes bearing on the conduct of the Work.

7-4 PATENTS AND ROYALTIES

If any design, device, material or process covered by letters patent or copyright is used by the Contractor, he shall provide for such use by legal agreement with the owner of the patent or a duly authorized licensee of such owner, and shall save harmless the Owner and the Engineer from any and all loss or expense on account thereof, including its use by the Owner.

7-5 STATE AND FEDERAL PARTICIPATION

When the County, State, and/or the Federal Government pays all or any portion of the cost of the Work, the Work shall be subject to the inspection of the appropriate agency.

7-6 SANITARY PROVISIONS

The Contractor shall comply with all rules and regulations of the Federal, State, County, and local health departments, and shall take precautions to avoid creating unsanitary conditions. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-7 PUBLIC CONVENIENCE AND SAFETY

The Contractor shall notify the Owner at least five (5) days in advance of the starting of Work, which might in any way inconvenience or endanger traffic, so that arrangements may be made, if necessary, for closing the road and providing suitable detours. The Contractor shall at all times conduct the Work as to insure the least obstruction to vehicular and pedestrian traffic. The convenience of the general public and of residents along the roadway shall be provided for in an adequate and satisfactory manner. (See also 7-9, 7-14 and 8-6.)

If a temporary road is required for the convenience of the general public and/or residents along the roadway, temporary road requirements will not be paid for separately, but will be incidental to the Contract and no extra compensation will be allowed.

7-8 BARRICADES AND WARNING SIGNS

When any section of road is closed to traffic, the Contractor shall provide, erect, and maintain barricades, red flags, signs and lights at each end of the closed section and at all intersecting roads in accordance with the Illinois Manual of Uniform Traffic Control Devices.

If during the progress of the work, it is necessary to provide access to private property along the road, the Contractor shall provide, erect, and maintain within the closed portion of the road, such barricades, signs, flags and lights as may be necessary to protect the Work and to safeguard local traffic.

When traffic is to be permitted to use the road during construction, the Contractor shall protect the work and provide for safe and convenient public travel by providing, erecting, and maintaining such barricades, red flags, and lights as are necessary.

The Contractor's responsibility for the work, as provided in Section 7-15, shall apply, even though barricades, signs, red flags, and lights are installed as required above.

The cost of furnishing and maintaining barricades, warning signs, red flags, and lights as required herein shall be incidental to the Contract and no extra compensation will be allowed. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-9 DEBRIS ON TRAVELED SURFACE OR STRUCTURES

Where the Contractor's equipment is operated on any portion of the traveled surface or structures used by traffic on or adjacent to the section under construction, the Contractor shall clean the traveled surface of all dirt and debris at the end of each day's operation.

The cost of this work shall be included in the unit prices bid and no additional compensation will be allowed. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-10 EQUIPMENT ON TRAVELED SURFACE AND STRUCTURES

The traveled surface and structures on or adjacent to the work shall be protected, from damage by lugs or cleats on treads or wheels of equipment.

All equipment used in the prosecution of the work shall comply with the legal loading limits established by the statutes of the State of Illinois or local regulations when moved over or operated on any traveled surface or structure unless permission in writing has been issued by the Owner. Before using any equipment, which may exceed the legal loading, the Contractor shall secure a permit, allowing ample time for making an analysis of stresses to determine whether or not the proposed loading would be within safe limits. The Owner will not be responsible for any delay in construction operations or for any costs incurred by the Contractor as a result of compliance with the above requirements. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-11 USE OF EXPLOSIVES

When the use of explosives is necessary for the prosecution of the Work, the Contractor shall be governed by the rules and regulations of the Department of Mines and Minerals of the State of Illinois and any local regulations, which govern the use of explosives. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-12 USE OF FIRE HYDRANTS

If the Contractor desires to use water from hydrants, he shall make application to the proper authorities, and shall conform to the municipal ordinances, rules or regulations concerning their use. Water from

hydrants or other sources shall be at the Contractor's expense unless otherwise provided in the Special Provisions.

Fire hydrants shall be accessible at all times to the Fire Department. No material or other obstructions shall be placed closer to a fire hydrant than permitted by municipal ordinances, rules or regulations, or within ten feet (10') of a fire hydrant, in the absence of such ordinances, rules or regulations.

7-13 PROTECTION AND RESTORATION OF PROPERTY

If corporate or private property interferes with the Work, the Contractor shall notify, in writing, the owners of such property, advising them of the nature or disposition of such property. The Contractor shall furnish the Owner with copies of such notifications and with copies of any agreements between him and the property owners concerning such protection or disposition.

The Contractor shall take all necessary precautions for the protection of corporate or private property, such as walls and foundations of buildings, vaults, underground structures of public utilities, underground drainage facilities, overhead structures of public utilities, trees, shrubbery, crops and fences contiguous to the Work, of which the Contract does not provide for removal. The Contractor shall protect and carefully preserve all official survey monuments, property marks, section markers, and Geological Survey monuments, or other similar monuments, until the Owner or an authorized surveyor or agent has witnessed or otherwise referenced their location or relocation. The Contractor shall take reasonable precautions to avoid disturbing any archeological and other historic remains encountered during construction. The Contractor shall notify the Owner of the presence of an such survey or property monuments or archeological and other historic remains as soon as they are discovered.

The Contractor shall be responsible for the damage or destruction of property of any character resulting from error, neglect, misconduct or omission in his manner or method of execution or non-execution of the Work, or caused by defective Work or the use of unsatisfactory materials, and such responsibility shall not be released until the Work shall have been completed and accepted and the requirements of the Specifications complied with.

Whenever public or private property is so damaged or destroyed, the Contractor shall at his own expense, restore such property to a condition equal to that existing before such damage or injury was done by repairing, rebuilding, or replacing it as may be directed, or he shall otherwise make good such damage or destruction in an acceptable manner. If he fails to do so, the Owner may, after the expiration of a period of forty-eight (48) hours after giving him notice in writing, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any compensation due, or which may become due the Contractor under his contract.

The Contractor shall remove all mailboxes within the limits of construction, which interfere with construction operations and shall erect them at temporary locations. As soon as construction

operations permit, he shall set the mailboxes at their permanent locations. The Contractor shall replace at his own expense any mailbox or post which has been damaged by his operations.

The cost of all materials required and all labor necessary to comply with the above provisions will not be paid for separately, but shall be considered as incidental to the Contract, unless otherwise specified in the Special Provisions.

7-14 PROTECTION AND RESTORATION OF TRAFFIC SIGNS

Any traffic sign within the limits of construction, which interferes with construction operations, may be removed by the Contractor when authorized by the traffic sign owner. Any traffic sign, which has been removed, shall be re-erected immediately by the Contractor at the temporary location designated by the traffic sign owner, and as soon as construction operations permit, the sign shall be set at its permanent location. The cost of all materials required and all labor necessary to comply with this provision will not be paid for separately, but shall be considered as incidental to the contract.

The Contractor shall replace at his own expense any traffic sign or post which has been damaged due to his operations.

Any traffic sign designated as critical by the traffic sign owner shall not be disturbed and no additional compensation will be allowed the Contractor for any delays, inconvenience, or damage sustained by him due to any special construction methods required in prosecuting his work due to the existence of such traffic signs.

7-15 CONTRACTOR'S RESPONSIBILITY FOR WORK

The Work shall be under the control and care of the Contractor until final acceptance or use or occupancy by the Owner. The Contractor shall assume all responsibility for injury or damage to the Work by action of the elements or from any other cause whatsoever, and shall rebuild, repair, restore, and make good, at his expense, all injuries or damages to the Work, except that when the Work is opened to usage by written order of the Owner, the provisions of this article shall not apply to damage caused by such use and not due to the Contractor's fault or negligence.

When materials are furnished to the Contractor by the Owner for inclusion in the work, the Contractor's responsibility for handling and installation of all such materials shall be the same as for materials furnished by him.

In case of suspension of Work by the Contractor, the Contractor shall be responsible for the Work and shall take such precautions as may be necessary to prevent damage to the Work, provide for normal drainage and shall erect any necessary temporary structures, signs, or other facilities at his expense.

7-16 GUARANTEE PERIOD

The Contractor shall warrant all Work performed for a period of one (1) year from the date of final acceptance in writing by the Engineer. In case of acceptance of a part of the work for use or occupancy prior to final acceptance of the entire Work, the guarantee for the part so accepted shall be for a period of one year from the date of such partial acceptance, in writing, by the Engineer.

In placing orders for equipment, the Contractor shall purchase same only under a written guarantee from the respective manufacturers that the equipment supplied will function satisfactorily as an integral part of the completed Work in accordance with the Plans and Specifications, and that the manufacturer will repair or otherwise make good any defects in workmanship or materials which may develop within a period of one (1) year from the date of final acceptance. Furthermore, the Contractor shall require that the manufacturer agree in writing at the time the order for equipment is placed that he will be responsible for the proper functioning of the equipment in cooperation with the Contractor, and that whenever necessary during the installation period or tuning up period following construction period, the manufacturer will supply without additional cost to the Owner, such superintendence and mechanical labor and any adjustments and additional parts and labor needed to make the equipment function satisfactorily, even if same was not shown on the approved shop drawings.

7-17 PERSONAL LIABILITY OF OWNER'S AGENTS

In carrying out the provisions of this contract, or in exercising any power or authority granted to the Owner, there shall be no personal liability upon any officer or authorized agent of the Owner provided the Owner is a governmental body, it being understood that all such persons act as agents and representatives of the Owner.

7-18 NO WAIVER OF LEGAL RIGHTS

The Owner and the Engineer shall not be precluded by any measurement, estimate, or certificate made either before or after the completion and acceptance of the Work and payment therefor, from showing the true amount and character of the Work performed and materials furnished by the Contractor, or from showing that any such measurement, estimate, or certificate is untrue or incorrectly made, or that the Work or materials do not conform in fact to the Contract. The Owner shall not be precluded, notwithstanding any such measurement, estimate, or certificate and payment in accordance therewith, from recovering from the Contractor and his sureties such damages as if it may sustain by reason of his failure to comply with the terms of the Contract. Neither the acceptance by the Owner, nor any representative of the Owner, nor any payment for or acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the Owner, shall operate as a waiver of any portion of the Contract, or of any power herein reserved, or any right to damages herein provided. A waiver of any breach of the Contract shall not be held to be a waiver of any other or subsequent breach.

7-19 SAFETY

Contractor shall comply with State and Federal Safety regulations as outlined in latest revision of Federal Construction Safety Standards (Series 1926) and with applicable provisions and regulation of Occupation Safety and Health Administration (OSHA) Standards of the Williams-Steiger Occupational Health and Safety Act of 1970 (rev.). The Engineer shall not be responsible for determining the Contractor's compliance with these regulations.

The Contractor is solely responsible for the safety procedures, programs and methods of its employees, subcontractors of every tier, and agents. Contractor shall hold the Owner and the Engineer harmless for any and all damages resulting from violations thereof.

7-20 USE OF PRIVATE LAND

The Contractor shall not use any vacant lot or private land as a plant site, depository for materials, or as a spoil site without the written authorization of the owner of the land (or his agent), a copy of which authorization shall be filed with the Owner.

7-21 USE OF WATER

Contractors desiring to use water furnished by the Owner will be required to make application for extension to the proper authorities and conform to the rules and regulations provided in such cases by the municipal ordinances and pay the usual water rates.

7-22 COST OF SERVICES

The Contractor will be required to pay the established water rates for water obtained from the Owner. Large quantities of water for flushing trenches, filling mains, testing or other operations shall be drawn only at night or at times specifically authorized by the Owner.

The cost of all power, lighting and heating required during construction shall be paid by the Contractor and its costs merged in the contract price.

7-23 WORK IN BAD WEATHER

No construction work shall be done during stormy, freezing or inclement weather, except such as can be done satisfactorily, and to secure first-class construction throughout, and then only subject to permission of the Owner.

7-24 SUNDAY WORK

No work shall be performed under these specifications at night or on Sunday and legal holidays without the approval of the Owner. If it is found necessary to continue the work at night or on Sunday or on a legal holiday, the Contractor will be charged for the Engineering and observation at such times at the rate of Seven Hundred Fifty Dollars ($750.00) per day of eight (8) working hours for each person doing such work on the job, and the amount will be deducted from money due to the Contractor at the time of settlement.

7-25 WATCHMEN

Watchmen are to be provided by the Contractor at the site of the project to prevent loss, damage to property, or accidents.

7-26 CONSTRUCTION DEBRIS

The Contractor shall not conduct any generation, transportation, or recycling of construction or demolition debris, clean or general or uncontaminated soil generated during construction, remodeling, repair, and demolition of utilities, structures, and roads that is not commingled with any waste, without the maintenance of documentation identifying the hauler, generator, place of origin of the debris or soil, the weight or volume of the debris or soil, and the location, owner, and operator of the facility where the debris or soil was transferred, disposed, recycled or treated. This documentation must be maintained by the Contractor for 3 years.

7-27 SAMPLE INSURANCE CERTIFICATE

EMAIL ALL CERTIFICATES TO: robinsoneng@trustlayer.io

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:
YOUR INSURANCE AGENT	PHONE (A/C, No, Ext): FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : CARRIERS MUST BE RATED
INSURED YOUR NAME AND ADDRESS	INSURER B : A- VII OR BETTER
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ ANY LIMIT
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$ ANY LIMIT
				POLICY NUMBER	EFF DATE	EXP DATE	PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
	POLICY X PRO-JECT LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS			POLICY NUMBER	EFF DATE	EXP DATE	PROPERTY DAMAGE (Per accident)	$
								$
	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE			POLICY NUMBER	EFF DATE	EFF DATE	AGGREGATE	$ 5,000,000
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						X WC STATUTORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N/A		POLICY NUMBER	EFF DTE	EFF DATE	E.L. EACH ACCIDENT	$ 500,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$ 500,000
	POLLUTION PROFESSIONAL			POLICY NUMBER	EFF DATE	EFF DATE	$1,000,000/1,000,000 AGG $1,000,000/2,000,000 AGG	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

REL JOB NUMBER AND PROJECT NAME AND ADDRESS:

Additional insured with respect to General Liability, Auto Liability and Umbrella/Excess Liability on a primary and noncontributory basis when required by written contract (Owner and Robinson Engineering ltd)) Owner is Certificate Holder. Waiver of Subrogation in favor of listed additional insureds with respect to General Liability, Auto Liability, Umbrella/Excess Liability and Workers' Compensation policies. Additional insured with respect to General Liability coverage per ISO forms CG2010 and CG2037 or equivalent forms. Umbrella/Excess is on a follow form basis and is primary and non-contributory.

CERTIFICATE HOLDER	CANCELLATION
OWNER	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD

SECTION 8. PROSECUTION AND PROGRESS

8-1 SUBLETTING OR ASSIGNMENT OF CONTRACT

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract or Contracts or any portion thereof, or of his right, title, or interest therein, without written consent of the Owner. In case such consent is given, the Contractor will be permitted to sublet a portion thereof, but shall perform with his own organization, Work amounting to not less than 50 per cent of the total Contract, except that any items designated in the Contract as "specialty items" may be performed by subcontract and may be deducted from the total Contract price before computing the amount of work required to be performed by the Contractor with his own organization. No subcontracts, or transfer of Contract, shall in any case release the Contractor of his liability under the Contract. All transactions of the Owner shall be with the Contractor; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence.

8-2 PROGRESS SCHEDULE

Promptly after the award of the contract, if requested, the Contractor shall submit to the Owner a satisfactory progress schedule, which shall show the proposed sequence of work, and how the Contractor proposes to complete the various items of work within the number of days set up on the contract. The progress schedule shall be reviewed and revised periodically as working conditions warrant. The Contractor shall confer with the Owner in regard to the prosecution of the Work in accordance with this schedule. This schedule shall be used as a basis for establishing major construction operations, and for checking progress of the Work.

8-3 PRE-CONSTRUCTION CONFERENCE

Unless the need for a preconstruction conference is waived by the Engineer, the Contractor shall make himself and his representatives available to meet with the Engineer and other representatives of the Owner, prior to the start of construction to discuss scheduling, handling of materials, payments, etc.

8-4 PROSECUTION OF THE WORK

The Contractor shall begin the Work to be performed under the contract not later than ten (10) days after the execution and acceptance of the Contract, unless otherwise provided, but not prior to the execution of the Contract.

8-5 COMPLETION DATE

The Contractor shall complete all Work on or before the stipulated completion date, or on or before a later date determined as specified herein; otherwise, the Owner may proceed to collect liquidated damages described hereinafter.

When a delay occurs due to unforeseen causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of the public enemy, governmental acts, fires, floods, epidemics, strikes, extraordinary delays in delivery of materials caused by strikes, lockouts, wrecks, freight embargoes, governmental acts, or acts of God, the time of completion shall be extended in whatever amount is determined by the Owner.

An "Act of God" means an earthquake, flood, cloudburst, cyclone, or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or make preparation in defense against. A rain, windstorm or other natural phenomenon of normal intensity, based on U.S. Weather Bureau reports, for the particular locality and for the particular season of the year in which the work is being prosecuted, shall not be construed as an "Act of God", and no extension of time will be granted for the delays resulting therefrom.

8-6 LIMITATIONS OF OPERATIONS

The Contractor shall conduct his work so as to create a minimum amount of inconvenience to vehicular and pedestrian traffic. At any time when, in the judgment of the Owner, the Contractor has obstructed or closed the road or is carrying on operations on a greater portion of a street than is necessary for the proper prosecution of the Work, the Owner may require the Contractor to finish the section on which Work is in progress before the Work is started on any additional section. (See also Section 7-7).

8-7 SUSPENSION OF WORK

The Owner shall have authority to suspend the Work wholly or in part, for such period of time as he may deem necessary, due to conditions unfavorable for the satisfactory prosecution of the Work, or to conditions which in his opinion warrant such action; or for such time as is necessary by reason of failure on the part of the Contractor to carry out orders given, or to perform any or all provisions of the Contract. No additional compensation will be paid the Contractor because of any costs caused by such suspension, except when the suspension is ordered for reasons not resulting from any act or omission on the part of the Contractor. If it becomes necessary to stop Work for an indefinite period of time, the Contractor shall store all material in such manner that they will not obstruct or impede the traveling public unnecessarily or become damaged in any way, take every precaution to prevent damage or deterioration of the Work performed, provided suitable drainage of the roadway, and erect temporary structures where necessary. The Contractor shall not suspend Work without written authority from the Owner. (See also Section 7-15).

8-8 DETERMINATION AND EXTENSION OF CONTRACT TIME FOR COMPLETION

When the time for completion of the Work contemplated is specified in the Contract, it is understood that the completion of the Work within the time specified is an essential part of the Contract. If the Contractor finds it impossible to complete the Work within the time specified in the Contract, he may, at

any time prior to the last thirty (30) days of the Contract time specified, make written request to the Owner for an extension of Contract time. He shall set forth in full in his request the reasons, which he believes justify the granting of his request. If the Owner finds that the Work is delayed because of conditions beyond the control of the Contractor, or that the quantities of work done, or to be done, are in excess, he shall promptly grant an extension of time for completion, which appears reasonable and proper. The extended time for completion shall then be considered as in effect the same as if it were the original Contract time for completion.

8-9 FAILURE TO COMPLETE THE WORK ON TIME

Should the Contractor fail to complete the Work within the Contract time the Contractor shall be liable to the Owner in the amount shown in the following schedule of deductions, as liquidated damages, and not as a penalty, for each day of overrun in the Contract time or such extended time as may have been allowed.

SCHEDULE OF DEDUCTIONS FOR EACH DAY OF OVERRUN IN CONTRACT TIME

Original Contract Amount		Daily Charge	
From more than	To and Including	Calendar Day	Work Day
$ 0	100,000	$ 475	$ 675
100,000	500,000	750	1,050
500,000	1,000,000	1,025	1,425
1,000,000	3,000,000	1,275	1,725
3,000,000	6,000,000	1,425	2,000
6,000,000	12,000,000	2,300	3,450
12,000,000	And over	5,800	8,125

8-10 DEFAULT ON CONTRACT

If the Contractor fails to begin the Work under Contract within the time specified, or fails to perform the Work with sufficient workmen and equipment or with sufficient materials to insure the completion of said Work within the Contract time, or shall perform the Work unsuitable, or shall neglect or refuse to remove materials or perform anew such Work as shall be rejected as defective and unsuitable, or shall discontinue the prosecution of the Work, or if the Contractor shall become insolvent or be declared bankrupt, or shall commit any act of bankruptcy or insolvency, or shall make an assignment for the benefit of creditors, the Owner shall give notice in writing to the Contractor and his surety of such delinquency, said notice to specify the corrective measures required.

If the Contractor, within a period of ten (10) days after said notice, shall not proceed in accordance therewith, the Owner shall have full power and authority to forfeit the rights of the Contractor and at its

option to call upon the surety to complete the Work in accordance with the terms of the contract, or it may take over the Work, including any or all materials and equipment on the ground as may be suitable and acceptable, and may complete the Work with his own forces, or may enter into a new agreement for the completion of said Contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of said Contract in an acceptable manner.

All costs and charges incurred by the Owner, together with the cost of completing the work under Contract, shall be deducted from the Contract amount. In case the expense so incurred by the Owner shall be less than the sum which would have been payable under the Contract if it had been completed by the Contractor, the Contractor shall be entitled to receive the difference subject to any claims for liens thereon in case such expense shall exceed the sum which would have been payable under the Contract, the Contractor and the surety shall be liable and shall pay to the Owner the amount of such excess.

8-11 TERMINATION OF THE CONTRACTOR'S RESPONSIBILITY

Whenever the Work called for by the Contract shall have been completely performed on the part of the Contractor and all parts of the Work have been approved and deemed to be in compliance with the Technical Plans and Specifications by the Engineer, according to the Contract, and the final estimate paid, the Contractor's obligations shall be considered fulfilled, except as set forth in his Bond, in Section 7-18 and his one-year guarantee, in Section 7-16.

SECTION 9. MEASUREMENT AND PAYMENT

9-1 MEASUREMENT OF QUANTITIES

All Work completed under the Contract will be measured by the Engineer according to United States Standard Measures. The method of measurement shall be described in the Specifications or the Special Provisions.

9-2 SCOPE OF PAYMENT

The Contractor shall receive and accept the compensation as herein provided, in full payment for furnishing all materials, labor, tools and equipment; for performing all Work contemplated and embraced under the Contract; for all loss or damage arising out of the nature of the Work or from action of the elements; for any unforeseen difficulties or obstructions which may arise or be encountered during the prosecution of the Work until its final acceptance by the Owner; for all risks of every description connected with the prosecution of the Work; also, for all such expenses incurred by or in consequence of suspension or discontinuance of such prosecution of the work as herein specified, or for any infringement of patents, trademarks, or copyrights, and for completing the Work in an acceptable manner according to the Contract Documents.

Contractor will be paid in cash and/or negotiable warrants at intervals, and in accord with the terms of the Contract. Except for subdivision contracts, the Owner will retain ten percent (10%) of each periodic payment until final completion and acceptance by the Owner of all Work included in the Contract.

The payment of any current estimate prior to final acceptance of the Work by the Owner shall in no way constitute an acknowledgment of the acceptance of the Work, nor in any way prejudice or affect the obligation of the Contractor, at his expense, to repair, correct, renew, or replace any defects or imperfections in the construction or in the strength or quality of the materials used in or about the construction of the Work under Contract and its appurtenances, nor any damage due or attributable to such defects, which defects, imperfections, or damage shall have been discovered on or before the final inspection and acceptance of the Work. Defects, imperfections, or damage, shall be determined by the Engineer observing the work for compliance with the Plans and Specifications, and the Contractor shall be liable to the Owner for failure to correct the same as provided herein.

9-3 INCREASED OR DECREASED QUANTITIES

Whenever the quantity of any item of Work as given in the Proposal shall be increased or decreased, payment shall be made on the basis of the actual quantity completed at the unit price for such item named in the Proposal, except as otherwise provided in Sections 4-3 or in the detailed specifications for each class of Work.

9-4 PAYMENT FOR EXTRA WORK

Extra Work which results from any of the changes as specified in Section 4-3 shall not be started, except in case of an emergency, until receipt of a written authorization or Work order from the Owner, which authorization shall state the items of work to be performed and the method of payment for each item. Work performed without such order will not be paid for.

Extra work will be paid for:

A. Either at a lump sum price or at unit prices agreed upon by the Contractor and the Owner. (In case a Supplemental Agreement is signed between the Contractor and the Owner, the agreed prices pertaining thereto shall prevail).

B. If acceptable to the Engineer, on the following force account basis:

1. Labor. The Contractor will be paid the actual amount of wages for all labor and foreman in direct charge of the specific Work for each hour that said labor and foreman are actually engaged in such Work, to which cost shall be added twenty percent (20%) of the sum thereof.

2. Bond, Insurance, Tax, Welfare Fund and other Payments. The Contractor will receive the actual cost of Contractor's bond, public liability and property damage insurance, workmen's compensation insurance, social security tax, welfare fund and other payments, if any, in accordance with agreements applicable to the Contract, required for force account work, to which no percentage shall be added. The Contractor shall furnish satisfactory evidence of the rate or rates paid for such bond, insurance tax, welfare fund and other payments.

3. Materials. The Contractor will receive the actual cost for all materials which are an integral part of the finished Work, including freight charges as shown by the original receipted bills, to which shall be added fifteen percent (15%) of the sum thereof.

   The Contractor will be reimbursed for any materials used in the construction of the Work, such as sheeting, false work, form lumber, curing materials, etc., which are not an integral part of the finished Work. The amount of reimbursement shall be agreed upon in writing before such Work is begun, and no percent shall be added. The salvage value of such materials shall be taken into consideration in the reimbursement agreed upon.

4. Equipment. Machinery and equipment, which the Contractor has on the job for use on contract items, shall be used on extra Work as deemed necessary or desirable. The Contractor will be paid for all machinery and equipment used on extra work in accordance with the latest revision of "SCHEDULE OF AVERAGE ANNUAL EQUIPMENT OWNERSHIP EXPENSE WITH OPERATING COST" as issued by the Department of Transportation, State of Illinois, for the period that said machinery and equipment are in use on such Work, to which no percent shall be added. In the event that equipment is used which is not included in aforesaid publication, the latest edition of the "Compilation of Nationally Averaged Rental Rates for Construction Equipment" complied by Equipment Distributors, 615 West 22nd Street, Oak Brook, Illinois 60521, shall be used to determine equipment rental rates and no percent shall be added to the rates indicated in such publication.

9-5 PAYMENT FOR SUBCONTRACTING, EXTRA WORK

Where an authorized subcontractor performs some or all of the Work qualifying as an Extra Work item and compensation is to be based on the terms of paragraph 9-4 (2), the cost of labor, bonds, material and equipment shall be the cost to the subcontractor on these items and an additional allowance to the prime Contractor of five percent (5%) of all costs as determined in paragraph 9-4 (2) shall be made in such instances.

9-6 PARTIAL PAYMENTS

Once each month, the Contractor will make an approximate estimate, in writing, of the materials in place complete, the amount of Work performed, and the value thereof, at the contract unit prices. From the amount so determined of completed work there shall be deducted ten percent (10%) to be retained until after the completion of the entire Work to the satisfaction of the Owner, and the balance certified to the Owner for payment.

In addition, an estimate may, at the discretion of the Owner and upon presentation of receipted bills and freight bills, be made for payment of the value of acceptable non-perishable materials delivered at the Work site or in acceptable storage places and not used at the time of such estimate. The care and storage of such material shall be the Contractor's responsibility. In the absence of receipted bills, an estimate may, at the request of the Contractor and at the discretion of the Owner, be made for payment of the value of materials in acceptable storage places and not used at the time of the estimate, but in such an event payment shall be made of such amounts by a check requiring the endorsement of both the Contractor and materials supplier. Endorsement of such a check by the material supplier shall be construed a waiver of lien for the cost of materials covered by the check. Such materials, when so paid for by the Owner, shall become the property of the Owner, and in the event of default on the part of the Contractor, the Owner may use or cause to be used such materials in the construction of the Work

provided for in the Contract. The amount thus paid by the Owner shall be deducted from estimates due the Contractor as the material is used in the Work.

9-7 ACCEPTANCE AND FINAL PAYMENT

Whenever the Work provided for by the Contract shall have been completely performed on the part of the Contractor, and all parts of the Work have been deemed to be in substantial compliance with the Plans and Specifications by the Engineer and accepted by the Owner, a final estimate showing the value of the Work will be prepared by the Engineer as soon as the necessary measurements and computations can be made, all prior estimates upon which payments have been made being approximate only and subject to correction in the final payment. The amount of this estimate, less any sums that have been deducted or retained under the provisions of the Contract, will be paid to the Contractor as soon as practicable after the final acceptance, provided the Contractor has furnished to the Owner satisfactory evidence that all sums of money due for any labor, materials, apparatus, fixtures, or machinery furnished for the purpose of such Work have been paid or that the person or persons to whom the same may be due have consented to such final payment.

Neither the final payment on this contract by the Owner nor any provisions in the contract documents shall relieve the Contractor of the responsibility for negligence in the furnishing and installation of faulty materials or for faulty workmanship which shows up within the extent and period provided by law or within the guarantee period of one (1) year from final acceptance of the work performed under this Contract, whichever is greater, nor of the responsibility of remedying such faulty workmanship and materials.

The acceptance by the Contractor of the final payment shall constitute a release and waiver of all claims by the Contractor except those previously made and still unsettled.

9-8 OWNER'S RIGHT TO WITHHOLD CERTAIN AMOUNTS

The Owner may withhold, in addition to retained percentages, from payment to the Contractor, such an amount or amounts as may be necessary to cover:

A. Payments that may be earned or due for just claims for labor and materials furnished in and about the Work.
B. For defective Work not remedied.
C. For failure of the Contractor to make proper payments to his subcontractors.
D. For reasonable doubt that the contract can be completed for the balance then unpaid.

The Owner will disburse and shall have the right to act as agent for the Contractor in disbursing such funds as have been withheld pursuant to this paragraph to the party or parties who are entitled to payment therefrom. The Owner will render to the Contractor a proper accounting of all such funds disbursed in behalf of the Contractor.

The Owner also reserves the right, even after full completion and acceptance of the Work, to refuse payment of the final ten percent (10%) due the Contractor, until it is satisfied that all subcontractors, material suppliers, and employees of the Contractor have been paid in full.

9-9 RELEASE OF CLAIMS AND LIENS

Neither the final payment nor any part of the retained percentage shall become due until the Contractor shall deliver to the Owner a complete release of all claims or liens arising out of this contract, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as he has knowledge or information the release and receipts include all the labor and materials for which a lien or claim could be filed; but the Contractor may, if a subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the Owner to indemnify the Owner against any claim or lien (in cases where such payment is not already guaranteed by surety bond). If any claim or lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all monies that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

DIVISION II

Technical Specifications

EXCAVATION AND CLEANUP

SECTION 1.	EXCAVATION AND BACKFILL FOR UNDERGROUND CONDUITS	1
1-1	DESCRIPTION	1
1-2	CONSTRUCTION DETAILS	1
SECTION 2.	RESTORATION OF SURFACES	13
2-1	GENERAL	13
2-2	CONSTRUCTION DETAILS	13
SECTION 3.	FINISHING AND CLEAN UP FOR UNDERGROUND CONDUITS	16
3-1	CLEAN UP	16

SECTION 1. EXCAVATION AND BACKFILL FOR UNDERGROUND CONDUITS

1-1 DESCRIPTION

For the purpose of this section, underground conduits shall be considered sewer pipe, water main or any other pipe conduit indicated on the Plans. Wherever the term "pipe" or "pipe line" is used, it shall mean underground conduit.

Excavation and backfill shall include all excavation, backfilling, compacting, disposal of surplus material, restoration of all disturbed surface, and all other work incidental to the construction of trenches, including any additional excavation which may be required for manholes or other structures forming a part of the pipe line.

1-2 CONSTRUCTION DETAILS

1-2.01 SURFACE REMOVAL AND TOPSOIL PRESERVATION

Along the proposed pipe lines as indicated on the Plans, the Contractor shall remove the surface materials only to such widths as will permit a trench to be excavated which will afford sufficient room for proper efficiency and proper construction. Where sidewalks, driveways, pavements and curb and gutter are encountered, care shall be taken to protect such against fracture or disturbance beyond reasonable working limits. In areas specified on the Plans, topsoil suitable for final grading and landscaping shall be piled separately in locations approved by the Owner and preserved so that it may be restored after the remainder of the backfill is replaced.

1-2.02 WIDTH OF EXCAVATION

A. The bottom width of the trench at and below the top of the pipe and inside the sheeting and bracing, if used, shall be in accordance with Section 550.04 of the Standard Specifications, unless otherwise noted.

Note: The strength or class of pipe shall be as indicated on the Plans.

B. Trench sheeting and bracing or a trench shield shall be used as required by the rules and regulations of O.S.H.A. The Engineer shall not be responsible for determining whether the contractor is in compliance with this provision. The bottom of the trench excavation shall conform to the details shown on the Plan.

C. If these trench widths are exceeded without the written permission of the Engineer, the pipe shall be installed with a concrete cradle or with concrete encasement or a stronger pipe than originally specified shall be used as approved by the Engineer.

1-2.03 EXCAVATION BELOW GRADE

In cases where the excavation is carried beyond or below the lines and grades given by the Engineer, the Contractor shall, at his own expense, refill all such excavated space with suitable granular material.

1-2.04 ROCK EXCAVATION

A. GENERAL

Wherever "rock" is used as the name of an excavated material, it shall mean boulders or pieces of rock, concrete, or masonry measuring one-half (1/2) cubic yard or more, hard shale or solid ledge rock and masonry which requires for its removal the continuous use of pneumatic tools or drilling and blasting.

Before payment is allowed for "Rock Excavation", the Contractor shall be required to demonstrate the material cannot be removed "by hand pick" or by power operated excavator or shovel. No payment will be made for Rock Excavation unless air tools or explosives were used by the Contractor. No payment will be made for "Rock Excavation" unless the Engineer approves such payment in writing in advance upon being satisfied that the material meets the above criteria.

B. MEASUREMENT FOR PAYMENT

Where "Rock Excavation" is to be measured for payment, quantities will be determined by the Engineer. Rock required to be removed shall be computed by the cubic yard. Width for pay purposes shall be the measured width of rock removed, but shall not exceed the width specified in Section 550.04 of the Standard Specifications, plus any sheeting and bracing if required. Depth for pay purposes shall be the difference in elevation between the top and bottom of the rock as determined by the Engineer. Where rock is encountered in the bottom of the trench, the maximum depth for payment purposes will be six inches (6") below the bottom of the pipe. Where the proposal does not contain a pay item for "Rock Excavation", the additional cost of rock removal as defined by the specifications shall be paid on extra work basis. (Division I, Section 9-4).

C. PAYMENT

Payment shall be made at the Contract unit price per cubic yard of "Rock Excavation". These prices shall be full compensation for furnishing all materials; for all preparation, excavation and disposal of rock; and for all labor, equipment, tools and incidentals necessary to complete the item.

1-2.05 SUBSURFACE EXPLORATION

All information available to the Owner, if any, on subsurface exploration will be made available for examination by prospective Bidders. However, it is understood and agreed that the Owner shall in no way be held responsible for interpretation of this information, its accuracy or its thoroughness. Prospective Bidders shall make such subsurface explorations as they believe necessary to verify and supplement information received from the Owner.

1-2.06 EXPLORATORY EXCAVATION

A. GENERAL

Whenever, in the opinion of the Engineer, it is necessary to explore an excavate in advance of the Work to determine the best line and grade for the construction of the proposed pipe line, the Contractor shall make explorations and excavations for such purposes.

B. PAYMENT

The cost of such excavation will be paid at the contract unit price per foot for "Exploration Trench", or if no Bid Item is included, on an extra work basis.

1-2.07 BRACED AND SHEETED TRENCHES

A. GENERAL

Open-cut trenches shall be sheeted and braced or otherwise protected as required by any governing Federal or State laws and municipal ordinances, and as may be necessary to protect life, property, or the Work. In any event, the minimum protection shall conform to the recommendations in the Occupational Safety and Health Act Standards for Construction (OSHA). A sand box or trench shield may be used in lieu of sheeting as permitted by OSHA. When close-sheeting is used, it shall be so driven as to prevent adjacent soil from entering the trench either below or through such sheeting. Tight sheeting shall be used in that portion of the excavation in or along state and county highways below the intersection of a 1 to 1 slope line from the nearest face of the excavation to the edge of the pavement.

Where sheeting and bracing are used, the trench width shall be increased accordingly. The sheeting will be driven to the full depth of work, or to a depth where the soil has the stability necessary to meet the OSHA standards, whichever is lower. The shallower depth of required sheeting may be established by soil boring and analysis, to be performed at the Contractor's sole cost. The owner shall have the right of consent in the selection of the soils engineer for the sampling and analysis. This provision shall not relieve the contractor, in any degree, from his responsibilities under the contract.

Sheeting and bracing, which are required to be left in place shall be cut off at the specified elevation. Trench bracing, except that specified to be left in place, may be removed when the backfilling reaches the said bracing's level. All sheeting except that required to be left in place may be removed as the excavation is refilled, in such a manner as to avoid bank cave-in(s) or disturbance to the adjacent area(s) or structure(s). The voids left by the withdrawal of the sheeting shall be carefully filled by jetting, vibrating, ramming or other satisfactory means.

B. PAYMENT

Payment for sheeting and bracing, and all other Work incidental to sheeting and bracing, shall not be made separately but shall be included in the Contract price for the pipe size, except when ordered left in place.

Payment for timber sheeting left in place when shown on the plans or directed by the Engineer shall be made at the Contract unit price per 1,000 board feet of "Timber Sheeting Left in Place."

Payment for steel sheet piling when specified shall be made at the Contract unit price per square foot for "Steel Sheet Piling."

Payment for steel sheet piling left in place when shown on the plans or directed by the Engineer shall be made at the Contract unit price per square foot for "Steel Sheet Piling Left in Place."

1-2.08 TRENCHES WITH SLOPING SIDES, LIMITED

The Contractor may, at his option, where working conditions and right-of-way permit, excavate pipe line trenches with sloping sides, but with the following limitations:

A. In general, only braced and vertical trenches will be permitted in traveled streets, alleys or narrow easements.

B. Where trenches with sloping sides are permitted, the slopes shall not extend below the top of the pipe, and trench excavations below this point shall be made with vertical sides with widths not exceeding those specified hereinbefore for the various sizes of pipe.

1-2.09 SHORT TUNNELS

In some instances, trees, fire hydrants, sidewalks and other obstructions may be encountered, the proximity of which may be a hindrance to open-cut excavation. In such cases, the Contractor shall excavate by means of short tunnels in order to protect such obstructions against damage. Where such obstructions are shown on the Plans, short tunnel work shall be considered incidental to the construction of the pipe line and shall not be grounds for extra payment or payment for tunnel work. Where such obstructions are not shown on the Plans, payment will be at the Contract unit price or as extra work in accordance with Division I, Section 9-4.

1-2.10 PILING EXCAVATION MATERIAL

All excavated material shall be stockpiled to avoid obstructing streets, sidewalks and driveways. Excavated material suitable for backfilling shall be stockpiled separately on the site. No material shall be placed closer than 2'0" to the edge of an excavation. Fire hydrants under pressure, valve pit covers, valve boxes, curb top boxes, or other utility controls shall be left unobstructed and accessible until the Work is completed. Gutters shall be kept clear or other satisfactory provisions made for street drainage. Natural watercourses shall not be obstructed or polluted. Surplus material and excavated material unsuitable for backfilling shall be transported and disposed of off the site in disposal areas obtained by the Contractor.

1-2.11 REMOVAL OF WATER

The Contractor shall at all times during construction provide and maintain ample means and devices with which to promptly remove and properly dispose of all water entering the excavations or other parts of the Work until all Work to be performed therein has been completed. No sanitary sewer shall be used for disposal of trench water, unless specifically approved by the Engineer and then only if the trench water does not ultimately arrive at existing pumping or sewage treatment facilities. No water containing settle able solids shall be discharged into storm sewers.

1-2.12 BLASTING

Blasting for excavation will be permitted only after securing the approval of the Owner and only when proper precautions are taken for the protections of persons and property. The hours of blasting will be reviewed by the Owner. Any damage caused by blasting shall be repaired by the Contractor at his expense. The Contractor's methods of procedure in blasting shall conform to Federal and State laws and municipal ordinances and O.S.H.A. rules and regulations. The Engineer shall not be responsible for determining whether the contractor is in compliance with these rules and regulations.

1-2.13 SAFETY

A. BARRICADES, GUARDS AND SAFETY PROVISIONS

To protect persons from injury and to avoid property damage, adequate barricades, construction signs, lights and guards as required shall be placed and maintained by the Contractor at his expense during the progress of the construction Work and until it is safe for traffic to use the roads and streets. All material piles, equipment and pipe which may serve as obstructions to traffic shall be enclosed by fences or barricades and shall be protected by proper lights when the visibility is poor. The rules and regulations of O.S.H.A. and appropriate authorities respecting safety provisions shall be observed. The Engineer shall not be responsible for determining whether the contractor is in compliance with these rules and regulations.

B. STRUCTURE PROTECTION

Temporary support, adequate protection and maintenance of all underground and surface structures, drains, sewers and other obstructions encountered in the progress of the Work shall be furnished to the Contractor at his expense. Any structures which may have been disturbed shall be restored upon completion of the Work.

C. PROTECTION OF PROPERTY AND SURFACE STRUCTURES

Trees, shrubbery, fences, poles and all other property and surface structures shall be protected during construction operations unless their removal for purposes of construction is authorized by the Engineer. Any fences, poles, or other man-made surface improvements which are moved or disturbed by the Contractor shall be restored to the original conditions, after construction is completed, at the Contractor's expense. Any trees, shrubbery or other vegetation which are approved for removal or ordered for removal by the Engineer in order to facilitate construction operations shall be removed completely, including stumps and roots, by the Contractor. Responsibility for any damage or claims for damage caused by construction operations to shrubbery or other landscape improvements which were not authorized for removal by the Engineer shall be assumed by the Contractor.

1-2.14 DEVIATIONS OCCASIONED BY STRUCTURES OR UTILITIES

Wherever obstructions are encountered during the progress of the Work and interfere to such an extent that an alteration in the plan is required, the Engineer shall have the authority to change the Plans and order a deviation from the line and grade or arrange with the owners of the structures for the removal, relocation or reconstruction of the obstructions. Where gas, water, telephone, electrical, hot water, steam, or other existing utilities are an impediment to the vertical or horizontal alignment of the proposed pipe line, the Engineer shall order a change in grade or alignment or shall direct the Contractor to arrange with the owners of the utilities for their removal.

1-2.15 INTERRUPTION TO UTILITIES

The Contractor shall proceed with caution in the excavation and preparation of the trench so that the exact location of underground structures may be determined. Prior to proceeding with trench excavation, the Contractor shall contact all utility companies in the area to aid in locating their underground services.

The Contractor shall take all reasonable precautions against damage to existing utilities. However, in the event of a break in an existing water main, gas main, sewer or underground cable, he shall immediately notify the responsible official of the organization operating the utility interrupted. The Contractor shall lend all possible assistance in restoring services and shall assume all cost, charges, or claims connected with the interruption and repair of such services if the location of said utility was marked by the owner thereof prior to excavation.

1-2.16 MAINTENANCE OF TRAFFIC AND CLOSING OF STREETS

The Contractor shall carry on the Work in a manner which will cause a minimum of interruption to traffic, and may close to through travel not more than two consecutive blocks, including the cross street intersected. Where traffic must cross open trenches, the Contractor shall provide suitable bridges at street intersections and driveways. The Contractor shall post suitable signs indicating that a street is closed and necessary detour signs for the proper maintenance of traffic. Prior to closing of any streets, the Contractor shall notify responsible municipal authorities at least five (5) days in advance of the starting of the Work, unless otherwise approved by the municipality.

1-2.17 CONSTRUCTION IN EASEMENTS

In easements across private property, the Contractor shall confine all operations in the easement area and shall be responsible and liable for all damage outside of the easement area. Trees, fences, shrubbery or other type of surface improvements located in the easements will require protection during construction. The provisions of Section 1-2.14C above shall apply to all easement areas as well as to public right-of-way. Precautions shall be taken by adequate sheeting or other approved method to prevent any cave-in or subsidence beyond the easement limits or damage to improvements within the easement. In general, the easement area is intended to provide reasonable access and working area for efficient operation by the Contractor. Where easement space for efficient operation is not provided, the Contractor shall be responsible for organizing his operations to perform within the restrictions shown on the Plans. The Owner shall make available to the Contractor a copy of the construction easements.

1-2.18 UNDERGROUND CONDUIT CONSTRUCTED IN TUNNEL

A. GENERAL

Where shown on the plans or where specifically authorized by the Engineer, pipe lines shall be constructed in tunnel. This work will be made in accordance with requirements of any permits obtained by the Owner from railroads or state or county highway departments for tunnel work or in accordance with the following paragraph.

B. MATERIALS

Pipe materials shall be as shown on the Plans or as described in the Special Provisions.

C. EXCAVATION AND LAYING

Requirements for excavation and laying and for joints shall be those applicable for the type of pipe line involved, unless otherwise specified.

Before starting excavations for tunnel shafts or jacking or augering pits, the Contractor shall submit drawings of proposed sheeting and bracing arrangements which have been prepared, signed and sealed by a structural Engineer registered in the State of Illinois for Work in Illinois and by a structural Engineer registered in the State of Indiana for Work in Indiana.

An adequate ventilation system shall be provided to properly ventilate all parts of the tunnel.

D. METHODS OF CONSTRUCTION

1. The tunnel shall be only of sufficient width and height to provide free working space. The sides and roof of the tunnel shall be braced sufficiently to support the external loads and to prevent caving, bulging, and settlement of the earth.

2. The Contractor shall backfill all tunnels with well compacted sand, fine gravel or stone screenings as rapidly as the conditions permit.

3. The backfill material shall be deposited in the tunnel in such a manner as not to injure or disturb the pipe. The filling of the tunnel shall be carried on simultaneously on both sides of the pipe in such a manner that injurious side pressures do not occur. Special care shall be taken to compact the backfill under the haunches of the pipe. The remainder of the tunnel, or such portion of the remainder as may be possible, shall then be backfilled by one of the following methods, at the option of the Contractor.

    a. The material shall be deposited in uniform layers not to exceed twelve inches (12") thick (loose measure) and such layer either inundated or deposited in water.

b. The tunnel shall be backfilled with loose material or only partly backfilled at a time, if necessary, and settlement secured in either case by introducing water through holes jetted into the material to a point approximately two feet (2') above the top of the pipe.

4. If neither of the above methods is practicable or can be used for only a portion of the backfill, the remainder of the tunnel shall be completely backfilled with material carefully deposited in uniform layers and each layer compacted by ramming or tamping with appropriate tools.

5. When sheeting and bracing have been used, sufficient bracing shall be left across the trench as the backfilling progresses to hold the sides and top firmly in place without caving or settlement before the backfilling has been placed. This bracing may be removed as soon as practicable.

6. Any depressions which may develop within the area involved in the construction operations due to settlement of the backfilling material shall be filled.

E. USE OF CASING PIPE

The Contractor may use metal casing pipe as a tunnel liner in place of timber shoring for tunnel sections. The design data for such pipe, including, but not necessarily limited to, the diameter, gauge, type of pipe, method of placing and installation will be submitted for the owner's review. The void space between tunnel liners or casing pipe and the carrier pipe shall be filled with compacted sand or other approved material.

F. JACKING OR BORING OF PIPE

The Contractor may, subject to the approval of the Owner, use special cast iron or specially designed reinforced concrete jacking pipe jacked and/or bored into position with or without tunnel liners, for tunneled sections pipe.

G. MEASUREMENT AND PAYMENT

Underground conduit constructed in tunnel will be paid for at the unit prices Bid for "Underground Conduit Constructed in Tunnel" for the various type and sizes for the actual length of tunnel Work. Payment shall include all labor, materials and equipment necessary to construct the conduit and tunnel, complete in place, including excavation and backfill, shoring and bracing, furnishing and laying casing pipe where required and carrier pipe, and all other Work necessary for a complete installation.

1-2-19 SANITARY SEWERS

A. GENERAL

The methods of excavating and backfilling sanitary sewer pipe shall be in compliance with the latest edition of the Illinois Department of Transportation, "Standard Specifications for Road and Bridge Construction", and the Metropolitan Water Reclamation District of Greater Chicago, "Manual of Procedure", latest revision. Where there is a conflict of these specifications, the MWRDGC, "Manual of Procedure" shall be used.

B. MATERIAL

Pipe material shall be as shown on the Plans or as described in the Special Provisions. No substitution of material shall be made without written approval from the Owner.

C. EXCAVATION AND BEDDING

The trench shall be excavated to an elevation to allow for the following bedding.

Bedding, other than concrete embedment, shall consist of gravel, crushed gravel, crushed stone or crushed slag, 1/4" to 1" in size. As a minimum, the material shall conform to the requirements of Article 1004.01 of the State Specifications or ASTM Designation C-33. The gradation shall conform to Section 1004, gradation CA 11 or CA 13 or to ASTM Gradation No. 67. The pipe shall be laid so that it will be uniformly supported and the entire length of the pipe barrel will have full bearing. No blocking of any kind shall be used to adjust the pipe to grade except when used with embedment concrete. Bedding shall be required for all sewer construction, except ductile iron pipe, and shall be of a thickness equal to 1/4 of the outside diameter of the sewer pipe with a maximum thickness of eight inches (8") but shall not be less than four inches (4").

Where unsuitable material is encountered at the grade established, all such unsuitable soil shall be removed under the pipe and for the width of the trench, and shall be replaced with well compacted bedding material, to the satisfaction of the Engineer.

Where rock is encountered, it shall be removed below grade and replaced with a cushion of well compacted bedding material having a thickness under the pipe of not less than eight inches (8").

The cost of furnishing, placing and compacting bedding material will be considered as incidental work and no additional compensation will be allowed.

D. BACKFILLING

The backfilling of the sanitary sewer pipe trench shall be the same as for storm sewer pipe described in Section 550.07 of the Standard Specifications.

E. METHOD OF MEASUREMENT

The method of measurement shall be the same as for storm sewer pipe described in Section 550.09 of the Standard Specifications except measurements will be made to the center of manholes.

F. BASIS OF PAYMENT

This work will be paid for at the Contract unit price per foot for "Sanitary Sewer" of the type and diameter specified and measured as specified.

"Trench Backfill", when specified, will be measured and paid for at the Contract unit price per foot unless otherwise stated in the Special Provisions or contract documents.

1-2.20 WATER MAINS

A. GENERAL

The method of excavating and backfilling water mains shall be in compliance with the latest edition of the Illinois Department of Transportation, "Standard Specifications for Road and Bridge Construction," and those below.

B. MATERIAL

Pipe material shall be as shown on the Plans or as described in the Special Provisions. No substitution of material shall be made without written approval of the Owner.

C. EXCAVATION AND BEDDING

The trench shall be excavated to an elevation to allow the minimum cover over the pipe as called for on the plans. Provision must be made by the Contractor to allow for any future cuts to be made to the ground over the pipe to assure that the minimum cover is maintained.

Bedding as described in Section 1-2.21C for sanitary sewers shall be required for all water mains, except ductile iron pipe that requires no bedding. The method of bedding for unsuitable material and where rock is encountered shall also comply with the conditions of that Section.

The cost of furnishing, placing and compacting bedding material will be considered as incidental work and no additional compensation will be allowed.

D. BACKFILLING

The backfilling of the water main pipe shall be the same as for storm sewer pipe as described in Section 550.07 of the Standard Specifications except that the moist fine aggregate backfill to the elevation of the center of the pipe will not be required for ductile iron pipe. For PVC or any other type of pipe, the moist fine aggregate shall be

brought to a level 12" above the top of the pipe and it shall be compacted as described in that Section.

E. METHOD OF MEASUREMENT

"Water main" pipe of the different types and diameters will be measured by the lineal foot in place.

Unless they are listed as separate Bid items, the water main item shall include all fittings required and all other material, except trench backfill within the specified trench.

F. BASIS OF PAYMENT

This work will be paid for at the Contract unit price per lineal foot for "Water main" of the type and diameter specified and measured as specified.

"Trench Backfill", when specified, will be measured and paid for at the Contract unit price per foot, unless otherwise specified in the special provisions or contract documents.

SECTION 2. RESTORATION OF SURFACES

2-1 GENERAL

Restoration of surfaces shall include the removal of the existing surface, the disposal of surplus material, and the construction of new surfaces as indicated on the plans or Special Provisions. The type of surface restoration required shall be shown on the Plans or described in the Special Provisions.

2-2 CONSTRUCTION DETAILS

2-2.01 TEMPORARY SURFACE OVER TRENCH

Wherever conduits are constructed under traveled roadways, driveways, sidewalks, or other traveled surfaces, a temporary surface shall be placed over the top of the trench as soon as possible after compaction, as specified above, has been satisfactorily completed. The temporary surface shall consist of a minimum of six inches (6") of coarse aggregate conforming to the current specifications of the State Specifications for Grade No. CA-9 or CA-10. The top of the temporary surface shall be smooth and meet the grade of the adjacent undisturbed surface. The temporary surface shall be maintained at the Contractor's expense until final restoration of the street surface is completed, unless specific items for temporary aggregate is specified. No permanent restoration of street surface shall be initiated until authorized by the Engineer.

2-2.02 REMOVAL OF PAVEMENT, SIDEWALK, DRIVEWAY AND CURB

Wherever the pipe is located along or across an improved surface, the width of the trench shall be held as nearly as possible to the maximum width specified in Section 1-2.02. Where brick or concrete pavement, sidewalk, driveway or curbing is cut, the width of the cut shall exceed the actual width of the top of the trench by twelve inches (12") on each side or a total of two feet (2'). Exposed surfaces of portland cement or asphaltic concrete shall be cut with a pavement saw before breaking. Care shall be taken in cutting to insure that a straight joint is sawed.

2-2.03 REPLACEMENT OF PERMANENT TYPE PAVEMENT, SIDEWALKS, DRIVEWAYS, CURBS, GUTTERS AND STRUCTURES.

The Contractor shall restore (unless otherwise specified or ordered by the Engineer) all permanent type pavements, sidewalks, driveways, curbs, gutters, shrubbery, fences, poles and other property and surface structures removed or disturbed during or as a result of construction operations to a condition which is equal in appearance and quality to the condition that existed before the Work began. The surface of all improvements shall be constructed of the same material and match in appearance the surface of the improvement which was removed. Where trench backfill is used, the restoration shall be made as soon as possible after jetting of the backfill has been completed.

2-2.04 REPLACING EXISTING TEMPORARY STREET AND ALLEY SURFACES

A. GENERAL

For the purpose of this specification, all existing street and alley surfaces shall be considered temporary except:

(1) concrete or brick pavements; (2) an asphaltic concrete or a bituminous treated surface over a soil cement, concrete, crushed stone or selected gravel base. Specifically included as temporary street surfaces, shall be compacted earth, cinders, shale, mixtures of gravel and earth or crushed stone and earth, whether or not these respective materials are further stabilized by road oil or bituminous surface treatment. This work should not be confused with Temporary Surface Over Trench as specified in Section 2-2.01.

Where conduits are constructed under temporary street or alley surfaces, or where such surfaces are used for the placement of backfill material or are disturbed by construction operations, the Contractor shall reconstruct, by grading and shaping, the entire width of roadway, and any drainage facilities which may have existed, to the original condition at the Contractor's expense, including that portion within the specified trench width where removal and restoration is paid for under a separate payment item.

Where, in the opinion of the Engineer, the conduit is located in the traveled portion of the temporary street or alley traveled surface, a new temporary surface shall be constructed over the trench, as specified in Section 2-2.01 of this Division. After this surface has been placed, it shall be maintained by the Contractor until final restoration is authorized. Just prior to final restoration, the entire width of the street to be restored shall be scarified. For final surface restoration, the Contractor shall apply a bituminous treatment to the entire width of the traveled surface, as ordered by the Engineer. The bituminous treatment shall consist of the application of a bituminous prime coat and a bituminous surface treatment corresponding to the materials and construction methods described in the State Specifications for bituminous surface treatment, Class A-1, A-2, or A-3 as specified, or shown in the bid items.

The Engineer reserves the right to order the omission of Bituminous Surface Treatment in any locations where such omission may be, in his opinion, in the public interest.

B. MEASUREMENT

Measurement for purposes of payment shall be computed by using the actual length and width of surface to which treatment is applied, in accordance with these Specifications.

C. PAYMENT

The cost of final restoration of the surface shall be paid for at the contract unit price per foot, unless so stated in the Special Provisions or for all State of Illinois projects, for "Bituminous Surface Treatment", of the type specified. Such price shall include the cost of all labor and materials necessary to provide the bituminous treatment as specified.

2-2.05 DISPOSAL OF SURPLUS EXCAVATED MATERIAL

Surplus excavated material not needed for backfill shall be promptly removed from the site to locations provided by the Contractor. The cost of removal and disposal of surplus excavated materials will be included in the respective unit prices for pipeline or conduit construction and no additional payment will be allowed therefor.

2-2.06 CLEANING UP

All surplus materials and all tools and temporary structures shall be removed from the site by the Contractor. All dirt, rubbish and excess earth from the excavation shall be hauled to a dump provided by the Contractor and the construction site left clean and acceptable to the Owner at the earliest possible date.

SECTION 3. FINISHING AND CLEAN UP FOR UNDERGROUND CONDUITS

3-1 CLEAN UP

Before acceptance of underground conduits construction, all pipes, manholes, catch basins, fire hydrants and other appurtenances shall be cleaned of all debris and foreign material.

After all backfill has been completed, the ground surface shall be shaped to conform to the contour of adjacent surfaces. General clean up of the entire construction area shall otherwise conform to applicable requirements specified.

DIVISION II

Technical Specifications

SANITARY SEWER AND FORCE MAIN

SECTION 1. PIPE MATERIAL FOR SEWERS		1
1-1	DESCRIPTION	1
1-2	GENERAL	1
1-3	MATERIALS	1
SECTION 2. PIPE LAYING, JOINTING AND TESTING OF SEWERS		3
2-1	CONSTRUCTION DETAILS	3
	AIR TEST TABLE	10
2-2	MEASUREMENT	11
2-3	PAYMENT	11
2-4	MEASUREMENT AND PAYMENT	11
SECTION 3. MANHOLES FOR SANITARY SEWERS		12
3-1	DESCRIPTION	12
3-2	MATERIALS	12
3-3	CONSTRUCTION DETAILS	13
3-4	PAYMENT	16
3-5	MEASUREMENT AND PAYMENT	16
SECTION 4. SERVICE SEWERS		17
4-1	DESCRIPTION	17
4-2	MATERIALS	17
4-3	CONSTRUCTION DETAILS	17
4-4	MEASUREMENT	18
4-5	PAYMENT	18
4-6	MEASUREMENT AND PAYMENT	19
SECTION 5. PIPE COVERING AND EMBANKMENT FOR SEWER CONSTRUCTION		20
5-1	DESCRIPTION	20
5-2	CONSTRUCTION DETAILS	20
5-3	MEASUREMENT	20

5-4	PAYMENT	20
SECTION 6. FORCE MAIN MATERIAL AND INSTALLATION		21
6-1	DESCRIPTION	21
6-2	GENERAL	21
6-3	CERTIFICATION	21
6-4	MATERIALS	21
6-5	CONNECTION TO EXISTING SANITARY SEWER MANHOLE	23
6-6	STEEL SLEEVES-AUGERED	24
	Standard Sizes of Steel Sleeves Used As Casings*	25
6-7	STEEL SLEEVES-OPEN CUT INSTALLATION	25
6-8	SEWER FLOW CONTROL AND BYPASS PUMPING	26
6-9	WATER USE	28
SECTION 7. FORCE MAIN VALVES		29
7-1	GENERAL	29
7-2	MANUFACTURERS	29
7-3	MATERIALS	29
7-4	VALVE JOINTS	30
7-4	OPERATING FORCE	30
7-5	FLOOR AND BENCH STANDS	30
7-6	VALVE VAULTS	30
7-7	TYPE-SPECIFIC VALVE SPECIFICATIONS	31
7-8	PAYMENT	34

SECTION 1. PIPE MATERIAL FOR SEWERS

1-1 DESCRIPTION

Pipe used in sanitary sewer construction, unless otherwise specified, shall be Polyvinyl Chloride Pipe (PVC) or Ductile Iron Pipe (DIP). All sanitary sewer pipe shall have flexible gasketed joints unless otherwise specified.

The Contractor shall only use the sewer pipe material specified on the Plans unless he receives written permission from the Engineer to substitute one of the other materials mentioned herein. No verbal approval, regardless of the source, will be recognized for changing the pipe material, class or type of joint.

1-2 GENERAL

Where reference is made to an ASTM or ANSI designation, it shall be the latest revision at the time of call for Bids, except as noted on the Plans or in the Special Provisions.

CERTIFICATION shall be the responsibility of the pipe manufacturer to certify that pipe and joint material furnished is capable of withstanding the infiltration or exfiltration basis as specified or required, if properly installed.

1-3 MATERIALS

1-3.01 PIPE MATERIALS

The type, class and strength of pipe to be used shall be as shown on the Plans or described in the Special Provisions.

A. DUCTILE IRON PIPE AND FITTINGS

Ductile Iron Pipe shall conform to ANSI A 21.51 (AWWA C-151), Class 52 designed per ANSI A 21.50 (AWWA C-150), tar (seal) coated and/or cement lined per ANSI A 21.4 (AWWA C-104), with mechanical or rubber ring (slip seal or push on) joints. Ductile Iron fittings shall conform to ANSI/AWWA C110 for mechanical, push-on or flanged joints. Cement-mortar and/or tar (seal) coat per ANSI A 21.4 (AWWA 104) and as specified.

B. POLYVINYL CHLORIDE (PVC) PIPE AND FITTINGS

Polyvinyl Chloride pipe (PVC) and fittings shall conform to ASTM F 679 or ASTM D 3034, except that it shall be made of PVC plastic having a minimum cell classification of 12454B.

1-3.02 JOINT MATERIALS

The type of joint materials to be used shall be as shown on the Plans or described in the Special Provisions.

JOINTS FOR SANITARY SEWERS

A. Polyvinyl Chloride (PVC) pipe joints shall conform to ASTM D 2855 for solvent joints or ASTM D 3212 for gasket joints.

B. Ductile iron pipe (DIP) joints shall conform to American National Standard C111/A21.50-90 for Rubber Gasket Joints for Ductile-Iron Pressure Pipe and Fittings.

1-3.03 FITTINGS

Unless otherwise specified, tee fittings shall be provided in the sanitary sewer main for service sewer connections; a log of all tee fitting locations shall be kept by the Contractor during installation and one legible copy of each such log shall be turned over to the Owner prior to completion. Tees shall be six inches (6") inside diameter, unless otherwise specified or noted. All fittings shall be of the same material as the pipe. Material joining the fitting to the pipe shall be free from cracks and shall adhere tightly to each joining surface.

1-3.04 CAP FOR FITTINGS

All fittings shall be capped with a plug of the same material as the pipe, and gasketed with the same gasket material as the pipe joint, or be of material approved by the Engineer. The plug shall be secured to withstand test pressures specified herein.

SECTION 2. PIPE LAYING, JOINTING AND TESTING OF SEWERS

2-1 CONSTRUCTION DETAILS

2-1.01 SEWER PIPE LAYING

Laying of sewer pipe shall be accomplished to line and grade in the trench only after it has been dewatered and the foundation and/or bedding has been prepared in accordance with Division II, Excavation and Cleanup. Mud, silt, gravel and other foreign material shall be kept out of the pipe and off the jointing surfaces.

Variance from established line and grade shall not be greater than one thirty- second of an inch (1/32") per inch of pipe diameter and not to exceed one-half inch (1/2"), provided that any such variation does not result in a level or reverse sloping invert; provided also that variation in the invert elevation between adjoining ends of pipe, due to non-concentricity of joining surface and pipe interior surfaces, does not exceed one sixty-fourth of an inch (1/64") per inch of pipe diameter, or one-half inch (1/2") maximum.

The sewer pipe, unless otherwise approved by the Engineer, shall be laid upgrade from point of connection on the existing sewer or from a designated starting point. The sewer pipe shall be installed with the bell end forward or upgrade, unless approved otherwise. When pipe laying is not in progress, the forward end of the pipe shall be kept tightly closed with an approved temporary plug.

A. SEWER PIPE AND WATER MAIN SEPARATION

Sanitary sewers, house sewers or storm drains that are laid in the vicinity of pipe lines designated to carry potable water shall meet the following conditions as set forth in Division II, Water Distribution, Section 2-2.01.

B. SEWER MANHOLES

Sewer manholes shall be constructed so that no water pipe is in contact with or enclosed by any part of a sewer or sewer manhole. See also Division II, Water Distribution, Section 2-2.01.

2-1.02 DEWATERING

Dewatering sufficient to maintain the water level twelve inches (12") below the surface of the trench bottom or base of the bedding course, shall be accomplished prior to pipe laying and jointing, if not prior to excavation and placing of the bedding as called for in other sections of the Specifications or Special Provisions. The dewatering operation, however accomplished, shall be carried out so that it does not destroy or weaken the strength of the soil under or alongside the trench. The normal water table shall be restored to its natural level in such a manner as to not disturb the pipe and its foundation

2-1.03 BEDDING

The pipe bedding shall be placed so that the entire length of the pipe will have full bearing. No blocking of any kind shall be used to adjust the pipe to grade except when used with concrete encasement.

2-1.04 PLUGS AND CONNECTIONS

Plugs for pipe branches, stubs or other open ends which are not to be immediately connected shall be made of an approved material and shall be secured in place with a joint comparable to the main line joint. Stoppers may be of an integrally cast breakout design.

2-1.05 PIPE MARKINGS

All pipe shall have a homing mark on the spigot provided by the manufacturer.

2-1.06 PIPE JOINTING

Type of joint to be used will conform to the requirements of Section 1-3.02.

All pipe and jointing for sanitary sewers shall be subject to the tests specified in Section 2-1.09.

A. GASKET TYPE JOINTS

All extensions, additions and revisions of a sanitary sewer system, unless otherwise indicated in the Special Provisions, shall be made with sewer pipe jointed by means of a flexible gasket which shall be fabricated and installed in accordance with the specifications that follow. When gaskets are placed on the pipe in the field, the surfaces on which the gasket seats must be thoroughly cleaned. The gasket, lubricated according to the manufacturer's instructions, is placed on the pipe.

Pipe handling after the gasket has been affixed shall be carefully controlled to avoid disturbing the gasket and knocking it out of position or loading it with dirt or other foreign material. Any gaskets so disturbed shall be removed and replaced, cleaned and relubricated if required, before the jointing is attempted.

Care shall be taken to properly align the pipe before joints are entirely forced home. During insertion of the tongue or spigot, the pipe shall be partially supported by hand, sling or crane to minimize unequal lateral pressure on the gasket and to maintain concentricity until the gasket is properly positioned.

Sufficient pressure shall be applied in making the joint to assure that it is home, as described in the installation instructions provided by the pipe manufacturer. Sufficient restraint as specified in Section 2-1.02 shall be applied to the line to assure that joints once home are held so, until fill material under and alongside the pipe has been sufficiently compacted. At the end of the work day, the last pipe laid shall be blocked in an effective way to prevent creep. The pipe shall be closed with a suitable "night cap".

Pipe required to be laid on curved alignment shall be joined in straight alignment and then be deflected, joint by joint. Special care shall be taken in blocking the pipe just previously laid, by tamped fill or otherwise to resist the misaligning forces generated during compression of the joints being made.

B. JOINTING OF DISSIMILAR PIPES

Suitable adaption couplings shall be specified in the Special Provisions for the jointing of dissimilar pipes. Where suitable adaptor couplings are not available for dissimilar pipes the jointing shall be accomplished with a special fabricated coupling to concrete encasement as specified, or as submitted by the Contractor and approved by the Engineer.

2-1.07 SEWER LINE CONNECTIONS

Sewer line connections to trunks, mains, laterals, or side sewers shall be left uncovered until after an acceptance observation has been made. After approval of the connection, the trench shall be backfilled as specified in Division II, Excavation and Cleanup, Section 1-2.20 after first covering the bare pipe with select material compacted to a depth of six inches (6") above the crown of the pipe.

No existing sewer shall be connected to a sanitary sewer unless specifically authorized in each instance by the Engineer. Storm drains and drain tiles shall not be connected to a sanitary sewer.

2-1.08 SERVICE RISERS

Where the depth of the sewer invert is greater than twelve feet (12') below the surface of the ground, a service riser shall be constructed to an elevation of ten feet (10') below the ground elevation or as directed by the Engineer.

The service riser shall be constructed with the six-inch (6") tee as shown on the Plans placed to receive the six-inch (6") riser pipe. The tee shall be bedded as shown on Plans.

The riser pipe shall extend to the proper elevations and shall terminate with a manufactured plug.

Extreme care shall be taken in backfilling around risers. Where the excavated material is not suitable for this purpose in the opinion of the Engineer, granular material shall be placed around the riser.

2-1.09 TESTING AND INSPECTION FOR ACCEPTANCE OF SANITARY SEWER

Testing and inspection of sanitary sewers for acceptability shall be conducted by:

A. Exfiltration of water
B. Infiltration of water
C. Exfiltration of air under pressure
D. Lamping
E. Televising (Optional procedure to supplement items A. through E.)

At a minimum, all sanitary sewers shall be tested for acceptability by either A., B., or C. above or a combination thereof. All lines shall be cleaned of debris and flushed clean as necessary. Debris shall not be flushed into sanitary sewer.

A. *SELECTION OF TEST SECTIONS*

Unless otherwise specified or directed by the Engineer, the first section of sanitary sewer constructed of approximately 1,200 feet in length or the entire length of sewer if it is less than 1,200 feet shall be tested by the exfiltration, infiltration, or air testing method before additional excavation is permitted.

The Contractor may at his option divide the first section of sewer into subsections of more convenient length for testing. If the section or subsection tested does not pass the tests, it shall be repaired and the test repeated until a satisfactory test is obtained. Excavation shall not proceed beyond the first 1,200 foot section until test results for the entire 1200 feet are satisfactory.

In the event the first 1,200 foot section of sewer or portion thereof did not pass the test on the first trial, the next section of sanitary sewer of approximately 1,200 feet in length shall also be tested, repaired if necessary, and retested until a satisfactory test is obtained before additional excavation is started.

When favorable test results are obtained on the first trail on a full 1,200 foot section of pipe, the Engineer may designate additional sections for testing as conditions in his opinion warrant. The Engineer reserves the right to select the location and lengths of additional test sections when construction operations or materials change or where construction difficulties indicate leakage or deflection may be present or in sections selected at random.

The Engineer shall notify the Contractor of the location where a test is to be required no later than 15 days after the sewer installation has been completed in the section to be tested. Unless otherwise authorized, the Contractor shall arrange to commence the test within 15 days after the sewer has been installed or 15 days after notification by the Engineer, whichever date is later.

B. *TESTING TECHNIQUE*

All Testing Methods: All wyes, tees and stubs shall be plugged with flexible jointed caps, or acceptable alternate, securely fastened to withstand the internal test pressure. Such plugs or caps shall be readily removable.

1. Exfiltration Method Procedures: The section of sewer to be tested shall be sealed by inserting inflatable rubber bags in the pipes or by other means approved by the Engineer, and then water shall be introduced into a manhole until the section is completely filled. The Contractor shall fill the pipe to the test level prior to the time of exfiltration testing to permit normal absorption into the pipe walls.

   Throughout the test period of at least one (1) hours, the water level in the upper manhole shall be maintained at least twenty-four inches (24") above the

crown of the upper end of the pipe or at least twenty-four inches (24") above the ground water table, whichever is higher. The length of pipe tested shall be limited so that the pressure on the center line of the lower end of the section tested shall not exceed six feet (6') of water column.

2. Infiltration Method Procedures: The section of sewer to be tested shall have been trench backfilled and the tests conducted by inducing infiltration conditions by jetting the sewer trench for a sufficient length of time to insure that the water level in the trench is a minimum of twenty-four inches (24") over the crown of the sewer pipe at the upper end of the pipe. The test must be performed before existing sewers are connected and before sewage flow is allowed in the sewers.

3. Air Testing Method Procedures: The section of sewer to be tested shall have been trench backfilled and cleared. Pneumatic plugs (having a sealing length equal to or greater than the diameter of the pipe to be tested) placed in both ends of the pipe to be tested shall be inflated to 25 psig. The sealed sewer pipe shall then be pressurized to 4 psig above the average back pressure of ground water over the sewer pipe and the air pressure allowed to stabilize for at least two minutes.

   After the stabilization period the line shall be pressurized to 3.5 psig and the time in minutes measured for pressure to drop to 2.5 psig. If groundwater is present, the air pressure within shall be increased to 3.5 psig above the level of the ground water and the drop of one pound of air pressure measured in minutes.

   Air testing techniques shall be in accordance with the latest ASTM standard practice for testing sewer lines by low-pressure air test method for the appropriate pipe material, except that the time shall not be less than that shown in the Air Test Table contained in Section 2-1.11C.

4. Testing Procedures for PVC pipe shall include the following;

   All sanitary sewers and manholes shall be tested by low pressure air testing and deflection testing. Deflection test shall not occur within less than thirty (30) days of completion of the section of sewer being tested including backfilling to finished grade.

   A five percent (5%) Mandrel Deflection Test shall be performed on all PVC gravity sanitary sewer pipe. These pipes shall be mandrelled with a rigid device sized to pass five percent (5%) or less deflection (or deformation) of the base inside diameter of the sewer pipe.

Laser Profiling of the installed pipe to measure pipe deflection is acceptable in lieu of mandrell testing. The laser profiler shall be a "Scanner 3-D" type, which permits the measuring of actual deformities with a precision of at least 0.25%. The measurement of the actual pipe deformity must be calculated with the actual interior diameter on all points of the pipe (not the nominal diameter). The laser profiler must be able to give a series of at least a 1000 diametrical measurements at any given measuring point in a pipe. The laser profiling and observation measuring equipment must be certified on an annual basis by a qualified and accredited third party laboratory.

After the placement base material or compacted soils, a video recording of the interior of the installed pipe will be properly documented utilizing equipment indicated in this specification. Provide a video and report.

The contractor will dewater, clean, and bypass (if necessary) the installed pipe and provide the Engineer with a video and report using low barrel distortion video equipment with laser profile technology, non-contact laser aim video micrometer, and associated software.

For video recorded, laser profiled pipe that indicates deflection that is in excess of that allowed in the specification, the engineer may require the removal, replacement, repair, and/ or retesting of the pipe that has failed to meet the specific deflection requirements for the type of pipe installed, at no cost to the Owner.

For video recorded, observation and/or defect measured pipe that indicates that it exceeds that allowed in the specification, the engineer may require the removal, replacement, repair, and/ or retesting of the pipe that has failed to meet the specific observation and/or defect specification for that type of pipe installed, at no cost to the Owner.

Provide high quality video recording of the CCTV inspection in a high definition format video with a standard resolution of 720x 480. Utilize a camera with lighting suitable to allow a clear picture of the entire periphery of the pipe. Center the camera in the pipe both vertically and horizontally and be able to pan and tilt to a 90 degree angle with the axis of the pipe and rotating 360 degrees. Use equipment suitable to be able to move the camera through the pipe that will not obstruct the camera's view or interfere with proper documentation of the pipe's condition.

The video image shall be clear, focused, and relatively free from roll, static, or other image distortion qualities that would prevent the reviewer from evaluating the condition of the pipe. The video will include identification, at a minimum, before each line section of pipe to be filmed, the project number, the

structure number corresponding to the structure number on the set of plans for the project, size of pipe, the date and time, and indicate which pipe is being filmed if multiple pipes are connected to the structure. Written or typed television inspection logs shall be taken during the video recording process. Provide the engineer with copies of these "logs" along with the video.

Move the camera and Laser profiler through the pipe at a speed no greater than 30 feet per minute. Mark the video with the distance down the pipe. The distance meter shall have an accuracy of one foot per hundred feet (300mm in 328 meters). Stop the camera and pan when necessary to properly document observations and defects. Film the entire circumference at each joint. The operator must measure each joint, defect and crack discovered during the videotaping process surpassing the permitted values of the present specification.

A report of field conditions utilizing the laser profiler must, at a minimum, contain the following:

a. graphic indicating the actual deformity registered in real-time for each section of the pipe (every 10mm);

b. The description and a picture of the pipe and of the laser ring for each deformity surpassing the permitted values by the present standard;

c. A copy of the calibration certificate from an accredited third party laboratory specifying the technology used, the device used and the certificate's validity date for this device;

d. A recorded (video and written) measurement of crack lengths and width surpassing the permitted values of the present specification;

e. A recorded (video and written) measurement of all pipe joints surpassing the permitted values of the present specification;

f. Documentation of all pipe deformities, actual pipe measurements, leaks, debris and any other damage or defects;

g. Deviation in pipe line and grade, joint gaps, and joint misalignment;

h. Indexed and interactive display software for graphics (profile and isometric views), as well as two separate windows showing the video inspection and the laser profiler video inspection simultaneously.

5. Lamping shall be performed on all sewer pipeline by the Engineer.

C. ALLOWABLE TESTING LIMITS FOR SANITARY SEWERS

1. Exfiltration leakage shall not exceed 200 gallons per inch of pipe diameter per mile per day of sewer pipe, including manholes in the test section.
2. Infiltration flow shall be measured by a 90-degree V-notch weir with free fall discharge or other means acceptable to the Engineer. Infiltration leakage shall not exceed 200 gallons per inch of pipe diameter per mile per day of sewer pipe, including manholes in the test section.
3. Air leakage test results shall not be less than the time per inch of pipe diameter per length of sewer pipe as specified in the table entitled "Air Test Table".
4. Three-fourths (3/4) of the pipe circle shall be observed both vertically and horizontally for lamping.

AIR TEST TABLE

SPECIFICATION TIME (min:sec) REQUIRED FOR PRESSURE DROP FROM 3-1/2 TO 2-1/2 PSIG WHEN TESTING ONE PIPE DIAMETER ONLY

PIPE DIAMETER, INCHES

Length of Sewer Pipe In Feet	4	6	8	10	12	15	18	21	24
25	0:04	0:10	0:18	0:28	0:40	1:02	1:29	2:01	2:38
50	0:09	0:20	0:35	0:55	1:19	2:04	2:58	4:03	5:17
75	0:13	0:30	0:53	1:23	1:59	3:06	4:27	6:04	7:55
100	0:18	0:40	1:10	1:50	2:38	4:08	5:56	8:05	10:34
125	0:22	0:50	1:28	2:18	3:18	5:09	7:26	9:55	11:20
150	0:26	0:59	1:46	2:45	3:58	6:11	8:30		
175	0:31	1:09	2:03	3:13	4:37	7:05			
200	0:35	1:19	2:21	3:40	5:17				12:06
225	0:40	1:29	2:38	4:08	5:40			10:25	13:36
250	0:44	1:39	2:56	4:35			8:31	11:35	15:07
275	0:48	1:49	3:14	4:43			9:21	12:44	16:38
300	0:53	1:59	3:31				10:12	13:53	18:09
350	1:02	2:19	3:47			8:16	11:54	16:12	21:10
400	1:10	2:38			6:03	9:27	13:36	18:31	24:12
450	1:19	2:50			6:48	10:38	15:19	20:50	27:13
500	1:28			5:14	7:34	11:49	17:01	23:09	30:14

D. PAYMENT FOR TESTS

Payment for tests will not be paid for separately, but shall be included in the unit price of pipe, per foot. If any section fails to meet the test, it shall be repaired at the Contractor's expense and retested until it meets the leakage limitation.

2-2 MEASUREMENT

For payment purposes, the length of sewers installed shall be measured along the centerline. No deductions in length will be made for tees or fittings.

2-3 PAYMENT

Payment for pipe sewers shall be made at the contract unit price of the size and type indicated on the bid item at the contract unit price per foot for the size and type indicated. The cost of all items of construction not specifically listed for separate payment shall be included as an incidental expense in the contract price. No more than ninety percent (90%) of the value of work included in the unit price shall be eligible for inclusion in a partial payment estimate until leakage tests have been performed as specified and the pipes and joints are found to be satisfactory.

2-4 MEASUREMENT AND PAYMENT

The cost of all items described under "Pipe Laying, Jointing and Testing" not shown as bid items on the Proposal shall not be measured or paid for by item, but shall be included as part of the respective unit bid prices per foot for conduit construction of the size and type specified.

SECTION 3. MANHOLES FOR SANITARY SEWERS

3-1 DESCRIPTION

Manholes shall be leak-tight and shall be constructed of pre-cast concrete units, or cast-in-place concrete only, all in compliance with Plans and these Specifications.

3-2 MATERIALS

3-2.01 REINFORCED CONCRETE

Reinforced concrete shall consist of Portland Cement, mineral aggregates and water, in which steel has been embedded in such manner that the steel and concrete set together.

A. CEMENT

Cement shall conform to the requirements of the Specifications for Portland Cement ASTM C 150, and may be either standard Portland Cement or air-entrained Portland Cement of any type unless otherwise specified in the Special Provisions.

B. WIRE FABRIC REINFORCEMENT

Reinforcement shall consist of wire conforming to ASTM A185 or A497. Also, smooth wire conforming to ASTM A8Z and deformed wire conforming to ASTM A496.

C. BAR REINFORCEMENT

Bar reinforcement shall conform to ASTM A615, grade 40.

D. AGGREGATES

Aggregates shall conform to ASTM C33, except that the requirements for gradation shall not apply to precast items.

E. MIXTURES

The aggregates shall be so sized and graded, and proportioned and thoroughly mixed in proportions of cement and water as will produce a homogeneous concrete mixture of such quality that the manhole components will conform to the strength and watertightness requirements of these specifications.

F. CURING

Cast-in-place manhole components shall be moist-cured for a period not less than seven (7) days except that when high-early-strength cement is used, the curing shall be not less than three (3) days. Pigmented membrane curing compound or other approved method may be applied in lieu of moist curing.

G. STRENGTH

All concrete placed under these specifications shall have a minimum compressive strength of thirty-five hundred (3,500) psi at twenty-eight (28) days. Strength

determination shall be in accordance with ASTM C-39, unless otherwise approved by the Engineer.

3-2.02 STEPS

Manhole steps shall be cast iron ASTM A48 furnished and installed as shown on the Plans with load and pullout ratings meeting OSHA standards.

3-2.03 CAST IRON FRAMES AND COVERS

Castings shall conform to the requirements of gray iron castings ASTM A48 and conform to the details shown on the Plans. They shall be adjusted to final grade with precast concrete rings and mortar.

3-2.04 PRECAST MANHOLE COMPONENTS

Precast manholes shall conform with ASTM C-478 and with design dimensions. Cones and sections shall be substantially free from fractures, large or deep cracks and surface roughness. Slabs shall be sound and free from gravel pockets.

3-2.05 ADJUSTING RINGS

Final adjustment of frames and grates to grade shall be accomplished through the use of precast concrete adjusting rings. The rings shall be designed to provide a structural capacity equal to the cones and sections. They shall have a device for positively positioning and securely fastening the ring to the frame so as to match the surface grade and slope and prevent movement when under traffic loadings.

3-2.06 MONOLITHIC CONCRETE MANHOLES

Monolithic concrete manholes shall conform to detailed shop drawings submitted to the Engineer for approval prior to beginning Work and shall conform to the dimensional requirements specified. Walls and base shall be six inches (6") minimum thickness and space of steps shall be sixteen inches (16").

3-3 CONSTRUCTION DETAILS

3-3.01 FOUNDATION PREPARATION

A. DEWATERING

Dewatering of the site shall conform to the requirements for sewer trench de-watering in Section 2-1.02.

B. SUB-BASE PREPARATION

Adequate foundation for all manhole structures shall be obtained by removal and replacement of unsuitable material with well graded granular material; or by tightening with coarse ballast rock, or by such other means as provided for foundation preparation of the connected sewers, or as shown on the Plans.

3-3.02 BEDDING

Precast base sections shall be placed on a well graded granular bedding course conforming to the requirements for sewer bedding in Section 2, but not less than six inches (6") in thickness and extending

to the limits of the excavation. The bedding course shall be firmly tamped and made smooth and level to assure uniform contact and support of the precast element.

3-3.03 CAST-IN-PLACE BASES

Unless otherwise specified, cast-in-place bases shall be at least eight inches (8") in thickness and shall extend at least six inches (6") radially outside of the outside diameter of the manhole section.

3-3.04 PRECAST MANHOLES

Precast manholes may be constructed with a precast base section or a monolithic base structure as specified or shown on the Plans.

A precast base section shall be carefully placed on the prepared bedding so as to be fully and uniformly supported in true alignment and making sure that all entering pipes can be inserted on proper grade.

All lift holes on precast elements for sanitary sewer manholes shall be completely filled with a concrete plug and sealed with an approved bitumastic material. All joints between precast elements on sanitary sewer manholes shall be made with an approved bitumastic material or an approved rubber gasket.

The first precast section shall be placed on the monolithic base structure before the base has taken initial set, and shall be carefully adjusted to true grade and alignment with all inlet pipes properly installed so as to form an integral watertight unit; or the section shall be mortared into a suitable groove provided in the top of the monolithic base. The first section shall be uniformly supported by the base concrete, and shall not bear directly on any of the pipes.

Precast sections shall be placed and aligned to provide vertical sides and vertical alignment of the ladder rungs. The completed manhole shall be rigid, true to dimensions, and be watertight.

3-3.05 MONOLITHIC CONCRETE MANHOLES

Monolithic concrete manholes shall be constructed in accordance with the provisions of this Section and the details shown on the Plans.

3-3.06 EXCAVATION AND BACKFILLING

In order to permit the joints to be mortared properly and also to permit proper compaction of the backfill material, the excavation shall be made to a diameter of at least six inches (6") greater than the diameter of the structure.

The space between the sides of the excavation and the outer surfaces of the manhole, shall be backfilled with selected granular backfill if the manhole is in a pavement or if the nearest point of the excavation for the manhole falls within 2 feet of the pavement edge. If the structure falls beyond these limits, other backfilling material may be used, provided it meets with the approval of the Engineer.

3-3.07 INLET AND OUTLET PIPES

Pipe or tile placed in the masonry for inlet or outlet connections shall extend through the wall and beyond the outside surface of the wall a sufficient distance to allow for connections, and the masonry shall be carefully constructed around them so as to prevent leakage along the outer surfaces.

3-3.08 PLACING CASTINGS

Casting placed on concrete or masonry surface shall be set in full bituminous mastic beds. Castings shall be set accurately to the finished elevation so that no subsequent adjustment will be necessary.

A. ***STREETS AT GRADE***

Where Work is in paved streets or areas which have been brought to grade, not more than sixteen inches (16") shall be provided between the top of the cone or slab and the underside of the manhole casting ring for adjustment of the casting ring to street grade.

B. ***STREETS OR ALLEYS WITH NO ESTABLISHED GRADE***

Where Work is in the streets or other areas which have not been brought to grade, not less than four inches (4") nor more than sixteen inches (16") shall be provided between the top of the cone or slab and the underside of the manhole casting ring for adjustment of the casting ring to street grade.

The top of the manhole casting shall be flush with the street surface unless otherwise directed by the Engineer.

C. ***MANHOLES NOT WITHIN STREET OR ALLEY AREAS***

Where Work is in cultivated areas, the top of the casting, unless otherwise directed by the Engineer, shall be eighteen inches (18") below the established ground surface.

Unless otherwise directed, in non-cultivated areas, the top of manhole castings shall be at grade of existing surface.

D. ***SEALING MANHOLES***

Sanitary sewer manholes which are covered with earth or are located in low areas than can collect rainwater, and any other manholes indicated on the Plans, to be sealed, shall be equipped with an approved self-sealing lid.

3-3.09 CHANNELS

Channels shall be made to conform accurately to the sewer grade and shall be brought together smoothly with well rounded junctions, satisfactory to the Engineer, and in conformance with details shown on the Plans.

3-3.10 PIPE CONNECTIONS

Special care shall be taken to see that the openings through which pipes enter the structure shall be provided with flexible watertight connections conforming with ASTM C 923, "Standard Specifications For Resilient Connectors Between Reinforced Concrete Manhole Structures And Pipes." Other methods may be used to ensure watertightness when specified in the Special Provisions.

3-3.11 DROP MANHOLE CONNECTIONS

Drop manhole connections, whenever shown on the Plans, shall conform in all respects to details shown on the Plans.

3-3.12 CLEANING

All newly constructed manholes shall be cleaned of any accumulation of silt, debris, or foreign matter of any kind, and shall be free from such accumulations at the time of final inspection.

3-4 PAYMENT

Payment for each Manhole shall consist of a basic price for each.

3-5 MEASUREMENT AND PAYMENT

The following items under "Manholes for Sanitary Sewers" are specifically listed for separate measurement and payment:

"Manholes" of the type and size indicated.

"Drop Manholes" of the type and size indicated.

SECTION 4. SERVICE SEWERS

4-1 DESCRIPTION

A service sewer is a branch sanitary sewer line constructed from the main sanitary sewer line to a point described on the Plans or to a point established by the Engineer.

The general requirements for construction of sewers in other sections of these Specifications shall apply for service sewers unless they are inconsistent with any of the provisions of this particular section, and the Specifications shall apply alike to all service sewers on public rights of way and private property.

Unless otherwise specified, service sewers and fittings shall be six inches (6") in diameter.

4-2 MATERIALS

4-2.01 PIPE AND FITTINGS

Approved pipe and fitting materials shall be ductile iron, PVC, or vitrified clay. All other materials shall conform to the material requirements for sanitary sewer construction in other sections of the Specifications.

4-2.02 JOINTS

Approved jointing material shall be flexible gasketing. Flexible gasketing shall be construed to include rubber, synthetic rubberlike and plastic materials specially manufactured for the joint, pipe size, and use intended and shall be furnished by the manufacturer of the pipe to be used. Physical properties of the flexible gasketing shall conform to that defined in Section 1.

4-3 CONSTRUCTION DETAILS

4-3.01 GENERAL

Service sewer construction shall conform to all applicable ordinances or regulations unless otherwise stated in the Special Provisions. The Owner will obtain any necessary permits for service sewer construction.

4-3.02 EXCAVATION AND BACKFILL

Excavation and backfilling for service sewers shall conform to the requirements of other sewers, excepting that no backfill in excess of that required to hold the pipe in true alignment shall be placed prior to inspection.

4-3.03 PIPE LAYING AND JOINTING

Pipe laying and jointing, except as hereinafter provided, shall in general conform to the requirements of Section 2. During the pipe laying and jointing, the service sewer shall be kept free of any water, dirt or objectionable matter.

A watertight, factory-made plug shall be installed at the end of each sewer service.

A. LINE AND GRADE

Pipe shall be laid with a minimum grade of one-eighth inch (1/8") per lineal foot unless otherwise ordered. The Contractor shall establish such alignment and grade control as is necessary to properly install the service sewer.

B. PIPE LAYING

Pipe shall be laid in a straight line at a uniform grade between fittings, or on a uniform horizontal or vertical curvature achieved by deflecting pipe joints within the limits recommended by the manufacturer of the pipe used.

4-3.04 FITTINGS

All fittings shall be factory-produced and shall be designed for installation on the pipe to be used. Fittings shall be of the same quality and material as the pipe used.

The maximum deflection permissible at any one (1) fitting shall not exceed 45 degrees (one-eighth (1/8) bend). The maximum deflection of any combination of two adjacent fittings shall not exceed 45 degrees (one-eighth (1/8) bend) unless straight pipe of not less than two and one-half feet (2-1/2') in length be installed between such adjacent fittings, or unless one of such fittings be a wye branch with a cleanout provided on the straight leg.

Service sewers shall be connected to the tee, wye, or riser provided in the public sewer where such is available, utilizing approved fittings or adaptors. Where no tee, wye, or other riser is provided or available, connection shall be made by machine made tap and suitable saddle, or other methods as specified in the Special Provisions.

4-3.05 CLEANOUTS

Cleanouts shall be provided at locations and in accordance with details shown on the Plans.

4-3.06 RESTORATION, FINISHING AND CLEANUP

The Contractor shall restore all paved surfaces, curbing, sidewalks, or other surfaces to their original condition in such manner as to meet the requirements of applicable sections. All surplus material and temporary structures, as well as all excess excavation, shall be removed and the entire site of Contractor operations shall be left in a neat and clean condition.

4-4 MEASUREMENT

Measurement shall be along the pipe from the outside surface of the main sewer to the extreme end of the last pipe or fitting placed. Measurement shall be to the nearest one foot (1').

4-5 PAYMENT

Payment or service sewers shall be at the unit contract price per foot or each for "Service Sewers" of the size indicated. Tees, wyes, bends, adaptors, and plugs shall be considered as incidental to the construction.

All other costs shall be considered as incidentals to the construction of the service sewer and shall be included in the unit Contract prices for "Service Sewers".

4-6 MEASUREMENT AND PAYMENT

The cost of all items described under "Service Sewers" shall not be measured or paid for by item, but shall be included as part of the respective unit bid prices for conduit construction of the size specified.

SECTION 5. PIPE COVERING AND EMBANKMENT FOR SEWER CONSTRUCTION

5-1 DESCRIPTION

This section of the Specification applies to the construction of pipe covering and embankment. Pipe covering shall be constructed where the invert of the pipe is so shallow that placing of earth over the pipe becomes necessary to provide a minimum depth of cover. Pipe cover and embankment shall be constructed where the invert of the pipe is above the existing ground and it becomes necessary to construct an embankment upon which the pipe and pipe covering is to be placed. The embankment and cover shall be constructed to lines shown on the Plans.

5-2 CONSTRUCTION DETAILS

5-2.01 PIPE BED

The area upon which the embankment for the pipe bed is to be placed shall be stripped to the extent the Engineer directs to provide a firm bedding.

The embankment upon which the pipe is to be installed shall be constructed up to the spring line in six inch (6") lifts, each lift being compacted to a density equal to ninety-five percent (95%) of ASSHTO T 99 density. The material used in constructing the embankment shall be such that it will readily compact to required density. The Contractor may use any type of compacting equipment he wishes provided the required end result is obtained, and provided no damage occurs to surface or subsurface improvements.

5-2.02 PIPE COVER

The pipe cover material above the compacted embankment shall be placed without compacting, and shall be shaped to the required section.

5-2.03 SOURCE OF MATERIAL

The source of material shall be that which is specified in the Special Provisions.

5-3 MEASUREMENT

Measurement will be by the cubic yard of embankment as calculated from cross sections based on elevations of the ground surface after stripping and the neat line of the section conforming to the drawing. No deduction will be made for pipe volume displacement.

5-4 PAYMENT

Payment will be made at the unit Contract price per cubic yard for Pipe Covering and Embankment, which price shall be full compensation for furnishing all labor, equipment, and materials necessary to strip, construct and compact the embankment and cover as specified to the satisfaction of the Engineer.

SECTION 6. FORCE MAIN MATERIAL AND INSTALLATION

6-1 DESCRIPTION

Pipe used in force main construction, unless otherwise specified, shall be Polyvinyl Chloride Pipe (PVC) or Ductile Iron Pipe (DIP). All force main shall have flexible gasketed joints unless otherwise specified.

The Contractor shall only use the force main pipe material specified on the Plans unless he receives written permission from the Engineer to substitute one of the other materials mentioned herein. No verbal approval, regardless of the source, will be recognized for changing the pipe material, class or type of joint.

6-2 GENERAL

Where reference is made to an ASTM or ANSI designation, it shall be the latest revision at the time of call for Bids, except as noted on the Plans or in the Special Provisions.

6-3 CERTIFICATION

It shall be the responsibility of the pipe manufacturer to certify that pipe and joint material furnished is capable of withstanding the pressure rating as specified or required, if properly installed.

6-4 MATERIALS

A. DUCTILE IRON FORCE MAIN AND FITTINGS

Ductile Iron Pipe (DIP) force main shall conform to ANSI A21.51 (AWWA C151), designed per ANSI A21.50 (AWWA C150), and shall comply with the American National Standard C104/A21.4-95 for Cement-Mortar Lining for Ductile-Iron Pipe and Fittings for Water. Flanged fittings shall be Class 53 that meet the requirements of AWWA C110/A21.10. Flanged joints shall meet the requirements of AWWA C115/A21.15 with full-face gaskets for joints on 12-inch diameter and smaller pipe and ring type gaskets for larger pipe. Mechanical joint fittings shall meet the requirements of AWWA C153/A21.53. Mechanical joints shall comply with American National Standard C111/A21.50-90 for Rubber Gasket Joints for Ductile-Iron Pressure Pipe and Fittings. All underground DIP force main shall be Class 52 wrapped in 8-mil thick polyethylene encasement in accordance with ANSI/AWWA C105/A21.5, Method B, with pipe and joints wrapped separately. For ductile iron pipe and fittings with mechanical joints that require harnessing, provide ductile iron mechanical joint retainer glands that are designed to resist pullout of the joints at the test pressures specified. Provide stainless steel bolts and nuts meeting the requirements of ASTM A 307, Grade B. Where required provide wall castings and connecting pieces meeting the requirements of AWWA C110/A21.10.

Installation of DIP shall be governed by AWWA Standard C600-93, AWWA Standard for Installation of Ductile-Iron Water Mains and Their Appurtenances. Bedding shall be in

accordance with ASTM C 12. All piping shall be installed and tested in accordance with AWWA standard C600-93, AWWA Standard for Installation of Ductile-Iron Water Mains and Their Appurtenances.

DIP force main shall utilize mechanical joint fittings for force restraint. The mechanical joint restraint devices shall be:

1. EBAA Iron, Inc., MegaLug 1100 series
2. Uni-Flange Series 1400, One-Lok Series SLD
3. Engineer-approved equal

Measurement shall be made along the centerline of force main installed. The contract unit price bid for DIP force main construction shall include the cost for piping, joint-restraint devices, polyethylene encasement, excavation, trench dewatering and maintenance, trench bottom reshaping, bedding, haunching, compaction, testing, and all other work necessary for a complete job. This work will be paid for at the contract unit price bid of LINEAL FOOT for DUCTILE IRON FORCE MAIN at the diameter specified. Fittings in the force main will be paid for at the contract unit price bid per POUND for DUCTILE IRON FITTINGS at the diameter specified.

B. POLYVINYL CHLORIDE (PVC) FORCE MAIN AND FITTINGS

Polyvinyl Chloride (PVC) force main and fittings shall be Pressure Class 200, DR 14 conforming to AWWA C900 (AWWA Standard for Polyvinyl Chloride [PVC] Pressure Pipe and Fabricated Fittings, 4 in. Through 12 in. [100 mm Through 300 mm], for Water Distribution) with fittings and elastomeric gasketed joints meeting the requirements of AWWA C907 (Injection-Molded Polyvinyl Chloride [PVC] Pressure Fittings, 4 in. Through 12 in. [100 mm Through 300 mm], for Water Distribution), unless otherwise directed by the Engineer.

All PVC piping shall be installed and tested in accordance with AWWA C605 (Underground Installation of Polyvinyl Chloride (PVC) Pressure Pipe and Fittings for Water).

PVC force main shall utilize mechanical joint fittings for force restraint. The mechanical joint restraint devices shall be:

1. EBAA Iron, Inc., MegaLug 1100 series
2. Uni-Flange Series 1400, One-Lok Series SLD
3. Engineer-approved equal

Each PVC pipe length and fitting shall be clearly marked with the following:

1. Manufacturer's Name
2. Nominal Pipe Size
3. Cell Classification
4. Minimum Pipe Stiffness

The Contractor shall take great care not to scratch, indent, puncture or otherwise damage the PVC pipe during installation. All pipe materials used shall be inspected and approved by the Engineer before and during installation. If a pipe section has been damaged in any way before or during installation, it shall be removed and replaced with a pipe section acceptable to the Engineer. Pipe installation shall strictly conform to the manufacturer's recommendations.

A detectable metallic tracing and warning tape of a type approved by the Engineer shall also be installed. This work shall consist of burying of metallic tape in the trench running along the centerline of the force main. The tape shall be laid in the trench 2 feet above the buried force main. The tape shall be 2" wide and read "CAUTION – BURIED FORCE MAIN BELOW."

Measurement shall be made along the centerline of force main installed. The contract unit price bid for PVC force main construction shall include the cost for piping, joint-restraint devices, magnetic pipe location tape, excavation, trench dewatering and maintenance, trench bottom reshaping, bedding, haunching, compaction, testing, and all other work necessary for a complete job. This work will be paid for at the contract unit price bid of LINEAL FOOT for PVC FORCE MAIN at the diameter specified. Fittings in the force main will be paid for at the contract unit price bid per POUND for PVC FITTINGS at the diameter specified.

6-5 CONNECTION TO EXISTING SANITARY SEWER MANHOLE

This work involves connection of the force main to an existing sanitary manhole at the location shown on the plans, or as directed by the Engineer. The contractor will have to provide sheeting, scaffolding or bracing to insure that no movement of the exposed manhole will take place while core drilling the exposed wall to allow the pipe installation. Should the structure be found to deflect, displace or fall out of plumb, the contractor shall be responsible for correcting the movement.

In the process of core drilling the wall, extreme care shall be taken so that minimal structural damage is done to the manhole. All debris falling into the manhole must be entirely removed. Connections to existing manholes shall be made using an A-Lok gasket, rubber boot, or other approved flexible seal.

The cost for all equipment, labor and materials, including core drilling the manhole wall opening, excavation, furnishing, erecting, and removing shoring, scaffolding and/or bracing, water stop, and backfilling will be paid for at the contract unit price per EACH for CONNECTION TO EXISTING SANITARY SEWER MANHOLE.

6-6 STEEL SLEEVES-AUGERED

The Contractor is advised to review the site and familiarize himself with the soil conditions prior to finalizing his bid for this portion of the work. No additional compensation shall be allowed for changes in the construction method due to ground conditions that may exist at the time of construction. All work shall be performed in accordance with Section 552 of the Standard Specification except as described in the following specifications and the Steel Sleeve Specification contained herein.

This work shall consist of auguring a steel sleeve at the location and at the line and grades provided on the plans or as where directed by the Engineer. The Contractor shall field verify the elevations and locations of any and all utilities that may cross beneath or over the proposed auger prior to ordering structures, or beginning the auger operation so as to not damage the existing utilities during auger operations. No additional compensation shall be given for any modifications required to be made to the proposed force main design (including but not limited to re-ordering/restocking structures), or for any delay time incurred due to a difference in assumed and actual elevations of the existing utilities.

The Contractor shall take all necessary precautions to prevent the undermining of roadways, structures, embankments, or property including the utilization of trench boxes, sheeting, etc., to properly maintain the auger and receiving pit excavations such that underlying soils between the pavement edge etc. and auger limits are prevented from entering the excavation. In the event that settlement or any other damage occurs to adjacent roadways, property or structures between the time the auguring is completed and the end of the contract bond guaranty period, the Contractor shall be fully responsible for any repairs deemed necessary by the Engineer.

This work shall consist of the construction of steel sleeves (casing pipe) augured at the locations indicated in the contract drawings or as directed by the Engineer. The minimum thickness of the steel sleeves shall be as listed below. All casing pipe shall be smooth, Grade B welded steel pipe meeting the requirements of ASTM A139 and ANSI/ AWWA C200 (AWWA Standard for Steel Water Pipe—6 in. (150 mm) and Larger), minimum yield strength of 35,000 psi. Sleeves shall be installed as indicated in the detail drawings, unless otherwise approved by the Engineer.

After installation of the steel sleeve is completed, the proposed force main shall be constructed in place within the sleeve. The water main shall be inserted and centered by use of model CCS stainless steel casing spacers as manufactured by Cascade Waterworks Mfg. Co. of Yorkville, IL or Engineer-approved equal.

Caser spacing shall be bolt on style with a two-piece shell made from T-304 stainless steel of a minimum 14-gauge thickness. Each shell section shall have bolt flanges formed with ribs for added strength. Each connecting flange shall have a minimum of three (3) five-sixteenths inch (5/16") T-304 bolts. The shell shall be lined with a ribbed PVC extrusion with a retaining section that overlaps the edge of the shell and prevents slippage. Bearing surfaces (runners) made from UHMW polymer with a static coefficient of friction of 0.11-0.13 shall be attached to support structures (risers) at appropriate positions to properly support the carrier within the casing and to ease installation. The runners shall be attached mechanically by T-304 threaded fasteners inserted through the punched riser section and TIG welded

for strength. Risers shall be made of T-304 14-gauge stainless steel. All risers over two inches (2") in height shall be reinforced. Risers shall be MIG welded to the shell. All metal surfaces shall be fully passivated.

The cost for excavating, shoring, trench backfill, and backfilling of the jacking pit and receiving pit, including dewatering (if necessary), stabilization, and installing the steel sleeve shall be considered incidental to the contract unit price for the steel sleeve auger.

Standard Sizes of Steel Sleeves Used As Casings*

Carrier Pipe ID in Inches	Casing Wall Thickness in Inches	Casing Outside Diameter in Inches
6	0.344	20
8	0.344	20
12	0.375	24
16	0.469	30
20	0.563	36
24	0.625	42
30	0.719	48
36	0.781	54
42	0.875, 0.938	60, 66
48	1.000	72

*Adapted from City of Chicago, IL Water Department Standard Specifications

The cost of furnishing and installation of the steel sleeve, and all incidental work necessary for its installation, including casing spacers, will be paid for at the contract unit price bid per LINEAL FOOT for [SPECIFIED SIZE] DIAMETER STEEL SLEEVE, [SPECIFIED SIZE] WALL THICKNESS, AUGERED. The cost for force main constructed within the sleeves will be paid for at its unit price.

6-7 STEEL SLEEVES-OPEN CUT INSTALLATION

The work for open cut installation of steel sleeves shall be identical to the work described in Section 6.6, except that no augering, jacking, or receiving pits are required.

The cost for excavating, shoring, trench backfill, and backfilling of the open cut area, including dewatering (if necessary), stabilization, and installing the steel sleeve shall be considered incidental to the contract unit price for the steel sleeve auger.

The cost of furnishing and installation of the steel sleeve, and all incidental work necessary for its installation, including casing spacers, will be paid for at the contract unit price bid per LINEAL FOOT for [SPECIFIED SIZE] DIAMETER STEEL SLEEVE, [SPECIFIED SIZE] WALL THICKNESS, OPEN CUT INSTALLATION. The cost for force main constructed within the sleeves will be paid for at its unit price.

6-8 SEWER FLOW CONTROL AND BYPASS PUMPING

It is the intent of this specification to provide the minimum requirements for sewer flow control bypass pumping.

The Contractor shall provide all labor, equipment, supervision, and materials necessary to control flows via bypass pumping through a section or sections of pipe designated for replacement. The Contractor shall be responsible for controlling and maintaining all sanitary and storm flows within the sewer system during the Work. The Contractor may drain flows by pipes, chases, fluming, bypass pumping, or other appropriate methods approved by the Owner.

Precautions shall be taken to ensure that flow control and dewatering operations shall not cause flooding or damage to public or private properties. In the event flooding or damage occurs, the Contractor shall make provisions to correct such damage at no additional cost to the Owner. The Contractor shall be responsible for any damages to public or private property, overflows from the sewer system and violations resulting in fines as a result of the dewatering/bypass operation.

When required for this project, the Contractor shall provide all labor, equipment, and materials necessary for the transfer of flow around the sections of pipe and/or the existing lift station. If the Contractor utilizes a subcontractor for bypass pumping operations, the subcontractor shall have at least five years of experience in the bypass pumping industry.

The bypass shall be made by diversion of the flow from an existing upstream location, around the section(s) to be taken from service for inspection or rehabilitation, to an existing downstream location. The bypass system shall be of adequate capacity to handle all flows, including wet weather related flows. If bypass pumping is utilized by the Contractor to control flows, the Contractor shall be responsible for monitoring the bypass pumping operation at all times until Work is complete. The location of pump(s), force main, discharge point, pumping rates, etc., shall be approved by the Owner.

The Contractor shall prepare a detailed Flow Control Plan that describes the measures to be used to control flows. The Contractor shall submit the Plan to the Engineer for review prior to beginning any flow control work. The Contractor's Plan shall include, but not necessarily be limited to, the following:

A. Stand-by/back-up pump set for the bypass application.
B. Detail plan for 24-hour monitoring.
C. Fueling of pump sets on demand.
D. Location of flow diversion structures, collapsible sewer plugs, dams, pumps, and related materials and equipment. Sewer plug method and type of plugs or gates to be used.
E. Key operational control factors, (i.e. maximum flow elevations upstream of dams).
F. Pump sizes and flow rates.
G. Destination of bypassed flows, including routing of force mains and provisions for vehicular and pedestrian traffic as necessary.
H. Wet weather event procedures.

I. Staging areas for the pumps.
J. Number, size, material, locations, and method of installation of suction piping.
K. Bypass pump sizes, capacity, number of each size to be on site, and power requirements.
L. Calculations of static lift, friction loss, and flow velocity.
M. Stand-by power.
N. Downstream discharge plan.
O. Method of noise control for each pump.
P. Temporary pipe supports and anchoring required.
Q. Heavy equipment needed for installation of pumps and piping.

The number and size of pumps utilized in bypass pumping shall be such that if the largest pump is out of service, bypass flows will be maintained during the bypass operation. Bypass pumping equipment shall include pumps, conduits, engines, and related equipment necessary to divert the flow or sewage around the section in which work is to be performed. In addition, the Contactor shall maintain at the same location and in operable condition, duplicate equipment to be used in case there is equipment failure. In this event, the Contractor shall promptly repair or replace the failed equipment to the satisfaction of the Owner.

The bypass system shall be of sufficient capacity to handle the peak flow of the pipe. The Contractor shall provide the necessary labor and supervision to set up and operate the pumping and bypassing system. The Contractor shall comply with any local sound ordinance. The equipment shall be manned continuously. During bypass pumping operations, the Contractor shall provide the necessary labor to continually monitor the operation and ensure uninterrupted and sufficient pumping at all times. The bypass pumping system shall be fueled every 24 hours or when the fuel tank reaches one quarter full, whichever comes first.

The Contractor shall provide all materials and labor as necessary to maintain flows in the existing sewer interceptor and all collector and lateral lines at all times and under all weather conditions. Interruption of flows will not be permitted. Overflows from bypass operations will not be permitted to enter into any streams or bodies of water. The Contractor will be solely responsible for any legal actions taken by the federal or state regulatory agencies if such overflows occur during construction.

New sewer pipes may be used by the Contractor to carry the sanitary flows after the new pipes have passed inspection and testing. Any "temporary" connections to the new sewer pipes shall be approved by the Owner.

New sewer pipes may be used by the Contractor to carry the sanitary flows after the new pipes have passed inspection and testing. Any "temporary" connections to the new sewer pipes shall be approved by the Owner.

Engine driven equipment for bypass pumping equipment shall have "critical grade mufflers." The enclosure shall be portable in order to allow the enclosure to be moved when bypass pumping equipment is moved. These conditions are subject to any other additional stipulations that may be required by local sound ordinances.

Bypass pumping, including all elements detailed above, will be paid for at the contract lump sum price of SEWER FLOW CONTROL AND BYPASS PUMPING.

6-9 WATER USE

The Contractor desiring to use water from municipal hydrants will be required to make an application to the Owner, and if the request is granted, shall conform with the ordinances of the municipality, as well as with the rules and regulations of the Water Department, and will be held responsible for all damages to hydrants and water pipe used for the purposes of securing water. Pipe wrenches approved by the Water Department shall be utilized for opening and closing hydrants and other appurtenances.

When additional water from fire hydrants is necessary to avoid delay in normal work procedures, the water shall be conserved and not used unnecessarily. No fire hydrant shall be obstructed in case of a fire in the area served by the hydrant.

The Owner wishes to keep accurate records of the amount of water used for the construction purposes. The Contractor shall use an approved water meter to record usage, and shall report the total water used to the Water Superintendent at the end of each working day. The Contractor will be responsible for the cost of the water billed at the normal residential rate.

SECTION 7. FORCE MAIN VALVES

7-1 GENERAL

Provide valve operators complete, including a suitable enclosure, with all appurtenances necessary for the operator to perform its intended function. Such appurtenances include, but are not limited to, anchor bolts and other mounting hardware, extension stems, operating nuts, direct burial valve boxes, and other such items.

7-2 MANUFACTURERS

Acceptable manufacturers are listed below. Other manufacturers of equivalent products may be submitted.

A. Automatic Air Valves:
   1. Val-Matic Valve & Mfg. Corporation
   2. GA Industries
   3. APCO
   4. Engineer-approved equal

B. Eccentric Plug Valves:
   1. DeZURIK
   2. GA Industries
   3. Engineer-approved equal

C. Single Disc Swing Check Valves:
   1. American Flow Control
   2. Clow Valve Company
   3. M&H Valve Company
   4. Mueller Company
   5. GA Industries
   6. Engineer-approved equal

7-3 MATERIALS

Fabricate valves and operators of materials resistant to corrosion for the required service. For valve components the following standards shall apply:

A. Operator housings and pedestal handwheels:

1.	Cast iron	ASTM A 126, Class B ASTM A 48, Class 30 or 35
2.	Ductile iron	ASTM A 395 ASTM A 536, Grade 65-45-12
3.	Cast steel	ASTM A 27/A27M

B.	Operator worms, steel		ASTM A 29/A29M Grade Designation 8620
	1.	Operator gears, steel	ASTM A 572/A572M (spur & helical)
	2.	Worm gears, bronze	ASTM B 148, Alloy C95400 or C95500 ASTM B 584, Alloy C86300

7-4 VALVE JOINTS

Fabricate all valves with flanged ends, unless otherwise specified. For metallic flanged joints, provide flanges that are faced accurately at right angles to the axis of the casting. Face and drill flanges and shop coat with a rust-preventive compound before shipment. For flanged joints, provide flanges whose dimensions and drillings meet the requirements of ASME B16.1, 125 pounds as a minimum. For valves installed in force mains with test pressure requirements higher than 125 psi, provide flanges whose pressure ratings equal or exceed the specified test pressure of the force main. Furnish special drillings where required. For valves having flanges that do not conform to the thickness requirements of ASME B16.1, test each valve in accordance with the hydrostatic shell test pressure requirements of ASME B16.1.

7-4 OPERATING FORCE

Fabricate valves to limit the maximum force required to operate all manual valves, including but not limited to valves with wrench operated nuts, levers, handwheels and chainwheels, to 40 pounds. Limit the overall length of each wrench or single-arm lever to 18 inches. Limit the overall length of each dual-arm lever to 36 inches.

7-5 FLOOR AND BENCH STANDS

Accurately center floor and bench stands over the valve. Solidly bolt stands to the floor or support structure, with through-bolts wherever possible. Place approximately 3/4 inch of non-shrink cement grout beneath stands mounted on concrete or similar construction to assure uniform support. For stands installed within the area of a removable type floor, platform, or grating, securely mount them on their own support structure independent of the removable element, unless otherwise shown or specified.

7-6 VALVE VAULTS

Where a valve is shown or specified to be located within a vault, the vault shall be furnished and installed as shown on the drawings.

7-7 TYPE-SPECIFIC VALVE SPECIFICATIONS

Provide valves of the type(s) specified conforming to the specifications detailed in the sections below.

7-7.01 AIR RELEASE VALVES

A. SCOPE AND INTENT

This specification is intended to cover the design, manufacture, and testing of 1 in. (25 mm) through 8 in. (200 mm) Wastewater Combination Air Valves suitable for pressures up to 150 psig (1000 kPa).

Wastewater Combination Air Valves shall be fully automatic float operated valves designed to exhaust large quantities of air during the filling of a piping system and close upon liquid entry. The valve shall open during draining or if a negative pressure occurs. The valve shall also release accumulated air from a piping system while the system is in operation and under pressure. The valve shall perform the functions of both Wastewater Air Release and Wastewater Air/Vacuum Valves and furnished as a single body and dual body type as indicated on the plans.

B. STANDARDS, APPROVALS, AND VERIFICATION

Valves shall be manufactured and tested in accordance with American Water Works Association (AWWA) Standard C512. The manufacturer shall have a quality management system that is certified to ISO 9001:2000 by an accredited, certifying body.

C. CONNECTIONS

Single body valves sizes 4 in. (100 mm) and smaller shall have full size NPT inlets and outlets equal to the nominal valve size with a 2 in. (50 mm) inlet on 1 in. (25 mm) valves. The body inlet connections shall be hexagonal for a wrench connection. The body shall have 2" NPT cleanout and 1" NPT drain connection on the side of the casting. The valve shall have three additional NPT connections for the addition of backwash accessories.

D. DESIGN

Valves shall provide an extended body with a through flow area equal to the nominal size. Floats shall be unconditionally guaranteed against failure including pressure surges. Valves 4 in. (100 mm) and larger employing a bottom float guide shall be provided with a resilient bumper to cushion the float during sudden opening conditions. The seat shall provide drop tight shut off to the full valve pressure rating.

Single body valves shall have a full port orifice, a double guided plug, and an adjustable threaded orifice button. The 1 in. (25 mm) body shall be globe style to increase float clearance and reduce clogging. The plug shall be protected against direct water impact by an internal baffle and extended float stem. The float shall include a sensitivity skirt to minimize spillage.

E. MATERIALS AND CONSTRUCTION

Body material shall be ASTM A536 Grade 65-45-12 ductile iron. The float, plug, guide shafts, and bushings shall be constructed of Type 316 stainless steel. Non-metallic guides and bushings are not acceptable. Resilient seats shall be Buna-N. Interior of valve to be coated with fusion bonded epoxy. The exterior of the valve shall be coated with a universal alkyd primer.

Backwash accessories shall be furnished and shall consist of an inlet shut-off valve, a blow-off valve, a clean water inlet valve, rubber supply hose, and quick disconnect couplings. Accessory valves shall be quarter-turn, full ported bronze ball valves.

F. MANUFACTURER QUALIFICATIONS

The manufacturer shall demonstrate a minimum of five (5) years' experience in the manufacture of air valves. The valves shall be manufactured and tested in accordance with American Water Works Association Standard (AWWA) C512. When requested, the manufacturer shall provide test certificates, dimensional drawings, parts list drawings, and operation and maintenance manuals.

Wastewater Combination Air Valve shall be manufactured by Val-Matic Manufacturing Corporation, Elmhurst, IL, USA; GA Industries, Cranberry Township, PA, USA or Engineer-approved equal.

7-7.02 ECCENTRIC PLUG VALVES

A. SCOPE AND INTENT

This specification is intended to cover the design, manufacture, and testing of quarter turn plug valves meeting the requirements of AWWA C517 having an eccentric action that causes the plug to rise off the seat contact during the opening movement rather than sliding from its seat.

B. MATERIALS AND CONSTRUCTION

Provide plug valves with Buna-N or Chloroprene faced plugs.

Construct plug valves of cast iron or semi-steel at least equal to ASTM A 126, Class B, or ductile iron at least equal to ASTM A536 Grade 65-45-12. Construct the body seats with a welded-in overlay, of not less than 90 percent pure nickel, on all surfaces contacting the plug face. Make the overlay a minimum of 1/16-inch thick. Provide zinc plated bonnet bolts, studs and nuts on exposed valves and stainless steel buried valves.

Make the water-tightness of the valve seating adjustable. Provide a seating adjustment device that is external to the valve and that can be used without the need to remove the valve from the piping and with the valve under pressure.

Furnish plug valves with oil impregnated, permanently lubricated, Type 316 stainless steel bearings in the upper and lower journals.

Provide a stem seal consisting of multiple, self-adjusting and replaceable chevron type packing rings and a packing gland. Make the stem seal adjustable and replaceable without removing the valve from the piping and without the need to disassemble the valve and operator. For buried or submerged service, provide a sealed enclosure to keep the stem seal clean.

Unless otherwise specified, construct the valve with a minimum port area of 80 percent of the full area of the pipe in which the valve is installed.

Equip plug valves, except for buried or submerged service, with external visible indication of the plug position.

Unless otherwise shown or specified, equip valves with quarter-turn gear operators. Furnish one wrench for each size valve in each individual room or space in which valves are located. All geared operators to have bronze bearing located above and below the worm gear, as well as grease seals.

Unless otherwise shown or specified, for eccentric plug valves installed in horizontal piping, orient the valve such that when the shaft is in the horizontal position the seat is in the downstream position, and when the valve is in the open position, the plug is up. Unless otherwise shown or specified, for eccentric plug valves installed in vertical piping, orient the valve with the plug up when the valve is in the closed position.

C. SOURCE QUALITY CONTROL

Perform a bi-directional seat leakage shop test on each eccentric plug valve in accordance with Section 5 of AWWA C517. Demonstrate that there is no leakage past the plug.

Give each eccentric plug valve hydrostatic shop pressure tests in accordance with Section 5 of AWWA C517. Demonstrate with the hydrostatic tests that the valve is structurally sound and that there are no leaks through the external surfaces of the valve.

7-7.03 SINGLE DISC SWING CHECK VALVES

A. SCOPE AND INTENT

Provide single disc swing check valves designed to allow a full diameter passage and to operate with a minimum loss of pressure.

B. MATERIALS AND CONSTRUCTION

Provide 1/8- through 3-inch check valves that meet the requirements of MSS SP-80. Except as specified herein, provide 4-inch through 24-inch check valves that meet the requirements of AWWA C508.

Equip check valves with cast or ductile iron body; bronze or stainless steel renewable seat rings; bronze, cast or ductile iron disc with replaceable bronze or rubber disc rings; bronze disc hinge bushings; and stainless steel hinge pins. Carefully mount discs and provide discs that swivel in disc hinges. Provide pins, discs and other parts that are non-corrosive, non-sticking, and properly cured to operate satisfactorily within a temperature range of 34 to 100 degrees Fahrenheit and with the fluid specified.

Check valves shall be of the lifting arm type. Screw type check valves will not be allowed. Equip 6-inch and larger check valves with outside levers and weights.

7-8 PAYMENT

This work shall be paid for at the contract unit price per each for the type of valve specified at the diameter specified, complete with the valve vault (if specified), which payment shall include full compensation for furnishing labor, materials, and equipment, complete, in-place, and accepted, and for all materials necessary to complete the work as shown on the plans and specified above.

PREVAILING WAGES

Will County Prevailing Wage Rates posted on 5/21/2026

						Overtime											
Trade Title	**Rg**	**Type**	**C**	**Base**	**Foreman**	**M-F**	**Sa**	**Su**	**Hol**	**H/W**	**Pension**	**Vac**	**Trng**	**Other Ins**	**Add OT 1.5x owed**	**Add OT 2.0x owed**
ASBESTOS ABT-GEN	All	ALL		51.40	52.40	1.5	1.5	2.0	2.0	18.32	17.71	0.00	0.91	0.00	0.00	0.00
ASBESTOS ABT-MEC	All	BLD		42.02	45.38	1.5	1.5	2.0	2.0	16.44	16.64	0.00	0.92		3.37	6.73
BOILERMAKER	All	BLD		62.06	67.64	2.0	2.0	2.0	2.0	7.07	27.81	0.00	3.69	2.72	0.00	39.95
BRICK MASON	All	BLD		53.06	58.37	1.5	1.5	2.0	2.0	12.95	26.26	0.00	1.57	0.00	4.23	8.45
CARPENTER	All	ALL		56.71	62.38	2.0	2.0	2.0	2.0	13.64	30.98	1.77	1.04		0.00	0.00
CEMENT MASON	All	ALL		48.85	50.85	2.0	1.5	2.0	2.0	13.37	33.80	0.00	0.80	0.00	0.00	0.00
CERAMIC TILE FINISHER	All	BLD		49.09	49.09	1.5	1.5	2.0	2.0	13.25	17.61	0.00	1.37	0.00	5.57	11.14
CERAMIC TILE LAYER	All	BLD		57.04	62.04	1.5	1.5	2.0	2.0	13.25	21.60	0.00	1.50	0.00	7.63	15.26
COMMUNICATION TECHNICIAN	All	BLD		46.00	50.60	1.5	1.5	2.0	2.0	17.54	18.15	0.00	0.75	2.37	0.00	0.00
CONCRETE SPECIALIST	All	BLD		51.81	58.21	1.5	1.5	2.0	2.0	12.95	27.56	0.00	1.57	0.00	4.88	9.75
CONCRETE SPECIALIST WELDER	All	BLD		54.40	58.21	1.5	1.5	2.0	2.0	12.95	27.56	0.00	1.57	0.00	4.88	9.75
ELECTRIC PWR EQMT OP	All	ALL		64.58	70.87	1.5	1.5	2.0	2.0	12.99	22.45	0.00	3.66	0.00	0.00	0.00
ELECTRIC PWR GRNDMAN	All	ALL		50.37	70.87	1.5	1.5	2.0	2.0	10.13	17.51	0.00	2.85	0.00	0.00	0.00
ELECTRIC PWR LINEMAN	All	ALL		64.58	70.87	1.5	1.5	2.0	2.0	12.99	22.45	0.00	3.66	0.00	0.00	0.00
ELECTRICIAN	All	BLD		56.00	61.04	1.5	1.5	2.0	2.0	18.13	22.93	0.00	1.35	5.40	0.00	0.00
ELEVATOR CONSTRUCTOR	All	BLD		70.68	79.52	2.0	2.0	2.0	2.0	16.28	21.36	5.65	0.80		0.00	0.00
GLAZIER	All	BLD		53.55	55.05	1.5	2.0	2.0	2.0	16.04	26.64	0.00	2.30	0.00	0.00	0.00
HEAT/FROST INSULATOR	All	BLD		56.02	59.38	1.5	1.5	2.0	2.0	16.44	19.88	0.00	0.92		4.99	9.97
IRON WORKER	All	ALL		52.00	57.20	2.0	2.0	2.0	2.0	14.61	30.95	0.00	1.10		0.00	0.00
LABORER	All	ALL		51.40	52.15	1.5	1.5	2.0	2.0	18.32	17.71	0.00	0.91	0.00	0.00	0.00
LATHER	All	ALL		56.71	62.38	2.0	2.0	2.0	2.0	13.64	30.98	1.77	1.04		0.00	0.00
MACHINIST	All	BLD		60.39	64.39	1.5	1.5	2.0	2.0	11.43	9.95	1.85	1.47	0.00	0.00	0.00
MARBLE FINISHER	All	ALL		40.21	54.60	1.5	1.5	2.0	2.0	12.95	23.81	0.00	0.98	0.00	3.00	6.00
MARBLE SETTER	All	BLD		52.00	57.20	1.5	1.5	2.0	2.0	12.95	25.57	0.00	1.25	0.00	3.88	7.76
MATERIAL TESTER I	All	ALL		41.40		1.5	1.5	2.0	2.0	18.32	17.71	0.00	0.91	0.00	0.00	0.00
MATERIALS TESTER II	All	ALL		46.40		1.5	1.5	2.0	2.0	18.32	17.71	0.00	0.91	0.00	0.00	0.00

Will County Prevailing Wage Rates posted on 5/21/2026

MILLWRIGHT	All	ALL		56.71	62.38	2.0	2.0	2.0	2.0	13.64	30.98	1.77	1.04		0.00	0.00
OPERATING ENGINEER	All	BLD	1	64.80	68.80	2.0	2.0	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	BLD	2	63.50	68.80	2.0	2.0	2.0	2.0	24.70	21.55	2.00	2.75	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	3	60.95	68.80	2.0	2.0	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	BLD	4	59.20	68.80	2.0	2.0	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	BLD	5	68.55	68.80	2.0	2.0	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	BLD	6	65.80	68.80	2.0	2.0	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	BLD	7	67.80	68.80	2.0	2.0	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	FLT	1	73.95	73.95	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	FLT	2	72.45	73.95	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	FLT	3	67.95	73.95	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	FLT	4	63.45	73.95	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	FLT	5	75.45	73.95	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	FLT	6	63.45	73.95	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	HWY	1	63.00	67.00	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	HWY	2	62.45	67.00	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	HWY	3	60.40	67.00	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	HWY	4	59.00	67.00	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	HWY	5	57.80	67.00	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	HWY	6	66.00	67.00	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
OPERATING ENGINEER	All	HWY	7	64.00	67.00	1.5	1.5	2.0	2.0	24.70	21.55	2.00	2.75		0.00	0.00
PAINTER	All	ALL		54.30	61.09	1.5	1.5	1.5	2.0	16.26	17.59	0.00	1.86	0.00	0.00	0.00
PAINTER - SIGNS	All	BLD		48.16	54.11	1.5	1.5	2.0	2.0	8.20	16.81	0.00	0.00	0.00	0.00	0.00
PILEDRIVER	All	ALL		56.71	62.38	2.0	2.0	2.0	2.0	13.64	30.98	1.77	1.04		0.00	0.00
PIPEFITTER	All	BLD		58.50	61.50	1.5	1.5	2.0	2.0	15.15	22.85	0.00	3.12	0.00	0.00	0.00
PLASTERER	All	BLD		51.10	54.17	1.5	1.5	2.0	2.0	18.43	22.10	0.00	1.25	0.00	0.00	0.00
PLUMBER	All	BLD		60.50	64.15	1.5	1.5	2.0	2.0	19.10	17.94	0.00	1.98		0.00	0.00
ROOFER	All	BLD		52.00	57.00	1.5	1.5	2.0	2.0	12.80	18.19	0.00	1.14	0.00	0.00	0.00
SHEETMETAL WORKER	All	BLD		58.83	63.54	1.5	1.5	2.0	2.0	17.16	19.90	0.00	1.79	2.62	0.00	0.00
SPRINKLER FITTER	All	BLD		63.20	65.95	1.5	1.5	2.0	2.0	15.45	19.95	0.00	1.15	0.00	0.00	0.00

Will County Prevailing Wage Rates posted on 5/21/2026

STONE MASON	All	BLD		53.06	58.37	1.5	1.5	2.0	2.0	12.95	26.26	0.00	1.57	0.00	4.23	8.45
SURVEY WORKER	All	BLD		58.45	59.45	1.5	1.5	2.0	2.0	19.10	14.40	0.00	1.59		0.00	0.00
SURVEY WORKER	All	HWY		58.45	59.45	1.5	1.5	2.0	2.0	19.10	14.40	0.00	1.59		0.00	0.00
TERRAZZO FINISHER	All	BLD		51.44	51.44	1.5	1.5	2.0	2.0	13.25	18.87	0.00	1.41	0.00	4.45	8.89
TERRAZZO MECHANIC	All	BLD		55.35	58.85	1.5	1.5	2.0	2.0	13.25	20.26	0.00	1.46	0.00	4.70	9.39
TRAFFIC SAFETY WORKER I	All	HWY		43.40	45.40	1.5	1.5	2.0	2.0	10.08	10.08	0.00	1.05	0.00	0.00	0.00
TRAFFIC SAFETY WORKER II	ALL	HWY		44.40	46.40	1.5	1.5	2.0	2.0	10.08	10.08	0.00	1.05	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	1	47.95	48.50	1.5	1.5	2.0	2.0	12.15	14.31	0.00	0.35	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	2	48.10	48.50	1.5	1.5	2.0	2.0	12.15	14.31	0.00	0.35		0.00	0.00
TRUCK DRIVER	All	ALL	3	48.30	48.50	1.5	1.5	2.0	2.0	12.15	14.31	0.00	0.35	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	4	48.50	48.50	1.5	1.5	2.0	2.0	12.15	14.31	0.00	0.35	0.00	0.00	0.00
TUCKPOINTER	All	BLD		52.53	53.53	1.5	1.5	2.0	2.0	11.05	23.16	0.00	1.46	0.00	0.00	0.00

Legend

Rg Region
Type Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers
C Class
Base Base Wage Rate
OT M-F Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.
OT Sa Overtime pay required for every hour worked on Saturdays
OT Su Overtime pay required for every hour worked on Sundays
OT Hol Overtime pay required for every hour worked on Holidays
H/W Health/Welfare benefit
Vac Vacation
Trng Training
Other Ins Employer hourly cost for any other type(s) of insurance provided for benefit of worker.

Explanations WILL COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Will County Prevailing Wage Rates posted on 5/21/2026

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice, sound and vision production and reproduction, telephone and telephone interconnect, facsimile, equipment and appliances used for domestic, commercial, educational and entertainment purposes, pulling of wire through conduit but not the installation of conduit.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of

interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under: Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

Will County Prevailing Wage Rates posted on 5/21/2026

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small

Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

SURVEY WORKER

Operates survey equipment (such as levels, transits, data collectors, GPS and robotic total stations) for the purpose of performing construction layout and/or grade checking.

SURVEY FOREMAN

Operates survey equipment (such as levels, transits, data collectors, GPS and robotic total stations) for the purpose of performing construction layout and/or grade checking; oversees survey crew operations; and/or coordinates work of survey crews.

TRAFFIC SAFETY Worker I

Traffic Safety Worker I - work associated with the delivery, installation, pick-up and servicing of safety devices during periods of roadway construction, including such work as set-up and maintenance of barricades, barrier wall reflectors, drums, cones, delineators, signs, crash attenuators, glare screen and other such items, and the layout and application or removal of conflicting and/or temporary roadway markings utilized to control traffic in construction zones, as well as flagging for these operations.

Will County Prevailing Wage Rates posted on 5/21/2026

TRAFFIC SAFETY WORKER II

Work associated with the installation and removal of permanent pavement markings and/or pavement markers including both installations performed by hand and installations performed by truck.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yeards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

SPECIAL PROVISIONS

TABLE OF CONTENTS

GENERAL 1
SCOPE OF WORK 1
COMPLETION SCHEDULE 1
FUNDING LIMITS 1
PREQUALIFICATION 2
WAGE RATES 2
INSURANCE REQUIREMENTS 2
PARTIAL PAYMENTS 2
JOINT VENTURES, CONTRACTORS, AND SUBCONTRACTORS 3
GUARANTEE 3
WORK HOURS 3
NOTIFICATION REQUIREMENTS 3
IDOT RIGHT-OF-WAY 3
WILL COUNTY RIGHT-OF-WAY 3
TRAFFIC CONTROL 3
RAILROAD RIGHT-OF-WAY ENTRY PERMIT 4
RAILROAD PROTECTIVE LIABILITY INSURANCE 4
RAILROAD FLAGGER 4
WATER USE 5
WORK IN CONFINED SPACES 5
MANHOLE ACCESS 6
PROJECT PROGRESS COMMUNICATION 6
SEWER FLOW CONTROL 6
SANITARY SEWER TO BE CLEANED 7
HEAVY CLEANING OF SEWER 9
INTERNAL TELEVISION INSPECTION OF SEWER 10
FIELD DRAWINGS 15
EQUIPMENT RETRIEVAL 15
PROPERTY RESTORATION 16

CITY OF CREST HILL
2026 SANITARY SEWER CLEANING AND TELEVISING
SPECIAL PROVISIONS

GENERAL

The following Special Provisions supplement the "Standard Specifications for Road and Bridge Construction", adopted January 1, 2022; the latest editions of the "Supplemental Specifications and Interim Special Provisions" and the "Illinois Manual on Uniform Traffic Control Devices for Streets and Highways" and the "Manual of Test Procedures for Materials" in effect on the date of the invitation for bids; the "Supplemental Specifications and Recurring Special Provisions", the "Standard Specifications for Water and Sewer Main Construction in Illinois", latest edition; the Division I General Requirements and Covenants and the Division II Technical Specifications which apply to and govern the proposed improvement, and in case of conflict with any part, or parts of said specifications, the said Special Provisions shall take precedence and shall govern.

However, in all cases, the Division I General Requirements and Covenants of the specifications shall take precedence over the Division 100 General Requirements and Covenants of the Standard Specifications for Road and Bridge Construction and shall govern.

SCOPE OF WORK

This project consists of cleaning and internal television inspection of sanitary sewers and manholes and the lawful removal and disposal of accumulated and recovered materials, all in the City of Crest Hill, Illinois (Owner).

The Contractor shall be responsible to be sufficiently familiar with the local conditions prior to bidding the project. It is hereby understood and agreed that the contract unit prices shall prevail throughout the contract, and that adjustments to unit prices will not be allowed for any increase or decrease to the contract quantities or due to varying levels of cleaning which may be required.

COMPLETION SCHEDULE

It is anticipated that the contract will be awarded in June 2026. All work contained within this contract, including restoration of surface areas disturbed by the Contractor, if any, shall be completed within 120 calendar days from the date of contract award.

It is the Contractor's responsibility to ensure that the contract documents and insurance requirements are met in a timely manner as no work will be allowed until this information is received and correct. No adjustment to the completion date will be made if this requirement is not met.

Failure to complete the work on time may result in assessment of liquidated damages in accordance with Section 8-9, "FAILURE TO COMPLETE THE WORK ON TIME" of the General Requirements & Covenants of this contract.

FUNDING LIMITS

The quantities called for in this contract indicate the amount of work to be expected. The actual amounts for the various items may vary depending upon actual field conditions. The Owner reserves the right to reduce or increase the scope of project quantities and to delete entire line

items. It shall be understood and agreed upon that the unit prices for these items shall prevail throughout the period of the contract and that no additional compensation per unit price or otherwise will be allowed for any increase or decrease in the quantities, including but not limited to, decreases due to the deletion of an entire location/section of the improvement. No increases in unit prices will be allowed if method of construction changes due to a decrease in quantity.

Under no circumstances can the awarded dollar amount be exceeded during the project without written authorization from the Owner. The Contractor is responsible for tracking quantities to ensure this does not happen.

PREQUALIFICATION

The Contractor shall have sufficient experience, as determined by the Owner and their representatives, in the field of sewer cleaning and televising to warrant release of the bid documents. The Contractor shall provide such documentation as is deemed necessary upon request that would demonstrate the Contactor has completed at least five (5) sewer cleaning and televising projects for a municipality or sanitary district over the past three (3) years with a minimum contract dollar value of $100,000. The Contractor must use National Association of Sewer Services Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) certified operators for the televising of the sewer on this project and must supply the NASSCO certification numbers for the operators on the job.

WAGE RATES

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seg. (the Act"). The Act requires Contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website.

All Contractors and Subcontractors rendering services under this Contractor must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

INSURANCE REQUIREMENTS

The Insurance Requirements can be found in Section 7 of the General Requirements "Legal Relations and Responsibility to the Public". The Contractor and any Subcontractors shall obtain and thereafter keep in force for the term of the Contract the insurance coverage specified in this section. The Contractor shall not commence work under the Contract until all the insurance required by this section or any Special Provision has been obtained.

Section 7.02E Pollution Liability **WILL** be required as part of this project.
Section 7.02F Professional Liability **WILL NOT** be required as part of this project.

PARTIAL PAYMENTS

Division 1 GENERAL REQUIREMENTS AND COVENANTS Section 9-6 PARTIAL PAYMENTS shall be modified as follows: Once each month, the Contractor will make an approximate estimate, in writing, of the materials in place complete, the amount of Work performed, and the value thereof, at the contract unit prices. From the amount so determined of completed work there shall be an amount retained until after the completion of the entire Work to the satisfaction of the Owner,

and the balance certified to the Owner for payment. The amount retained will be in accordance with 30ILCS 550/1.

JOINT VENTURES, CONTRACTORS, AND SUBCONTRACTORS

No joint venture shall be permitted on this project. The Contractor shall be required to perform the majority, or more than fifty percent (50%) of the dollar value, of the contract with his own resources (labor, equipment, materials, accessories, tools, transportation, services, technical competence, etc.). The Contractor may subcontract a minority part of the work.

GUARANTEE

All workmanship, materials and equipment shall be guaranteed for a period of one (1) year from the date of written acceptance by the Owner. Upon receipt of notice from the Owner of failure of any part of the system during the guarantee period, new replacement parts shall be furnished and installed by the Contractor at no additional cost to the Owner.

WORK HOURS

The Contractor may prosecute work between the hours of 7:00 a.m. and 6:00 p.m., Monday thru Friday. No work will be permitted between the hours of 6:00 p.m. and 7:00 a.m., on Saturdays or Sundays, or on holidays, without prior written permission of the Owner.

NOTIFICATION REQUIREMENTS

The Contractor shall provide two (2) business days of advanced written notice to: 1.) the City of Crest Hill and the Engineer prior to the start of the work 2.) those properties with connections to the sewer sections to be cleaned and televised within the forthcoming workday via door hangers, and 3.) any other properties that may potentially be adversely affected by the cleaning and televising operations via door hangers. The notification shall be of a form and method as approved by the Owner.

IDOT RIGHT-OF-WAY

No work shall be performed in the IDOT ROW until all necessary permits have been obtained by the Contractor from the Illinois Department of Transportation. The costs for obtaining all permits will be considered included in the contract and shall include any necessary bonds or insurance required. **Plainfield Road and N Broadway Street are under IDOT's jurisdiction.**

WILL COUNTY RIGHT-OF-WAY

No work shall be performed in the Will County ROW until all necessary permits have been obtained by the Contractor from the Will County Division of Transportation. The costs for obtaining all permits will be considered included in the cost of the various pay items and shall include any necessary bonds or insurance required. **Caton Farm Road** is under the jurisdiction of the Will County Division of Transportation.

TRAFFIC CONTROL

Traffic Control shall be in accordance with the applicable sections of the Standard Specifications for Road and Bridge Construction, the applicable guidelines contained in the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, these special provisions and any special details and Highway Standards contained herein and, in the plans, and specifications and the Standard Specifications for Traffic Control Items.

Special attention is called to §107.09 and §107.14 of the Standard Specifications for Road and Bridge Construction and the Highway Standards: 701001-02, 701006-05, 701011-04, 701101-05, 701301-04, 701427-05, 701501-06, 701502-09, 701602-10, 701606-10, 701701-10, 701801-06, 701901-11.

The Contractor shall obtain, erect, maintain and remove all signs, barricades, flagmen and other traffic control devices as may be necessary for the purpose of regulating, warning, or guiding traffic. Placement and maintenance of all traffic control devices shall be in accordance with the applicable parts of Section 107.14 of the Standard Specifications and the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways.

Traffic Control and Protection will not be compensated for separately, instead, all traffic control work required by the Standard Specifications shall be considered included in the cost of various contract pay items.

RAILROAD RIGHT-OF-WAY ENTRY PERMIT

A. Description: The Contractor shall be responsible for entering into an agreement with Canadian National Railway Company (CN) for proposed work within the railroad right-of-way. All costs associated with the CN Right of Entry (ROE) Agreement (copy for both enclosed) including but not limited to the formulation, execution and filing of the ROE agreement shall be the responsibility of the Contractor.

All coordination with the railroad shall be the responsibility of the Contractor. Enclosed, for the Contractor's convenience, is a copy of CN ROE Agreement Information form. Please start work on the Railroad permit, insurance, and any necessary safety training within one week after the contract award date to ensure the permit is approved at the time inspection activities will commence. For railroad flagging, see the special provision below.

B. Measurement and Payment: Any and all costs associated with respect to CN Railroad Right-of-Entry Agreement including but not limited to formulation, execution and filing of the Right-of-Entry agreement, application fee, adhering to their Insurance requirements, safety training, etc. shall be the responsibility of the Contractor, which shall be paid for at the contract unit price per LSUM for RAILROAD RIGHT-OF-WAY ENTRY PERMIT.

RAILROAD PROTECTIVE LIABILITY INSURANCE

A. Description: The Contractor shall be responsible for providing the necessary railroad protective liability insurance required by Canadian National Railway Company (CN) as detailed in the Right of Entry Information included in this Contract or as otherwise specified by CN.

B. Measurement and Payment: All costs associated with respect to CN insurance requirements shall be the responsibility of the Contractor, which shall be included in the cost of the RAILROAD PROTECTIVE LIABILITY INSURANCE pay item.

RAILROAD FLAGGER

A. Description: This work shall be performed in accordance with Sections 107.12 and 109.05 of the Standard Specifications.

The flagging costs incurred for the work associated at the various rail crossings at the Canadian National Railway Company (CN) properties will be reimbursed by the City of Crest Hill in accordance with Section 109.05 of the Standard Specifications. The Contractor is responsible for coordinating and providing pre-payment for flagging services, if necessary, per the requirements by CN and as outlined in the Right of Entry (ROE) License Agreement. The number of days flagging is needed shall be kept to a minimum and the Owner/Engineer should review and approve the scheduling for flagging services in advance. The Contractor will be reimbursed by the Owner for the actual number of flagging days used. The Contractor is required to conduct operations at all times in full compliance with the rules, regulations and requirements of CN.

The Contractor shall give thirty (30) days advance written notice to the Engineering Superintendent of the Railroad or their authorized representative prior to commencement of any construction work on the improvement affecting the railroad property. The Contractor shall notify the Railroad sufficiently in advance of when the protective services are required. The Contractor shall make every effort to notify the Railroad in advance if a previously requested flagger will not be needed for any reason.

Any costs for flagging protection provided by the Railroad at the Contractor's request for those days when the Contractor does not work shall be borne by the Contractor.

B. Measurement and Payment: An allowance for Flaggers will be made on this project. This work shall be paid for at the contract unit price per DOLLARS for RAILROAD FLAGGER, which the Contractor shall enter as $15,000. The need for flaggers in the railroad's property will be at the direction of CN. No additional compensation will be granted for downtime when the flaggers are not present when requested. The Contractor will be reimbursed for flagger time used with no markup.

WATER USE

The Contractor desiring to use water from municipal hydrants will be required to make an application to the Owner and, if the request is granted, shall conform with the ordinances of the municipality, as well as with the rules and regulations of the Water Department, and will be held responsible for all damages to hydrants and water pipes used for the purposes of securing water. Pipe wrenches approved by the Water Department shall be utilized for opening and closing hydrants and other appurtenances.

When additional water from fire hydrants is necessary to avoid delay in normal work procedures, the water shall be conserved and not used unnecessarily. No fire hydrant shall be obstructed in case of a fire in the area served by the hydrant.

The Owner wishes to keep accurate records of the amount of water used for the construction purposes. The Contractor shall use an approved water meter to record usage and shall report the total water used to the City of Crest Hill Public Works Director and Engineer at the end of each working day. The Contractor will not be responsible for the cost of the water used.

WORK IN CONFINED SPACES

The Contractor's attention is directed to the nature of the working environment for most of the work required in this contract. Working in confined spaces, such as manholes, is inherently dangerous and must be done only with certain equipment, procedures, and precautions. Properly functioning equipment, including but not necessarily limited to a ventilator of adequate capacity,

gas detectors, respiratory masks, winch, harness etc. and support personnel on the ground for the worker(s) in the manhole may be necessary at each work site.

This contract's means and methods for performing the required work, including safety provisions, are and remain the Contractor's responsibility. The Owner and the Engineer have neither any responsibility to monitor and/or inspect the Contractor's means and methods, including the safety equipment and/or practices, for performing the work required in this contract nor shall they assume any responsibility and/or liability whatsoever resulting from the Contractor's means and methods during this contract.

The cost of compliance with this requirement shall not be compensated for separately but shall be considered included in the cost of various contract pay items.

MANHOLE ACCESS

The Contractor shall be solely responsible for accessing the facilities. The Owner will assist in locating all facilities but shall not be responsible for providing additional access to the facilities, other than identifying roadways and easements to access the project site.

PROJECT PROGRESS COMMUNICATION

Communication with the Owner and the Engineer is imperative to the success of the project. The following written and verbal communications are required as part of the contract:

- Each Monday by noon during the project, the Contractor shall send an email to the Owner and Engineer with an excel spreadsheet delineating the work completed for the previous week and the work plan for the current week.
- Contractor is to contact the Owner's representative anytime their schedule changes that inhibits them from working as per the schedule.

SEWER FLOW CONTROL

The Contractor shall be responsible for maintaining sewer flow necessary for the continuation of sewer service during construction and/or inspection. The cost for the sewer flow control shall not be paid for separately but shall be merged into the unit price for the cleaning, internal inspection or repair activity being performed.

During sewer cleaning operations, the flows shall be reduced to a maximum of twenty five percent (25%) of the pipe diameter by manual operation of pump stations, plugging/blocking of the flows or by pumping/bypassing of the flows, as specified. During sewer repair operations, no sewer flows will be permitted.

Any sewer plugs utilized during bypass pumping shall be designed so that all or any portion of the sewage flow can be released. During the cleaning, inspection or repair portion of the operation, flows shall be controlled as described above. After these tasks have been completed, flows shall be restored to normal.

The Contractor shall not backup or flood existing services or buildings. This may require that the Contractor provide by-pass pumping capabilities. Any bypass pumping that may be required will be considered included in the contract. Whenever flows in a sewer line are blocked, plugged or bypassed, sufficient precautions must be taken to protect the sewer lines from damage that might

be inflicted by excessive sewer surcharging. The Contractor shall be solely responsible and liable for any property damages resulting from the work.

When pumping/bypassing is required, the Contractor shall supply the necessary pumps, conduits and other equipment to divert the flow of sewage around the sewer section in which work is to be performed. The bypass system shall be of sufficient capacity to handle existing flows plus additional flow that may occur during periods of a rain event. The Contractor will be responsible for furnishing the necessary labor and supervision to set up and operate the pumping and bypassing of the flow. If pumping is required on a twenty-four (24) hour basis, all engines shall be equipped in a manner to keep the pump noise at a minimum.

The cost of compliance with this requirement shall not be compensated for separately but shall be considered included in the cost of various contract pay items.

SANITARY SEWER TO BE CLEANED

A. Description: This item of work shall consist of the cleaning of sewers and adjacent structures, i.e., manhole cleaning with high-velocity hydro-cleaning equipment at locations as shown on the plans or as directed by the Owner or Engineer.

Cleaning shall be performed on the entire sewer section starting at and including the upstream structure and continuing to and including the downstream structure. If cleaning of an entire section cannot be successfully performed from the downstream equipment set-up location, the Contractor shall set up the cleaning equipment on the upstream structure and continue cleaning without additional compensation.

When, in the opinion of the Owner or Engineer, hydro-cleaning equipment cannot satisfactorily clean or remove obstructions in the pipe, such as root penetrations, mineral deposits, heavy debris, etc., the Contractor shall utilize the appropriate mechanical cleaning equipment and continue operations to remove the obstructions. This work shall not be paid for separately but shall be considered included in the contract.

If any debris remains on the benches, walls, or inverts of any structures after cleaning has been completed, the Contractor shall be required to re-clean the structures and the adjacent downstream sections of sewer at no additional cost to the Owner.

It is recognized that there are some conditions, such as badly broken, collapsed, or eroded pipe, or major blockages, that may prevent cleaning from being accomplished or where additional sewer line damage would be done if cleaning is attempted or continued. Should conditions of this nature be encountered, the Contractor shall notify the Owner or Engineer immediately. The Owner or Engineer shall then determine an alternative cleaning method or choose not to clean that specific sewer section.

B. Cleaning Precautions: During sewer cleaning operations, satisfactory precautions shall be taken to ensure that the water pressure created does not damage or cause flooding of public or private property being served by the sewer. When possible, the flow of sewage in the sewer shall be utilized to provide the necessary pressure for hydraulic cleaning devices. If heavy-cleaning equipment is approved by the Owner or Engineer for use, extreme care shall be taken to ensure that the existing sewer is not damaged during the operations.

C. Debris Removal and Disposal: All sludge, dirt, sand, rocks, grease, roots, corroded or broken pipe pieces, concrete, asphalt, bricks, or any other material resulting from the cleaning operation shall be removed at the downstream structure of the section being cleaned by a "Vactor" or similar type of vacuum truck. Debris catching baskets shall also be required during any operation in which debris may pass from one sewer segment to an adjacent sewer segment. Passing material from structure section to structure section shall not be permitted.

All materials and debris collected during the cleaning operations shall be removed from the site and disposed of at the end of each workday. Under no circumstances will the Contractor be allowed to accumulate debris on the site of work.

It is the sole responsibility of the Contractor to properly dispose of all collected sewer debris daily. This work shall be done at the Contractor's own expense and considered included in the cost of various contract pay items. All requirements of the Illinois Environmental Protection Agency and all other regulating agencies shall be followed. The Contractor shall be required to provide all necessary documentation for the proper and lawful disposal of debris. The Owner shall not be responsible for the disposal of the debris.

D. Cleaning Equipment: The Contractor shall provide all equipment necessary to meet the intent of the specification, including, but not limited to, high velocity water-jetting equipment, vacuum machines, hydraulically propelled equipment, or mechanically powered equipment. Cleaning equipment capable of cleaning lengths up to one thousand feet (1000') shall be provided. Equipment must be able to clean this length with vehicular access to only one structure. Whatever equipment is used, any necessary pulleys and/or supports shall be installed in structures so as not to restrict the cleaning operation or damage existing structures.

High-Velocity Hydro-Cleaning Equipment:

All high-velocity sewer cleaning equipment shall be constructed for ease and safety of operation. The equipment shall have a selection of two (2) or more high-velocity nozzles. The nozzles shall be capable of producing a scouring action from 15 degrees to 45 degrees in all size lines designated to be cleaned. Equipment shall also include a high velocity gun for washing and scouring structure walls and bench. The high velocity gun for washing manholes shall be capable of producing flows from a fine spray to a long-distance solid stream. The equipment shall carry its own water tank, auxiliary engines, pumps, and hydraulically driven hose reel. All controls shall be located so that the equipment is operated above ground.

Hydraulic Cleaning Equipment:

The equipment used shall be of the movable dam type and be constructed such that a portion of the dam may be collapsed at any time during the cleaning operation to protect against flooding of the upstream sewer lines. The movable dam shall be of an external diameter equal to the internal diameter of the sewer being cleaned and shall be provided with a flexible scraper around the outer periphery to ensure total grease removal. If sewer cleaning balls, or other such equipment, which cannot be collapsed instantly are used, precautions against flooding of upstream sewers (public or private) shall be taken.

Mechanical Cleaning Equipment:

Bucket machines shall be in pairs with sufficient power to perform the work in an efficient manner. Machines shall be belt operated or have an overload device. Machines with direct drive that could cause damage to the pipe will not be allowed. Where bucket machines

and buckets are to be used, caution should be taken that a properly sized flexible cable be used so that breakage will not occur when hanging the cleaning equipment within the sewer.

A power rodding machine shall be of the continuous type capable of holding a minimum of one thousand feet (1000') of rod without joints, couplings, fittings or connectors. The rodding equipment shall be provided with a minimum rated 25 Hp motor drive unit. The rod shall be 4.0-gauge specifically treated steel. To ensure safe operations, the machine shall have a fully enclosed body and an automatic safety throw-out clutch or relief valve. The rodding unit shall be able to pull brushes, swabs, and other cleaning equipment as well as the television camera. It shall also have a footage meter attached so that the location of the cleaning tools and/or television camera will be known at all times.

Lumberjacks and impact & drill cutters are multipurpose cutters running off water pressure designed to cut roots and used to remove grease, mineral deposits and protruding laterals. Since lumberjacks can rotate at up to 50,000 rpm, extreme caution is required to ensure that the existing sewer pipes are not damaged while utilizing this type of equipment.

Impact & drill cutters typically rotate at about 200 rpm with impacts of up to 1000 blows per minute. Three modes for impact & drill cutter types usually include impact and drill simultaneously, impact only and drill only. Extreme caution is required to ensure that the existing sewer pipes are not damaged while utilizing this type of equipment.

E. Acceptance of Sewer Cleaning: Acceptance of sewer line cleaning shall be made upon the successful completion of the televising inspection and shall be to the industry standard of 95% clean. If the televising inspection shows the cleaning to be unsatisfactory, the Contractor shall be required to re-clean and re-inspect the sewer line until the cleaning is shown to be satisfactory, at no additional cost to the Owner.

F. Measurement and Payment: The cost of this work, regardless of the number of set-ups, passes, or types of cleaning equipment used, including structure cleaning and heavy cleaning, shall be paid for at the contract unit price bid per FOOT for SANITARY SEWER TO BE CLEANED, [DIAMETER].

HEAVY CLEANING OF SEWER

Heavy cleaning shall be deemed necessary, when in the opinion of the Engineer, continued use of high velocity hydro-cleaning does not meet the industry standard of 95% clean and cannot be satisfactorily utilized due to obstructions present in the sewer, i.e., heavy root penetrations, mineral deposits, built up debris in the line, etc.; that would prevent optimal viewing of the pipeline.

The Contractor shall then select such appropriate heavy cleaning equipment as listed under "Mechanical Cleaning Equipment" that would be capable of removing all dirt, grease, rocks, roots, mineral deposits, internal deposits, and other deleterious materials from the sewer line while preventing damage to that line.

It shall be understood that the cost for heavy cleaning, if necessary, shall be included in the SANITARY SEWER TO BE CLEANED, [DIAMETER], pay item and that no additional compensation shall be allowed.

INTERNAL TELEVISION INSPECTION OF SEWER

A. Description: The Contractor shall furnish the mobile television inspection studio, all television and other necessary types of equipment, and all materials, electricity, labor, technicians, etc., as may be needed to perform the closed-circuit television inspection of the sewers as shown on the plans or as directed by the Owner or Engineer.

The television inspection shall be performed in one section of sewer at a time between adjacent structures. The inspection shall be performed by pulling the television camera or crawling through the section of the sewer along the axis of the pipe. The inspection may be performed in a forward or backward direction as dictated by the sewer line conditions at the time of the inspection.

The television inspection shall be conducted in such manner that the television control technician or supervisor, and the Owner or Engineer, can determine that the sewer line is thoroughly cleaned, and so that all leaking joints, pipe breaks, line sags or dips, service lines, roots, etc. can be accurately seen and located within and along the sewer line.

The operation of the television equipment shall be controlled by a skilled certified technician or supervisor who shall be located at the control panel in the mobile television inspection studio. The operator must be certified by NASSCO for PACP. The control of the television equipment may be accomplished by means of remote-control winches or by telephone or other suitable means of communication between the television control technician or supervisor in the mobile television inspection studio and the technicians operating the winches at either end of the sewer section being inspected.

The television control technician in the mobile television inspection studio shall always be able to move the television camera through the sewer in either direction without loss of quality in the video presentation on the television monitor. The television image on the monitor shall always be free of electrical interference and shall provide a clear, stable image and picture. If for any reason the television inspection image becomes unclear, out of focus, too dark or too light to see the condition of the sewer being televised, the Contractor will be directed to re-televise that section of sewer at no additional cost. When directed to do so by the Owner or Engineer, or television control technician, the television camera shall be stopped and/or backed up as required so either can view, analyze, and photograph when so desired any features or conditions that appear unusual or uncommon in a good sound sewer.

The travel speed of the television camera through the sewer shall be uniform and shall not exceed the maximum speed of 30 feet per minute, under normal conditions. Any means of propelling the camera through the sewer which produces non-uniform rates of speed, or which results in a faster speed than that specified by the Owner or Engineer will not be acceptable.

The television control technician shall be able to adjust the brightness of the lighting system built into the television camera and be able to change the focus of the television camera by remote control. The television image shall continuously be recorded with proper lighting. Services or sections of sewer that appear too dark or too light to see the condition of the sewer or the connected service shall be re-televised at no additional cost.

Television inspection of the sewer is required to start from the center of the manhole whether it is upstream or downstream and shall finish at the center of the manhole at the other end of the sewer section being televised. No preset measurements or starting the camera inside the pipe

any distance will be allowed. This means that from the center of the manhole when the camera starts moving the footage counter shall be set at zero and increase accurately through the sewer pipe being televised. Every service connection shall be viewed to confirm whether it is active or capped.

Measurement of the exact location of any sewer line defects (i.e., breaks, sags, leaks, etc.) shall be at the ground level by means of a metering device. Markings on a cable, or the like, which would require interpolation for the structure depth, will not be allowed. Measurement meters shall be accurate to two-tenths of a foot (0.20'). A measuring target in front of the television camera shall be used as an exact measurement reference point, and the meter reading shall show the exact location of this measurement reference point.

Where obstructions within the sewer line prevent the passage of televising equipment, the Contractor shall reset his equipment to pass through the sewer line section from the other end and thereby complete the inspection of the section.

To facilitate the television inspection of various sections of sewer lines having sags or depressed areas filled with water, a high-pressure jet cleaner shall be utilized to dewater the settled or sagged section of the sewer line. The high-pressure jet cleaner shall be used to pull the water away from the front of the television camera thereby exposing 95% of the pipe interior for internal television inspection. The television inspection of these sags or depressed areas is most important since these depressed areas are frequently caused by broken pipes, poor service line connections, or open pipe joints and are usually locations of probable infiltration and trouble. The Owner or Engineer shall determine when the high-pressure jet cleaner shall be utilized for this type of work.

B. Televising Equipment: The television camera used for sewer line inspection shall be one specifically designed and constructed for such inspection work. Lighting for the camera shall be adequate and suitable, and adjustable to allow a clear picture of the entire periphery of the pipe. The camera shall be capable of rotating three hundred and sixty (360) degrees about its axis. The camera shall be waterproof and be operative in 100 percent humidity conditions.

The camera shall be small enough to pass through and clearly televise the interior of a six-inch (6") diameter sewer and all other larger sewer sizes up to and including the largest diameter sewer as bid on this project. The camera focal length or distance shall be adjustable through a range of six inches (6") to infinity. The television camera shall be capable of transmitting a picture having not less than 600 lines of resolution and in color. The picture shall be free at all times of electrical interference and shall provide a clear stable image having the number of lines of resolution specified.

To ensure optimum or peak picture quality throughout all conditions that may be encountered during the sewer inspection work, the variable intensity control of the camera lighting and the adjustments for focal length and iris control shall be under the direct control of the television control technician at the central control panel in the television inspection studio. The camera speed and direction of movement shall also be controlled by the television control technician in the television inspection studio.

The view seen by the television camera shall be transmitted to a monitor of not less than twelve inches (12") diagonally in size. The television monitor shall be located inside the mobile television studio. The monitor character generator shall be capable of creating the precise numeric manhole

identification number with no truncation allowed regardless of the number of digits that make up the manhole identification number.

The mobile television studio shall be large enough to accommodate up to four people for the purpose of viewing the monitor while the inspection is in progress. The Owner or Engineer shall have access to view the television screen at all times.

The video recording equipment shall be the type on which both audio and video information can be recorded. This equipment shall be continuously connected to the television inspection or monitoring equipment in such a manner that it can easily be turned on or off as the Owner or Engineer determines that a video or audio recording is or is not needed.

The video recording and monitoring equipment shall have the built-in capability to allow the Owner or Engineer, or television control technician, to instantly review both the audio and video quality of the video productions during the television survey. Playback speed shall be continuously adjustable from 1/3 normal speed (for slow-motion viewing) to normal playback speed.

The central control panel, television camera controls, video recording equipment, etc. shall all be located in the mobile television studio. The television studio shall be mounted on a mobile device (truck or trailer) which will allow safe and orderly movement of the inspection equipment throughout the job site.

C. Digital Video Format: Digital Video Format (i.e., mpeg or avi) delivered one file per sewer line section shall be provided on two separate external USB 3.0 Portable Solid-State Drives (SSD) in digital format. All digital video and PDF report files shall be named in a manner such that the "to manhole" and "from manhole" is precisely defined for linkage to GIS. For example, a pipe segment with an upstream manhole number of 123 and a downstream manhole number of 456 shall be named "123-456.mpg" and "123-465.pdf". Two (2) copies of the finished video recordings on external hard drives and PDF reports shall be delivered to the Engineer, the cost of which shall not be paid for separately but shall be included in the cost of various contract pay items.

A video recording of the inspection view as it appears on the television monitor shall be taken for the complete length of all sewer lines that are television inspected or as may be directed by the Owner or Engineer. The video recording shall be made whenever television inspection is in process. However, the video recording shall be stopped after a short duration whenever the television camera movement is stopped or backed up to examine a defect for a length of time. Whenever the camera movement is restarted, the video recording should be restarted prior to any camera movement.

The video recording of the sewer line inspection shall produce a video image equal to or better than the quality of the picture on the television monitor. When the recorded video information is replayed and reviewed on the monitor/receiver, it shall be free of electrical interference and shall produce a clear, stable image with a resolution of not less than 600 lines.

The video recordings shall also supply a continuous audio record of all observations for the complete length of all sewer lines television inspected. The audio portion of the composite signal shall be sufficiently free of electrical interference, background noise, and heavy foreign or regional accents to provide an oral report that is clear and complete and easily discernible. The audio portion of the video reporting shall be recorded by the operating technician on the video as they are being produced and shall include the following:

1. Sewer line location (street name and address, structure to structure numbers, etc.)
2. Description and location of defects observed in the sewer line
3. Description and location of service laterals
4. Length of each sewer line section televised
5. All other information as encountered during inspection such as obstructions to camera passage and sags in the pipe which require dewatering

Dubbing the audio information onto the video tract after the internal television inspection is completed will not be permitted.

Video recordings shall be one file per sewer line section and shall be included on the external hard drives submitted. Two (2) hard drives containing all the video and report files shall be delivered to the Engineer. The hard drives shall be labeled **"CITY OF CREST HILL – 2026 SANITARY SEWER CLEANING AND TELEVISING – REL 26-R0509"**.

D. Spreadsheet: Also included on each hard drive should be a master spreadsheet that has a record for each line segment televised. The spreadsheet shall be in MS Excel format and shall have hyperlinks to the video files and the associated PDF report for each section of sewer televised. It shall include the following information for each record:

- Date Televised
- Length Surveyed
- Pipe Segment Reference (Pipe ID)
- Upstream Manhole ID
- Upstream Manhole Rim to Invert
- Downstream Manhole ID
- Downstream Manhole Rim to Invert
- MPEG Video
- PDF Report
- Data Folder Location
- City, Village or Town
- Street Name
- Location Details
- Pipe Height (Diameter)
- Pipe Width
- Pipe Shape
- Pipe Material
- Additional Information
- Structural Quick
- Structural Index
- O&M Quick
- O&M Index
- Overall Quick
- Overall Index
- REL Project Number

E. Television Inspection Reports: The Contractor shall keep an electronic log or record covering the television inspection work and the information acquired for each sewer line section inspected. A sewer line section is defined here as the length of sewer which connects two (2)

adjacent structures. Specialized forms shall be used for this log or record, and they must meet the approval of the Owner or Engineer prior to initiation of work for the project. After the televising is complete, the detailed observations from each final television inspection segment need to be submitted in a digital MS Access Database format as well as in PDF report format that includes the following information:

- Date and Time televised
- Name of Inspection company
- Name of TV control technician
- NASSCO certification number of TV control technician
- REL Project Number
- Sewer pipe ID (non-abbreviated structure-to-structure numbers in their entirety)
- Sewer line section location (street name, address nearest to each manhole)
- Sewer pipe size
- Sewer pipe material
- Sewer pipe length
- Depth of sewer in each manhole to within plus or minus 0.1 feet
- Sewer section joint length
- Upstream Manhole ID (provided by the Engineer)
- Downstream Manhole ID (provided by the Engineer)
- Name of the inspection video file for the sewer pipe
- Direction of flow and direction of camera movement in sewer line
- Root intrusion and mineral deposit locations and descriptions
- Notes on changes in sewer line grades, sewer dips, sags, etc.
- Sewer service line locations (distance from the upstream manhole)
- Sewer service line connection type (Y or T)
- Sewer service line location on the periphery of the sewer pipe (clock position)
- Sewer service line status (active/capped)
- Pipe damage and character, type, and location of such damage
- NASSCO structural, O+M and Overall pipe severity ranking
- NASSCO Quick Rating
- Other problems or remarks

The submittal of the MS Access database containing all television inspection observations as well as the PDF copies of the report shall be submitted on the two (2) hard drives and shall be considered included in the contract and must be submitted on or before the completion dates specified in the contract documents.

F. Final Project Reports: Two (2) hard copies of the final project reports shall be prepared by the Contractor and submitted to the Engineer prior to the completion deadline specified herein, as soon as possible after completion of cleaning and television inspection of all sewer lines. This report shall include as a minimum the following information:

1. Sewer line section television inspection logs or records and a summary of information on the logs or records.
2. Field maps showing field notes and the correct address location of each manhole shall be shown in addition to its identifying manhole number. The correct locations of all manholes should be marked on the plan sheets and submitted with the report and marked "AS FIELD LOCATED."

3. An index of all video segments recorded and an identification record for each of those segments.

There shall be no separate or extra compensation for preparation and submittal of the final project reports. All the Contractor's costs for preparation and submittal of the final project reports shall be considered included in the cost of various contract pay items.

G. Measurement and Payment: Measurement for payment will be made from center to center of upstream and downstream structures, from center of structure to end of pipe/inspection, or other agreed upon stopping point for each foot of sewer line televised. The Contractor's unit proposal, price per foot for the television inspection of sewer lines, shall be considered as full compensation for furnishing all labor, equipment, and materials and for performing all work associated with the television inspection of the various sewer lines. There will be no separate or extra compensation for re-televising lines that show the cleaning or televising to be unsatisfactory, acquiring the location information required for the television inspection records, for recording and keeping said records for stopping and/or backing up the television camera to better view and analyze any unusual sewer line features or items, or for any other items of work that may be required.

Where obstructions within the sewer line prevent the passage of the television camera and other equipment, the Contractor shall reset his equipment so it can pass through the sewer from the other end of the sewer section and thereby complete the inspection of the sewer. This work all will be paid for at the contract unit price per FOOT for INTERNAL TELEVISION INSPECTION OF SEWER.

FIELD DRAWINGS

The Contractor shall provide the Owner and Engineer with updated field notes detailing the work as the sanitary manhole and sanitary sewer utilities were televised, denoting any changes from the pipe schedule as shown on the exhibits. Any notes regarding the pipe diameter, pipe length, and location of manholes shall be included. The cost for providing this information will be considered included in the cost of the project. Final payment will not be made to the Contractor until these drawings are reviewed and approved by the Owner.

The cost for Field Drawings shall not be paid for separately but shall be considered included in the cost of various contract pay items.

EQUIPMENT RETRIEVAL

The Contractor shall promptly retrieve at the end of the internal inspection all equipment, including television cameras, from the sewer being worked on. The municipality may, at its discretion, allow some additional retrieval time for any equipment which may get stuck in the sewer or in whose retrieval the Contractor may experience some difficulty. In such a case, the Contractor shall promptly contact the Owner or other similar designated public official to advise of the circumstances and to request additional retrieval time. The Contractor shall continue to maintain the sewer in continuous service during the entire retrieval process, using pumping or any other required means.

If it becomes necessary to excavate for equipment retrieval, the Contractor shall be responsible for restoring the sewer section disturbed in the retrieval efforts, to the satisfaction of the Owner, backfilling and restoring the disturbed ground surface to the pre-retrieval conditions or better.

To avoid equipment retrieval difficulty, the Contractor is encouraged at their discretion to pass the camera only through the sewer as a test-run to ascertain the retrieval conditions. Logging of defects or other conditions usually required to be logged in the internal inspection work will not be required during the test-run.

All materials and labor involved in the equipment retrieval and test-runs, including excavation, restoration of the sewer and ground surface described above, shall be considered included in the cost of various contract pay items, and shall not be compensated for separately.

PROPERTY RESTORATION

It is anticipated that no public and/or private property shall be disturbed by this work. The Contractor shall take all precautions to avoid such damage and shall restore any public and/or private property, including landscaping, damaged and/or disturbed by the proposed work, to the satisfaction of the Owner, at no additional compensation. If the Contractor encounters a situation which some private property or a public facility/infrastructure will suffer unavoidable damage or disturbance, the Contractor shall bring it to the Owner's attention for a specific authorization to proceed with such work before the task in question is performed.

CNRR APPLICATION REQUIREMENTS

SAFETY GUIDELINES FOR CONTRACTORS AND NON-CN PERSONNEL

Introduction

This document is a condensed version of CN's mandatory safety training for Contractors and non-CN personnel. It should be noted that this document is not a substitute for the mandatory safety training for Contractors and non-CN personnel including eRailsafe or Contractor Orientation as the case may be. For the purposes of this document "Contractor" may also apply to individuals on CN property, whether under contract to CN or not.

Contractor's employees or subcontractors performing work within the CN right-of-way must familiarize themselves with CN's Contractor Safety Package, complete a Contractor Orientation Course and must be registered on the Contractor Completion Database which can be found at the following website: www.contractororientation.com. If you have been contracted by CN and are completing work on behalf of CN, you are required to ensure anyone working on the project within CN right of way, or within 30 feet of the nearest rail (whichever is greater), has completed eRailSafe. This course can be found at the following website: www.erailsafecanada.com

These guidelines are not to be considered as a substitute for the applicable government regulations. These guidelines are the minimum requirement and must be exceeded where the hazard or government regulations warrant.

It is not possible to deal with every hazard in this one document. These guidelines are to be employed in conjunction with Government Acts, Regulations, local Ordinances, CN Safety and Operating Rules Standards, and good judgment to facilitate the safe completion of the work.

Additional information regarding safe work practices may be included in contract documents and specifications. In the event of a discrepancy between these guidelines and the contract, the contract shall govern.

CN's Basic Safety Requirements

The Contractor's attention is drawn to the following highlights from CN's *"Basic Safety Requirements"*:

1. Take all reasonable measures to ensure the protection of employees, customers, property, and the general public.
2. Address promptly all environmental and safety concerns.
3. Analyze all accidents or incidents resulting in, or having potential for, loss or injury, and take remedial action promptly to prevent recurrence.
4. Require all persons granted access to Company property to comply with applicable Risk Management policies, standards, and procedures.
5. Provide employees with appropriate training to enable them to work safely.
6. Inspect personal protective equipment (PPE), tools and equipment before use to ensure that they are in good working condition.
7. Contractor's employees or subcontractors performing work within the CN right-of-way must familiarize themselves with CN's Contractor Safety Package, complete a Contractor Orientation Course and must be registered on the Contractor Completion Database which can be found at the following website: https://contractororientation.com If you have been contracted by CN and are completing work on behalf of CN, you are required to ensure anyone working on the project within CN right of way has completed eRailSafe. This can be found at the following website: www.erailsafecanada.com

CN's Risk Management policy is premised on the following:

- to work in a safe manner is a condition of employment/Contract;
- all accidents or incidents resulting in loss or injury are preventable;
- it is possible to eliminate or safeguard all operating conditions that may result in injury, property damage, or other losses;
- employees will be provided with appropriate training to enable them to work safely;
- employees and management must work jointly in efforts to promptly resolve and improve safety and health conditions in the workplace.

GENERAL RULES AND INFORMATION

"Expect the movement of a train, engine, rail car or track unit at any time, on any track, in either direction. Protect yourself and others from the movement of trains, engines, railcars and track units and do not expect them to stop."

If any situation arises which affects the safe movement of trains, CN must be contacted immediately at:

1-800-465-9239.

Alternatively, contact CN's Network Operations Centre in Edmonton at:

1-800-661-3963.

Before any digging is performed on CN property, proper clearance and instructions must be obtained through the Information Technology Command Centre (ITCC Network Management Centre) at:

1-800-661-3687 or 1-800-NO1-FOTS.

In an emergency, any object waved violently by anyone on or near the track is a signal for trains to stop.

Violation of CN's mandatory Contractor Safety training or contravention of these guidelines may result in the immediate removal of the Contractor or the offending personnel from CN property.

Compliance with Government Regulations

Contractors shall follow all applicable Federal, Provincial, and Municipal Acts, Regulations, Laws and Codes, including but not limited to those related to the licensing of workers, occupational health and safety, transportation or handling of dangerous substances, inspection and certification of equipment. As CN is a federally regulated enterprise, Contractors are advised that work undertaken on CN right-of-way may be governed by Federal regulation.

The Contractor must become familiar with all applicable regulations and must ensure compliance by workers at the job site. Supplementary instructions may be issued by CN representatives from time to time.

Contractor's Responsibility

1. Before entering upon CN right-of-way, the Contractor must have all documentation properly executed and available for review by CN personnel at the working site. (i.e. Permits, Licenses, Contract Documents, Contractor Safety Approved identification card and/or Waivers).
2. Daily briefings must be held at every work site to review the contents of these guidelines and any unique conditions at the site relating to safety. A record must be kept of such briefings by the Contractor's responsible person at the work site. Work site briefings must be updated regularly as the job conditions change
3. Unless explicitly permitted by CN, no equipment or vehicle may enter upon the operated right-of-way.
4. Unless explicitly permitted by CN, no work shall take place within thirty (30) feet of the nearest rail except in the presence of a CN Protecting Foreman. The CN Protecting Foreman is concerned only with the safe movement of trains and will not be responsible for the safety of the Contractor, the Contractor's personnel or the Contractor's equipment.
5. Contractor's personnel must not crawl under, climb over or pass through standing railway equipment.
6. Contractor's personnel must not cross a track within thirty (30) feet, of standing railway equipment.
7. CN has many power and/or communication cables buried within the CN right-of-way. The Contractor shall be sure of their location before making any excavation, driving stakes or otherwise penetrating the ground surface. In the event of any excavation work that strikes an underground cable adjacent to CN's track, the contractor must make immediate contact with CN
8. In accordance with CN's safety standards, Contractor's personnel must wear CN required personal protective equipment at all times while on CN right-of-way. Such equipment will include hard hats, safety glasses, reflective apparel, safety footwear (protective footwear shall meet or exceed CSA Z195 and/or ASTM F2413, shall cover and support the ankle and have a defined heel. In

Canada, the defined heel must be a minimum of 9 mm (3/8 inch) and shall not exceed 25 mm (1 inch). In the US, the defined heel must be a minimum of 12 mm (1/2 inch and shall not exceed 25mm (1 inch). Boots must be equipped with laces, which must be laced to the top and tied. Hearing and respiratory protection and fall arrest equipment shall be worn where signs are posted or when a potential hazard exists.

9. No CN plant, signal, structure, equipment or property of any kind may be tampered with, modified or removed.
10. "Hi-rail" equipment shall only be operated on the track by personnel qualified in the latest version of the "Canadian Rail Operating Rules".
11. Horseplay, practical jokes, fighting or any other activity that may create a hazard will not be tolerated.
12. Contractor's personnel must immediately abide by instructions from CN personnel.

Approaching Train

1. On the approach of a train, the Protecting Person will communicate to the Contractor's Responsible Person, either by radio or by personal contact, that a train is approaching.
2. After receiving the train information from the Protecting Person, the Contractor's Responsible Person must ensure that all workers, equipment and materials are "Clear Of The Track" (as defined in 5.3.5. below) then communicate this to the Protecting Person.
3. The Protecting Person will not authorize any trains through the working limits nor authorize cancellation of protection before receiving confirmation that all workers have been alerted, stopped working and the track is clear of workers and machinery.
4. After the train has passed, no one is to foul or occupy the track until the Protecting Person has given the authorization. Authorization will be communicated to the Contractor's Responsible Person.

Clear Of The Track

To be Clear of the Track shall be defined as:

1. All work has been stopped.
2. All workers are made aware of the approaching train and route to be followed.
3. All workers, equipment and material have been positioned beyond the clearance limits or at any other location deemed safe by CN. (at least 5 meters (15 feet) from the nearest rail of the track on which the train is to pass with additional allowances for curvature and super elevation).
4. All off-track equipment by special approval less than 5 (15 feet) meters of the nearest rail has stopped working and operators have left their equipment.
5. All off-track equipment more than 5 meters (15 feet) from the nearest rail has stopped working. Operators may remain in their cabs unless directed otherwise by the Contractor's Responsible Person. All equipment must be properly secured against unintentional movement
6. All on-track equipment has been moved into the siding or other track as per the Protecting Person's instruction. Operators will leave their equipment unless directed otherwise by the Contractor's Responsible Person. All unattended equipment must be properly secured against unintentional movement
7. Booms, cranes or other similar equipment have been immobilized and the boom is parallel to the railway track(s), and clear of the nearest rail be 5 meters (15 feet)
8. Provided there is no possible way for the worker to become unintentionally foul of a passing train, and at the discretion of the CN Supervisor, workers may continue working.

POLICY TO PREVENT WORKPLACE ALCOHOL AND DRUG PROBLEMS

Policy standards

The Contractor, subcontractors, employees, suppliers and visitors must remain free from any adverse effects of alcohol or other drugs and conduct themselves in an appropriate manner while on CN business or premises. The Contractor must ensure that all those having access to the site adhere to the following standards when on CN business or premises, including vehicles and equipment:

1. No use, possession, distribution or sale of illegal drugs or drug paraphernalia.
2. No use, possession, distribution or sale of beverage alcohol or any form of alcohol.
3. Responsible use of prescribed and over-the-counter medications.
4. No distribution, offering or sale of prescription medications.
5. To report for duty and remain during the entire period of duty free of the negative effects of alcohol and other drugs, including the after effects of such use.

Consequences of violation

Failure to meet these standards will be considered a breach of the contract. This may at CN's sole discretion, trigger the suspension or termination of the contract.

Policy violation procedures

Where CN has reasonable grounds to believe any individual in the employ of the Contractor or a supplier is on duty in an unsafe condition or otherwise in violation of the Policy, or where during the preliminary phase of any investigation such an individual has been identified as being directly involved in the chain of acts or omissions leading up to an accident or incident:

1. CN will escort the individual(s) to a safe place.
2. CN will notify the Contractor or supplier.
3. The Contractor will investigate the situation.
4. The Contractor must satisfy CN that there has been no policy breach.
5. If a policy breach has occurred, the individual will not be allowed to continue providing services to CN without written permission from a CN official, and he/she will be required to adhere to any conditions governing his/her return.

Firearms

Firearms (loaded or empty) are not permitted on CN property, except for CN Police officers and other designated persons performing authorized work and when authorized to do so. In all cases, any firearms must be accompanied with a written authorization from the Chief of CN Police and the person should have in his possession all pertinent government permits.

Explosives

No explosives will be permitted on CN property without written CN approval.

Vehicles

Contractor's vehicles on the site must be in safe operating condition. Operators must observe all site speed limits. Unattended vehicles must not be left running unnecessarily. Where they must be left running, the parking brake must be applied. The operator is responsible for the safety of all passengers and the stability of materials being transported.

All vehicles will be parked in a pre-determined area and where required, a designated Contractor entrance shall be used.

Smoking in the Workplace

Smoking is not permitted in any CN interior workplace or motor vehicle.

Security

Contractor's personnel will proceed directly to the Contractor's work location. Contractor's employees must remain at their designated work site and must not wander about the site.

The Contractor shall not permit persons other than the Contractor's personnel to enter the site without the prior written authority of the CN representative.

Emergency Evacuation Procedures

Prior to commencing work, all Contractor's employees must be familiar with the emergency evacuation plan for that work site. The Contractor shall issue written emergency and rescue procedures to the Contractor's personnel and shall post such procedures on the job site.

Unsafe Conditions or Practices

Contractors shall correct or report any unsafe conditions or practices they observe. All such conditions or practices shall be reported to the CN representative at the work site as soon as practical.

Reporting Accidents/Incidents

All accidents/incidents occurring on CN property, that result in or had the potential of causing serious injury, lost work days, vehicle or property damage must be reported to the CN representative within twenty-four (24) hours. All such incidents will be fully investigated by the Contractor.

The Contractor shall subsequently provide a written report to CN (i.e. Company Officer assigned as Liaison to Contractor) within seven (7) days detailing the nature of the incident, the cause(s), regulatory authorities notified, and a specific action plan to prevent recurrence.

Treatment of Injured Personnel (Contractors)

Contractors shall ensure the following is provided for their personnel as required by CN and in accordance with applicable government regulations:

1. Adequate first-aid supplies and equipment.
2. Qualified personnel to render first-aid treatment.

Audio and Visual Recording Equipment

Cameras and audio-visual equipment are not permitted on CN property without prior approval. Use of personal electronic devices such as smart phones for the purpose of recording video, photographic or audio information is prohibited while on CN property.

Summary

In conclusion, CN requires the full cooperation of the Contractor and the Contractor's employees with these guidelines and all other applicable regulations. Should there be any doubt as to the meaning or interpretation of these guidelines, consult with the CN representative responsible for the worksite.

Contractor Acknowledgement

Contractor/Sub-contractor personnel must read and understand CN's "Safety Guidelines for Contractors and Non-CN Personnel". The Contractor/Sub-contractor must also follow the appropriate Contractor Safety training.

Diane R Lewis
Public Works Officer (IL, IA, PA)

17641 S Ashland Ave
Homewood Il, 60430
T 708-332-3557
Email: Diane.Lewis@cn.ca

Right of Entry Information

Cost is $1000.00 for application

Railroad Company requires <u>everyone</u> (contractor, consultants, etc.) working on Railroad Company property to have a Right-of-Entry (ROE) License Agreement. ROE license agreement applications are handled by email. Once Railroad Company receives the information requested below, and if application is approved, Railroad Company will draw up a ROE License Agreement, and will forward electronic copy by email for applicant's execution. ROE License Agreement will be delayed if Railroad Company receives the required documents separately, incomplete, or inaccurate. Railroad Company will return a fully executed digital copy of the ROE License Agreement by email for Applicant's files and records. No work may occur on Railroad Company property nor will flagging protection be provided until ROE License Agreement has been fully executed by both parties and returned. Please contact Railroad Company a minimum of three (3) weeks prior to the project start date.

Please use this form and return by email to submit application request for a Right of Entry agreement.

Legal Name of contractor -

Contact name –

Contact email –

Street Address –

City, State, Zip –

Telephone –

Reason for ROE – **Cleaning and televising of the sanitary sewer that runs along the railroad easement between crossings. All work is done within the sanitary sewer manholes.**

Duration of ROE (Include start and finish dates) –

Location of project (City, State) with nearest railroad milepost or crossing id number –

Will there be subcontractors on this project (list all subs) –

Does your work require a traffic shift in opposing lane over a railroad at-grade crossing -

Include a map showing the project location

Email the completed form to: Diane.Lewis@cn.ca

Note: Fully executed ROE may take up to 3+ weeks to obtain

Safety Training Required

ALL contractor personal will have to comply with CN safety requirements including and before entering upon the property of the Railroad for performance of any work, secure permission from the Engineering Superintendent of the Railroad Company or his authorized representative for the occupancy and use of the Railroad's property and shall confer with the Railroad relative to requirements for railroad clearances, operation and general safety regulations. Outside contractors and subs, who are not employed by CN or doing work for CN, are required to register with www.contractororientation.com and complete the basic safety and security tests. Contractor Orientation provides the basic safety, security and PPE requirements for CN. You may find more information on registering with contractor orientation on the contractor orientation website. Once you register, follow the CN links and you will be required to take the course labeled CN Contractor Security / Safety Course.

EXCEPTION: CN has exempted those it classifies as "Delivery Persons" from this training. This will include contractors such as UPS, FedEx, trucking companies, etc. who merely access the property to supply materials or equipment.

Insurance Requirements

Railroad Company allows outside parties to come onto Railroad Company property to perform work, such as survey or inspection work, installation of pipelines and wirelines, and other work for projects necessitating the occupancy of Railroad Company. Before commencing work, and until the license of allowing such occupancy ends or is terminated, outside parties shall provide and maintain the following insurance in form and amount with companies satisfactory to and as approved by Railroad Company.

1. Minimum insurance required of outside party:

   A. Statutory Workers Compensation and Employer's Liability Insurance.

   B. Automobile Liability Insurance in an amount not less than $1,000,000 combined single limit.

   C. Commercial General Liability Insurance (Occurrence Form) in an amount not less than $5,000,000 per occurrence, with an aggregate limit of not less than $10,000,000. The policy must name Railroad Company and its parents as additional insureds in the following form:

      Wisconsin Central Ltd. and its Parents
      Attn: Diane Lewis
      17641 S Ashland Ave
      Homewood Il, 60430
      715.332-3557 (office)
      Diane.Lewis@cn.ca

      The policy must not contain any provisions excluding coverage for injury, loss or damage arising out of or resulting from doing business or undertaking construction or demolition on, near, or adjacent to railroad track or facilities, and using endorsement CG 2417 10 01 or equivalent approved by Railroad Company.

   D. When outside party is required by Railroad Company or Governing Authority to purchase Railroad Protective Liability Insurance to cover work on, near or adjacent to railroad track or facilities, and outside party is not being hired for this project by

Railroad Company, outside party must procure Railroad Protective Liability Insurance in the following form;

This coverage shall be written on an Occurrence Form with limits of not less than $5,000,000 per occurrence for Bodily Injury, Personal Injury and Physical Damage to Property, with an aggregate limit of not less than $10,000,000. The policy must name:

Wisconsin Central Ltd. and its Parents
Attn: Diane Lewis
17641 S Ashland Ave
Homewood IL, 60430
715.332-3557 (office)
Diane.Lewis@cn.ca

E. Pollution Insurance – AS REQUIRED AND DETERMINED BY PROJECT.

F. All policies described above must include description of operations, Railroad Company milepost, highway or street name, city and state of location, project number, and Railroad Company contact person on the certificate.

2. Before commencing work, outside party shall deliver to Railroad Company a certificate of insurance evidencing the foregoing coverages and, if requested by Railroad Company, true and complete copies of the policies described above. If the policy is being issued in conjunction with, or as a result of, a city, county or state contract, the policy should be initially submitted to the respective city, county or state agency that will review it first and then forward it to Railroad Company.

3. Common Policy Provisions. Each policy described in paragraph 1, parts A through E above, must include the following provisions:

CN 24-Hour Emergency Contact Number:

1-800-465-9239

Cable Locates:

CN utilities are not part of Digger's Hotline. **Please request a cable locate by using the Flagging - Cable Locate Form. $975.00 Fee.**

Flagging Protection:

Rates: $2,500 for each basic day (up to 8 hours, includes 2 hours to set up flags)
$275.00 for each overtime hour
Weekend or Holiday work is $275.00 per hour with an 8 hour minimum or $2,200.00 plus any overtime.

Flagging must be **prepaid** based on the estimated number of days needed.

Usually only one flagman is required at the work site.

Flagman protection is required when there is any work being done within 25 feet of the centerline of the closest rail, but if you will be using cranes with booms larger then 25' but are working away from

the ROW, flagman protection will be required, just in case a crane topples over and violates that 25' rule.

CN's US Flagging group is the contact for arranging flagman protection on your upcoming project. CN requires at least a ten business day notice prior to the start of work, so arrangements can be made through our flagging contractor. Please complete the attached form and send to the address below along with prepayment. The sooner the form is sent to CN, the more likely you will get a flagger for the days you request.

CN – US Flagging
17641 S. Ashland Ave
Homewood, IL 60430
Phone: (248) 914-9695
Email: Flagging_US@cn.ca

Section A

AUTHORIZATION AND CONSENT
General Conditions

1. "Railroad" refers to Canadian National Railway Company or such of its affiliates or associates (within the meaning ascribed to those terms under the *Canada Business Corporations Act*) to whose property this Authorization and Consent relates.

2. This Agreement is entered into as of this [date]_____ between Railroad, having its registered office at 935 de la Gauchetière West, Montreal, Quebec, H3B 2M9, and [Company Name]_____ ("Company"), having a place of business at [Address]_____.

3. The Railroad, solely to the extent of its right, title and interest, without any warranty, expressed or implied, at law, under contract or otherwise, hereby grants to Company and its authorized employees, servants, agents or contractors, Authorization and Consent to enter upon the property described under Exhibit "A" hereto (the "Railroad property") for the sole purpose described under Exhibit "A" hereto. This Authorization and Consent shall only extend to such actions as are necessary or required to fulfill the purpose described under Exhibit "A" hereto.

4. This Authorization and Consent shall terminate forthwith upon expiration of the term noted in Exhibit "A" hereto, it being understood that Railroad shall have entire discretion to revoke this Authorization and Consent at any time prior to the expiration of the term, upon notice to that effect to the Company, which notice shall be effective forthwith upon receipt by the Company or at such later date indicated by Railroad in the aforesaid notice.

5. The Railroad grants this consent subject to the understanding that Company and its authorized employees, servants, agents or contractors who enter upon Railroad property will:

   5.1. See that any activities (including any work performed) conducted on said Railroad property are done in accordance with Generally Accepted Practices, in compliance with Applicable Laws and in such manner and at such time as not to interfere with or obstruct or interfere with Railroad's operation, trains or the functioning of its signal and communications systems or any fiber optic cable system or unduly delay the safe passage of Railroad's trains;

   5.2. For the purposes hereof, the following expression shall have the meanings hereinafter noted:

   "Applicable Laws" means the applicable and enforceable statutes, regulations, policies, directives, orders, approvals and other legal requirements of an Authority or of the common law in effect from time to time, including, without limitation, those, together with the guidelines of an Authority, relating to the protection, conservation or restoration of the natural environment;

   "Authority" means the federal, provincial, municipal, state, county and, generally local governments, the courts, administrative and quasi-judicial boards and tribunals and any other organizations or entities with the lawful authority to regulate, or having a power or right conferred at law or by or under a statute;

   "Generally Accepted Practices" means the generally accepted practices, methods and acts which at the time such practice, method or act is employed, and in the exercise of reasonable judgment in light of the facts known at such time, would be expected to accomplish the desired result in a workmanlike manner;

   5.3. Observe, abide by and comply with any and all guidelines, directives and policies adopted from time to time by Railroad including, without limitation (i) Railroad's drug and alcohol policy; and (ii) Safety Guidelines for Contractors and Non-CN Personnel.

   5.4. Take due precautions against injury and damage to persons or property located upon said Railroad property; and

5.5. Return said Railroad property to the same condition, reasonable wear and tear excepted, as existed prior to such work, failing which Railroad, after providing written notice to Company, and allowing Company a reasonable amount of time to return the Railroad property to the same condition, may do so at Company's sole cost and expense.

Work
(This section shall apply to all work carried out under the authority of this Authorization and Consent)

6. Any work carried out under the authority of this Authorization and Consent or while on Railroad property as a result of this Authorization and Consent, shall be carried out at those locations described in Exhibit "A" or shown on the Plan attached hereto as Exhibit "B" and, as the case may be, in the manner described therein."

7. Company agrees to advise Railroad's representative identified in Exhibit "A" hereto (the "Representative") or such other representative designated from time to time by Railroad as to the dates and times when the work will be conducted on Railroad property and to provide him with at least ten (10) working days advance notice before entering upon Railroad property to commence any work or for any other purpose. Company agrees to assume the costs of engineering services, Railroad's Representative's costs and its designee, signal locates, flagman, track labor and all other associated costs incurred by Railroad. Railroad shall, at its option, invoice Company directly for such costs or, if any of those services have been provided by a third party, Railroad may direct such third party to invoice directly Company, in which case Company undertakes and agrees to pay such third party forthwith upon receipt of (i) Railroad's direction to pay such third party; (ii) proper invoice for the relevant services.

   The Railroad, its employees, agents or representatives shall have the right to view and inspect any activity or work on Railroad's property. If, in the sole opinion of Railroad, any activity or work is undesirable for any safety-related reason, Railroad shall notify Company, its authorized employees, servants, agents or contractors and if appropriate corrective action is not taken, Railroad shall have the right to terminate this Agreement at once.

8. Railroad shall have the right to restrict Company's activity on Railroad's property in any way that Railroad may deem necessary from time to time to assure normal railroad operations or for safety reasons and, after consultation with Company, shall also have the right to require Company, its authorized employees, servants, agents or contractors to comply with Railroad's instructions and take any safety precautions that Railroad may reasonably deem necessary from time to time. No work shall be performed or equipment located within twenty-five (25) feet of the centerline of the nearest railroad track without flagging protection being provided by Railroad, at the Company's expense. Said work must be arranged no less than ten (10) business days in advance of starting work.

9. Company shall not suffer or permit any construction lien or similar lien to be filed or registered against Railroad property. If such a lien shall at any time be filed or registered, Company shall forthwith procure its discharge at its sole costs and expenses. Railroad shall have the right, if Company fails to forthwith procure such discharge, to discharge any lien filed or registered at any time against Railroad property, and any amount paid by Railroad in so doing together with all reasonable costs and expenses of Railroad including its legal fees and costs shall be paid to Railroad by Company on demand.

Confidentiality

10. Company covenants and agrees that any information of whatsoever nature (whether such information is written, verbal or otherwise), relating to Railroad, its operations, properties, business, assets, liabilities and financial condition (together with any and all memoranda, notes, reports, documents based upon and relating to such information, all copies and extracts thereof and all studies and data prepared on the basis of such information), is strictly confidential and Company represents and warrants that neither Company nor those for whom it is responsible at law will release the reports or any of the information contained therein (including to

any Authority), without the express written consent of Railroad, and Company shall refuse all requests for such reports or information in the absence of Railroad's express written consent, unless compelled to do so by competent judicial or administrative authority and only to the extent that (i) Company gives Railroad timely notice of any proceeding and/or hearing related thereto; and (ii) Company has taken no action that would hinder Railroad from seeking a protective order to prevent such disclosure of its confidential information. Company further undertakes and agrees to share with Railroad, at no cost to Railroad, any and all conclusions, studies, reports or data incorporating, based upon or relying on any such information.

Indemnity

11. Company agrees to indemnify and save harmless Railroad, its affiliates and associates (within the meaning ascribed to those terms under the *Canada Business Corporations Act*) and their employees, servants, and agents (collectively the "Indemnitee") from and against claims, demands, suits, judgments, actions, liens and other encumbrances, settlements, liability, costs and expenses (including, without limitation, court costs, experts' fees and attorneys' fees) when the injury, death, damage, loss or destruction is caused by the breach of contract or warranty, violation of statute, intentional misconduct or negligent act or omission of the indemnitor, its employees, agents, contractors or subcontractors or when such act or omission is the kind for which one is made strictly liable, whether such claim arises in equity, at common law, or by statute, or under the law of contracts, torts (including without limitation, negligence and strict liability without regard to fault) or property of every kind or character (including Railroad property) ("Claims") and including, without limitation, Claims for personal injury or bodily injury to or death of any person, emotional distress, real and personal property damage and including derivative, consequential, indirect damages and economic loss, and also including, without limitation, Claims arising in favor of or brought by any of Company's employees, agents, contractors or representatives, or by any governmental agency or any other third party. Company shall not, however, be responsible for any such Claims to the extent it is solely caused by the gross negligence or wilful misconduct of the Indemnitee.

Insurance

12. Company shall provide and keep in force and effect throughout the term of this Authorization and Consent such insurance, in amounts and for risks as Railroad may prescribe from time to time including, if applicable, the kinds and minimum amounts of insurance set out under Exhibit "C" – "General requirements".

13. If Company, its contractors or any subcontractors shall perform subsurface work, Company, its contractors or any subcontractors shall provide and keep in force and effect throughout the term of this Authorization and Consent the insurance specified under Exhibit "C" – "Sub-Contractor Insurance Coverage".

    Company's contractor will not enter Railroad property without having in its possession a certificate certifying that contractor has obtained all of the insurance coverage required hereunder. The Railroad may at any time require the contractor to furnish said certificate and failure to so may result in removal from Railroad property, cancellation of agreement and other consequences including without limiting damages or consequential losses resulting from the non-completion of the work, as Railroad may determine. Said insurance shall state that no material changes will be made to the policies unless Railroad is given a prior written notice of thirty (30) days before such change or cancellation. Any insurance coverage required under the terms and conditions of this contract shall in no manner restrict or limit the liabilities assumed by Company nor shall they release Company from any of its obligations under this contract.

Exceptions

14. Any exception or variation to the terms and conditions of this Authorization and Consent shall be specifically identified in Exhibit "A" hereto. No such exception or variation shall be binding upon Railroad unless Exhibit "A" is properly initialed by Railroad's duly authorized representative(s).

Miscellaneous

15. Company shall not have the right to transfer and/or assign this Authorization and Consent or any of its rights hereunder without Railroad's prior written consent, which consent Railroad shall have entire discretion to withhold or delay.

16. All notices provided for under this Authorization and Consent shall be in writing and sent by pre-paid registered mail, fax or hand-delivered to the other party at the addresses herein first noted or at such other address as either party may notify the other from time to time.

    Such notices, if given by mail, shall be deemed to have been received on the third business day following the postage thereof; if by fax or hand delivery, at the date and time the fax is sent or the hand delivery is made.

17. Either party's exercise or failure to exercise any rights under this Agreement shall not relieve the other party of any responsibility under this Agreement.

18. In the event of conflict between the terms hereof and the terms of any other agreement between Railroad and Company, the most stringent standards and conditions shall govern.

19. This Authorization and Consent shall be governed by the laws of the jurisdiction where Railroad property accessed under the authority hereof is located, as noted under Exhibit "A" hereto.

The parties have executed this Agreement this _____ day of _____, 200__ .

RAILROAD

_____
Print Name:
Title:

COMPANY

_____
Print Name:
Title:

Exhibit A
Authorization and Consent Form

Railroad property: _____

_____

_____

_____

Limited Access Purpose: For the limited purpose of _____

[insert detailed description].

Term: A term of _____

_____

number of days/months/years], beginning on [commencement date] and terminating on [termination date], unless sooner terminated as provided hereunder.

Representative: (name and address) _____

Insurance

General Requirements	None required
(Relief from Insurance Requirements requires prior approval from CN Law Department)	☐
Sub-Contractor Insurance Coverage	Required
	☐

Exceptions/ Variations (Variation in insurance coverage requires prior approval from Risk Management Department) _____

_____

_____

_____

****

Exhibit B

(Appended hereto)

****

Exhibit C

General Requirements

(a) Comprehensive General Liability insurance in an amount of no less than five million dollars ($5,000,000), or such greater amounts as Railroad may reasonably require from time to time, combined single limit for bodily/personal injury including death and/or damage to or destruction of property (including loss of use) caused by an accident or an occurrence and also including contingent employers liability, products and completed operations coverage, non-owned automobile liability and contractual liability endorsement specifically granting coverage for all liability assumed under this agreement. This insurance shall name Railroad as additional insured and shall contain cross liability clause and shall specifically include liability for operations within or around railroads and railway tracks; and

(b) To the extent Company carries out work on its own behalf or on behalf of Railroad, it shall provide and cause its contractors to provide and keep in force and effect throughout the term of this Authorization and Consent, in addition to the insurance listed above (which, for greater clarity it shall also cause its contractors to provide and keep in force and effect as aforesaid), the following kinds and minimum amounts of insurance:

- Automobile Liability insurance on all licensed vehicles owned by, hired, leased to or on behalf of the Company's contractor in an amount no less than five million dollars ($5,000,000) per occurrence.

- Professional Liability insurance with limits of not less than $5,000,000 per claim and a deductible of not more than $25,000 or for such greater amounts as Railroad may from time to time reasonably require.

- If available in the jurisdiction covered by this Agreement Worker's Compensation insurance in amounts not less than the statutory limits and employer's liability in an amount no less than five million dollars ($5,000,000).

Sub-Contractor Insurance Coverage

(a) Commercial General Liability Insurance:

The policy is to have a minimum limit of liability of $5,000,000 and is to contain the following coverages and provisions:

- Personal Injury;
- Broad Form Property Damage;
- Occurrence (not claims made) Format;
- Broad Form Contractual Coverage;
- Product and Completed Operations;
- Unlicenced Vehicles on and off premises owned or controlled by the Owner;
- Non-owned Automobile Insurance;
- Cross Liability and Severability of Interest Clause;
- Owners and Contractors Protective Coverage;
- Named Perils Pollution Coverage
- No XCU exclusions; and
    - Hold harmless and waiver of subrogation against the Contracting Authority and Railway;
    - Insurance shall specifically include liability for operations within or around railroads and railway tracks;
- 30 Day Cancellation clause.

(b) Automobile Liability:

The policy is for coverage for vehicles being utilized for the services being provided to Railroad and is to have a minimum limit of liability of $5,000,000.

(c) Environmental Impairment Liability Insurance

The policy is to have a minimum limit of liability of $5,000,000 and must contain the following coverage and provisions:

- Third Party Personal and Bodily Injury;
- Property Damage including Third Party Clean-up Costs;
- Defense Costs;
- Covering Gradual Pollution and Sudden and Accidental Events;
- Covering off site Clean-up Costs;
- Extended Discovery Period - up to two years;
- Coverage not "Site-Specific" but rather covers all operations and locations outlined in the Contract Specifications;
- Covering Wastes and Materials to be recycled, stored, reconditioned or decontaminated, on or off premises Owned or Occupied by the Insured;
- Cross Liability and Severability of Interest Clauses;
- Contractual Liability;
- 30 day Notice of Cancellation; and
    - Blanket Contractors Pollution Coverage.

(d) All Risk Builders Risk Insurance

All risks contractor's equipment insurance covering construction machinery and equipment used by the Sub-Contractor for the performance of the Work, as well as any structures being built or assembled, shall be in a form acceptable to the Contractor and Railroad and shall not allow subrogation claims by the Insurers against the Contractor and Railroad. The policies shall be endorsed to provide the Contractor with not less than thirty (30) days written notice in advance of cancellation, change or amendment restricting coverage.

Section B

RIGHT OF ENTRY FORM FOR CONTRACTORS
General Conditions

1. "Railroad" refers to Canadian National Railway Company or such of its affiliates or associates (within the meaning ascribed to those terms under the *Canada Business Corporations Act*) to whose property this Authorization and Consent relates.

2. This Agreement is entered into as of this [date]_____ between Railroad, having its registered office at 935 de la Gauchetière West, Montreal, Quebec, H3B 2M9, and [Company Name]_____ ("Company"), having a place of business at [Address]._____

3. The Railroad, solely to the extent of its right, title and interest, without any warranty, expressed or implied, at law, under contract or otherwise, hereby grants to Company and its authorized employees, servants, agents or contractors, Authorization and Consent to enter upon the property described under Exhibit "A" hereto (the "Railroad property") for the sole purpose described under Exhibit "A" hereto.

4. This Authorization and Consent shall terminate forthwith upon expiration of the term noted in Exhibit "A" hereto, it being understood that Railroad shall have entire discretion to revoke this Authorization and Consent at any time prior to the expiration of the term, upon notice to that effect to the Company, which notice shall be effective forthwith upon receipt by the Company or at such later date indicated by Railroad in the aforesaid notice.

5. The Railroad grants this consent subject to the understanding that Company and its authorized employees, servants, agents or contractors who enter upon Railroad property will:

   5.1. See that any activities conducted on said Railroad property are done in a good workmanlike manner, in compliance with applicable laws, statutes, regulations, policies, directives, orders, approvals and other legal requirements and in such manner and at such time as not to obstruct or interfere with Railroad's operation, trains or the functioning of its signal and communications systems or any fiber optic cable system or unduly delay the safe passage of Railroad's trains;

   5.2. Observe, abide by and comply with any and all guidelines, directives and policies adopted from time to time by Railroad including, without limitation (i) Railroad's drug and alcohol policy; and (ii) Safety Guidelines for Contractors and Non-CN Personnel; and

   5.3. Return said Railroad property to the same condition, reasonable wear and tear excepted, as existed prior to such work, failing which Railroad, after providing written notice to Company, and allowing Company a reasonable amount of time to return the Railroad property to the same condition, may do so at Company's sole cost and expense.

6. No work shall be performed or equipment located within twenty-five (25) feet of the centerline of the nearest railroad track without flagging protection being provided by Railroad, at the Company's expense. Said work must be arranged no less than ten (10) business days in advance of starting work.

Indemnity

7. Company agrees to indemnify and save harmless Railroad, its affiliates and associates and their employees, servants, and agents (collectively the "Indemnitee") from and against claims, demands, suits, judgments, actions, liens and other encumbrances, settlements, liability, costs and expenses (including, without limitation, court costs, experts' fees and attorneys' fees) when the injury, death, damage, loss or destruction is caused by the breach of contract or warranty, violation of statute, intentional misconduct or negligent act or omission of the Company, its employees, agents, contractors or subcontractors or when such act or omission is the kind for which one is made strictly liable, whether such claim arises in equity, at common law, or by statute, or under the law of contracts, torts (including without limitation, negligence and strict liability without regard to fault) or property of every kind or character (including Railroad property) ("Claims") and including, without limitation, Claims for personal injury or bodily injury to or death of any person, emotional distress, real and personal property damage and including derivative, consequential, indirect damages and economic loss, and also including, without limitation, Claims arising in favor of or brought by any of Company's employees, agents, contractors or representatives, or by any governmental agency or any other third party. Company shall not, however, be responsible for any such Claims to the extent it is solely caused by the gross negligence or wilful misconduct of the Indemnitee.

Insurance
(Required when Company accesses the property with equipment, including vehicles)

8. Company shall provide and keep in force and effect throughout the term of this Authorization and Consent:

   8.1. Comprehensive General Liability insurance in an amount of no less than five million dollars ($5,000,000), or such greater amounts as Railroad may reasonably require from time to time, combined single limit for bodily/personal injury including death and/or damage to or destruction of property (including loss of use) caused by an accident or an occurrence and also including contingent employers liability, products and completed operations coverage, non-owned automobile liability and contractual liability endorsement specifically granting coverage for all liability assumed under this agreement. This insurance shall name Railroad as additional insured and shall contain cross liability clause and shall specifically include liability for operations within or around railroads and railway tracks;

   8.2. Automobile Liability insurance on all licensed vehicles owned by, hired, leased to or on behalf of the Company in an amount no less than five million dollars ($5,000,000) per occurrence; and

   8.3. If available in the jurisdiction covered by this Agreement Worker's Compensation insurance in amounts not less than the statutory limits and

employer's liability in an amount no less than five million dollars ($5,000,000).

8.4. Company's contractor will not enter Railroad property without having in its possession a certificate certifying that contractor has obtained all of the insurance coverage required hereunder. The Railroad may at any time require the contractor to furnish said certificate and failure to so may result in removal from Railroad property, cancellation of agreement and other consequences including without limiting damages or consequential losses resulting from the non-completion of the work, as Railroad may determine. Said insurance shall state that no material changes will be made to the policies unless Railroad is given a prior written notice of thirty (30) days before such change or cancellation. Any insurance coverage required under the terms and conditions of this contract shall in no manner restrict or limit the liabilities assumed by Company nor shall they release Company from any of its obligations under this contract.

Railroad property: _____

_____

_____

_____

Limited Access Purpose: For the limited purpose of _____

[insert detailed description].

Equipment Involved (including vehicles) Yes ☐ **Note**: If access to the property involves equipment, including vehicles, Company must provide and keep in force and effect throughout the term of this Authorization and Consent, the insurance set forth under Section 8 hereof.

No ☐

Miscellaneous

9. Company shall not have the right to transfer and/or assign this Authorization and Consent or any of its rights hereunder without Railroad's prior written consent, which consent Railroad shall have entire discretion to withhold or delay.

10. This Authorization and Consent shall be governed by the laws of the jurisdiction where Railroad property accessed under the authority hereof is located, as noted under Exhibit "A" hereto.

Term: A term of _____[number of days/months/years], beginning on [commencement date]_____ and terminating on [termination date]_____, unless sooner terminated as provided hereunder.

Representative: (name and address) _____

The parties have executed this Agreement this _____ day of _____, 200__.

RAILROAD

_____
Print Name:
Title:

COMPANY

_____
Print Name:
Title:

Section C

SAFETY AND RELATED REQUIREMENTS AND INSTRUCTIONS FOR WORK ON RAILWAY RIGHT-OF-WAY ("CN RIGHT-OF-WAY") BY NON-CN PERSONNEL

Introduction

The objective of this document is to outline CN's Safety Guidelines for Contractors and non-CN personnel. For the purposes of this document "Contractor" may also apply to individuals on CN property, whether under contract to CN or not.

These guidelines are not to be considered as a substitute for the applicable government regulations. These guidelines are the minimum requirement and must be exceeded where the hazard or government regulations warrant.

It is not possible to deal with every hazard in this one handbook. These guidelines are to be employed in conjunction with Government Acts, Regulations, local Ordinances and good judgment to facilitate the safe completion of the work.

Additional information regarding safe work practices may be included in contract documents and specifications. In the event of a discrepancy between these guidelines and the contract, the contract shall govern.

CN's Basic Safety Requirements

The Contractor's attention is drawn to the following highlights from CN's "Basic Safety Requirements":

1. Take all reasonable measures to ensure the protection of employees, customers, property, and the general public.
2. Address promptly all environmental and safety concerns.
3. Analyze all accidents or incidents resulting in, or having potential for, loss or injury, and take remedial action promptly to prevent recurrence.
4. Require all persons granted access to Company property to comply with applicable *Risk Management* policies, standards, and procedures.
5. Provide employees with appropriate training to enable them to work safely.
6. Inspect personal protective equipment (PPE), tools and equipment before use to ensure that they are in good working condition.
7. Contractors' employees or sub-contractors are required to familiarize themselves with the Contractor Safety Video entitled "Consider Yourself one of Us " and the "Safety Guidelines for Contractors Annex D".

CN's Risk Management policy is premised on the following:

- to work in a safe manner is a condition of employment/Contract
- all accidents or incidents resulting in loss or injury are preventable;
- it is possible to eliminate or safeguard all operating conditions that may result in injury, property damage, or other losses;
- employees must be provided with appropriate training to enable them to work safely;
- employees and management must work jointly in efforts to promptly resolve and improve safety and health conditions in the workplace;

GENERAL RULES AND INFORMATION

"Expect the movement of a train, engine, rail car or track unit at any time, on any track, in either direction. Protect yourself and others from the movement of trains, engines, railcars and track units and do not expect them to stop."

If any situation arises which affects the safe movement of trains, CN must be contacted immediately at:

1-800-465-9239

Alternatively, contact CN's Network Operations Centre in Edmonton at:

1-800-661-3963

Before any digging is performed on CN property, proper clearance and instructions must be obtained through the Information Technology Command Centre (ITCC Network Management Centre) at:

1-800-661-3687 or 1-800-NO1-FOTS

In an emergency, any object waved violently by anyone on or near the track is a signal for trains to stop.

Violation of CN's "Risk Management Policy" or contravention of these guidelines may result in the immediate removal of the Contractor or the offending personnel from CN property.

Compliance with Government Regulations

Contractors shall follow all applicable Federal, Provincial, State, and Municipal Acts, Regulations, Laws and Codes, including but not limited to those related to the licensing of workers, occupational health and safety, transportation or handling of dangerous substances, inspection and certification of equipment. As CN is a federally regulated enterprise, Contractors are advised that work undertaken on CN right-of-way may be governed by Federal regulation.

The Contractor shall become familiar with CN's Risk Management Policy as well as all applicable regulations and shall ensure compliance by workers at the job site. Supplementary instructions may be issued by CN representatives from time to time.

Instructions

1. Before entering upon CN right-of-way, the Contractor must have all documentation properly executed and available for review by CN personnel at the working site (Permits, Licenses, Contract Documents, Contractor Safety Approved Sticker and/or Waivers).

2. Periodic briefings must be held at every work site to review the contents of these guidelines and any unique conditions at the site relating to safety.

3. Unless explicitly permitted by CN, no equipment or vehicle may enter upon the operated right-of-way.

4. Unless explicitly permitted by CN, no work shall take place within eight (8) meters or approximately twenty-five (25 feet) of the centerline of the nearest rail except in the presence of a CN assigned person. CN assigned persons are concerned only with the safe movement of trains and will not be responsible for the safety of the Contractor, the Contractor's personnel or the Contractor's equipment.

5. Equipment operating within eight (8) meters or approximately twenty five (25 feet) of the nearest rail must come to a complete stop prior to the passage of engines, railcars, or track units.

6. No vehicle or heavy equipment may be situated or moved closer than five (5) meters or fifteen (15 feet) from the nearest rail unless a CN assigned person has placed a block on train movements.

7. Upon the passage of a train, Contractor's personnel shall stand no closer than five (5) meters or fifteen (15 feet) from any switch stand and, if possible, on the opposite side of the track.

8. Contractor's personnel shall not crawl under, climb over or pass through standing railway equipment.

9. Contractor's personnel shall not cross a track within eight (8) meters or approximately twenty five (25 feet) of standing railway equipment.

10. CN has many power and/or communication cables buried within the CN right-of-way. The Contractor shall be sure of their location before making any excavation, driving stakes or otherwise penetrating the ground surface (Please refer to previous page for contact number to call for authority).

11. In accordance with CN's safety standards, contractor's personnel must wear CN required personal protective equipment at all times while on CN right-of-way. Such equipment will include hard hats, safety footwear, (protective footwear shall meet or exceed CSA Z195 and/or ANSI 41.1, shall cover and support the ankle and have a defined heel a minimum of 13 mm (1/2 inch) and shall not exceed 25 mm (1 inch), boots must be equipped with laces, which must be laced to the top and tied) safety glasses and reflective apparel. Hearing and respiratory protection and fall arrest equipment shall be worn where signs are posted or when a potential hazard exists.

12. No CN plant, signal, structure, equipment or property of any kind may be tampered with, modified or removed.

13. "Hi-rail" equipment shall only be operated on the track by personnel qualified in the latest version of the "Canadian Rail Operating Rules".

14. Horseplay, practical jokes, fighting or any other activity that may create a hazard will not be tolerated.

15. Contractor's personnel shall immediately abide by instructions from CN personnel.

Drug and Alcohol Policy

Contractor's personnel will be bound by the provisions of CN's "Policy to Prevent Workplace Alcohol and Drug Problems" while on CN property. All employees are required to report and remain fit for duty, free of the negative effects of alcohol and other drugs. It is prohibited to be on duty or to be in control of a vehicle or equipment while under the influence of alcohol or other drugs, including the after-effects of such use.

1. **Policy Standards:** The Contractor is to ensure that all employees and employees of sub-contractors adhere to the following standards when on CN business or premises:

    1. No use, possession, distribution, offering or sale of illegal drugs or drug paraphernalia.

    2. No use, possession, distribution, offering or sale of alcohol.

    3. Responsible use of prescribed and over-the-counter medications.

    4. No trafficking, distribution, offering or sale of prescription medications.

    5. Report fit for duty and remains fit for duty.

2. **Policy Violation Procedures:** Where a CN representative has reasonable grounds to believe any individual in the employ of the Contractor is on duty in an unfit condition, or where during the preliminary phase of an investigation an individual has been identified as being directly involved in the chain of acts or omissions leading up to an accident or incident:

    1. The Contractor will be notified.

    2. The Contractor will be required to conduct the individual(s) to a safe place.

    3. The Contractor will be expected to investigate the situation.

    4. The Contractor must satisfy CN that there was not a policy breach.

    5. The individual(s) will not be allowed to return to any position with CN without the written permission of a CN official and will be required to adhere to any conditions regarding their return.

3. **Consequences of Violation:** Failure of the Contractor, its employees or sub-contractors to meet these standards will be considered a breach of contract.

Firearms

Firearms (loaded or empty) are not permitted on CN property, except for CN Police officers and other designated persons performing authorized work and when authorized to do so. In all cases, any firearms must be accompanied with a written authorization from the Chief of CN Police and the person should have in his possession all pertinent government permits.

Explosives

No explosives will be permitted on CN property without written CN approval.

Vehicles

Contractor's vehicles on the site must be in safe operating condition. Operators must observe all site speed limits. Unattended vehicles must not be left running unnecessarily. Where they must be left running, the hand brake must be applied. The operator is responsible for the safety of all passengers and the stability of materials being transported.

Smoking in the Workplace

Smoking is not permitted in any CN interior workplace or motor vehicle.

Security

All vehicles will be parked in a pre-determined area and where required, a designated Contractor entrance shall be used.

Contractor's personnel will proceed directly to the Contractor's work location. Contractor's employees must remain at their designated work site and must not wander about the site.

The Contractor shall not permit persons other than the Contractor's personnel to enter the site without the prior written authority of the CN representative.

Emergency Evacuation Procedures

Prior to commencing work, all Contractor's employees must be familiar with the emergency evacuation plan for that work site. The Contractor shall issue written emergency and rescue procedures to the Contractor's personnel and shall post such procedures on the job site.

Unsafe Conditions or Practices

Contractors shall correct or report any unsafe conditions or practices they observe. All such conditions or practices shall be reported to the CN representative at the work site as soon as practical.

Reporting Accidents / Incidents

All accidents / incidents occurring on CN property, that result in or had the potential of causing serious injury, lost work days, vehicle or property damage must be reported to the CN representative within 24 hours. All such incidents will be fully investigated by the Contractor.

The Contractor shall subsequently provide a written report to CN (i.e. Company Officer assigned as Liaison to Contractor) within seven (7) days detailing the nature of the incident, the cause(s), regulatory authorities notified, and a specific action plan to prevent recurrence.

Treatment of Injured Personnel (Contractors)

Contractors shall ensure the following is provided for their personnel as required by CN and in accordance with applicable government regulations:

1. Adequate first-aid supplies and equipment.

2. Qualified personnel to render first-aid treatment.

Personal Identification

When not accompanied by a CN representative, Contractor's personnel shall carry an identification card on their person. Such identification card will be issued by the Contractor and will be of standard business card size (3-1/2" X 2"). It will contain the following information:

1. Contractor's name, address and telephone number,
2. CN representative responsible for the job,
3. Employee's full name and personal identification details (e.g. Driver's License No.)
4. Name of Contractor's representative issuing the card.

Such personnel shall also have a CN approved sticker (CN Safety Guidelines for Contractors Sticker) affixed to Contractor's personnel hardhat.

Audio and Visual Recording Equipment

Cameras and audio-visual equipment are not permitted on CN property without prior approval.

Summary

In conclusion, CN requires the full cooperation of the Contractor and the Contractor's employees with these guidelines and all other applicable regulations. Should there be any doubt as to the meaning or interpretation of these guidelines, consult with the CN representative responsible for the worksite.

Contractor Acknowledgement

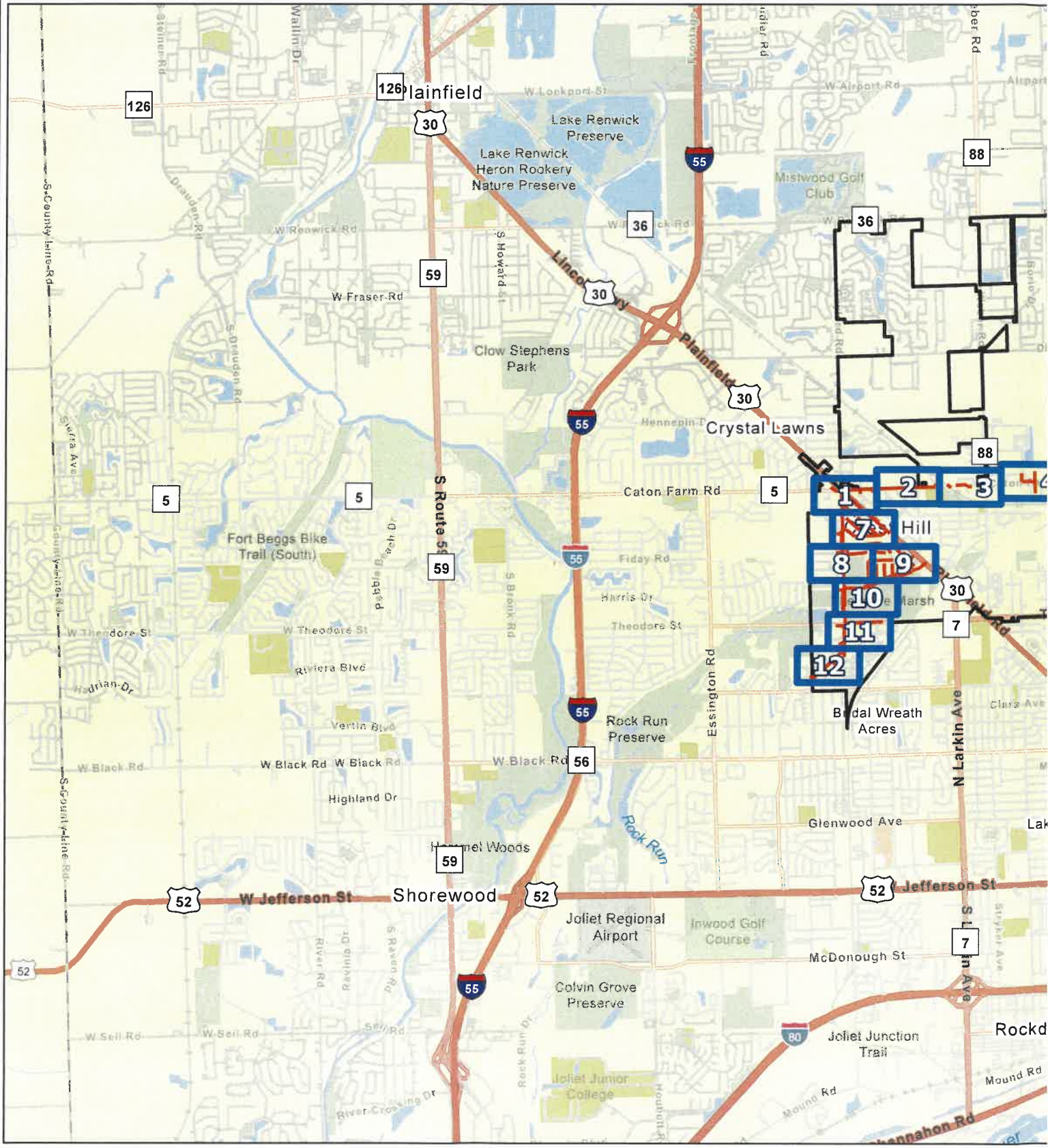
Contractor/sub-contractor personnel must read and understand CN "Safety Guidelines for Contractors and Non-CN Personnel":
The contractor/sub-contractor must sign the proper document to confirm compliance to the above.

EXHIBITS

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C

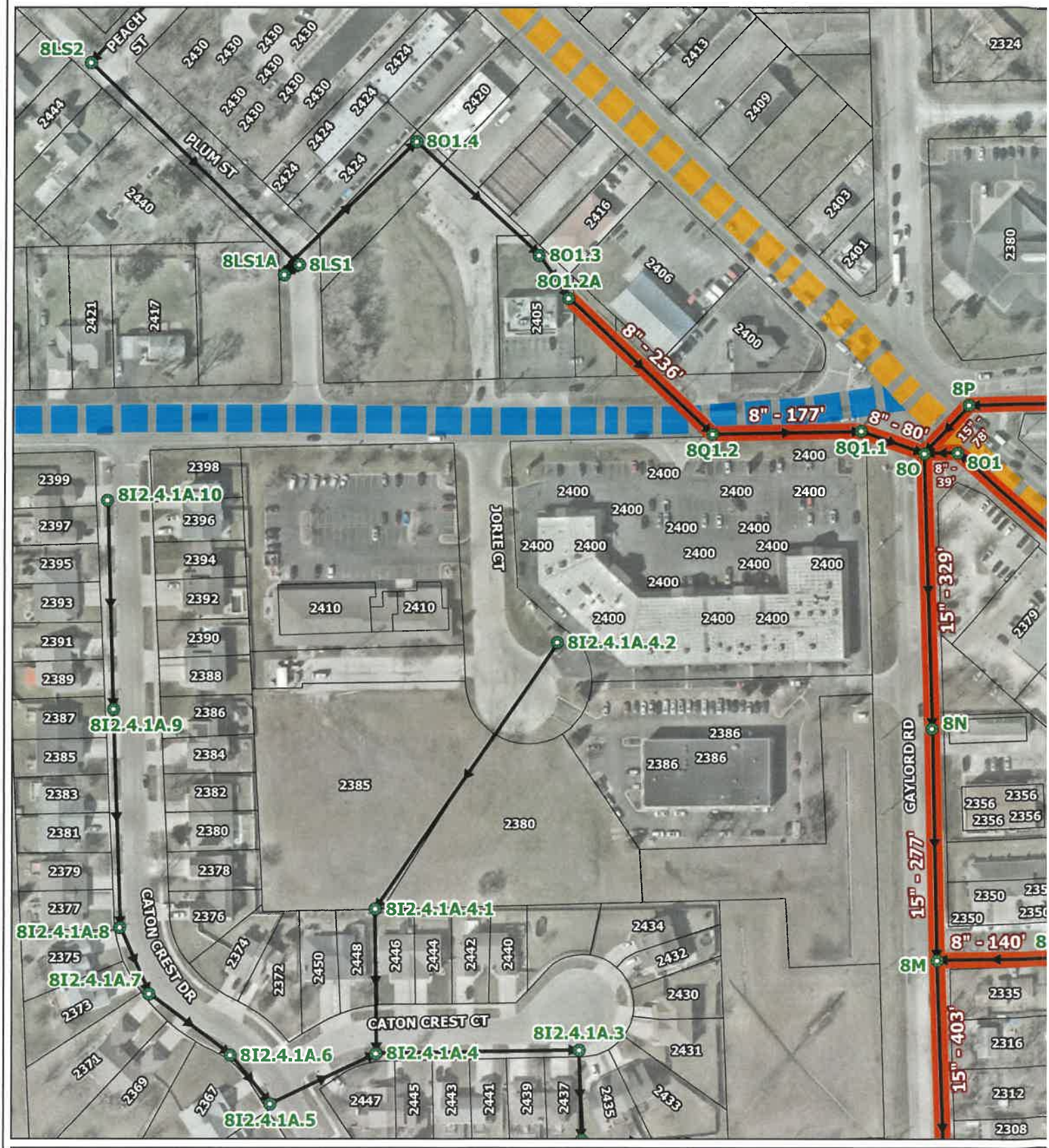


Sanitary Sewer to be Cleaned and Televised | Map Index Grid | City Limits

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C

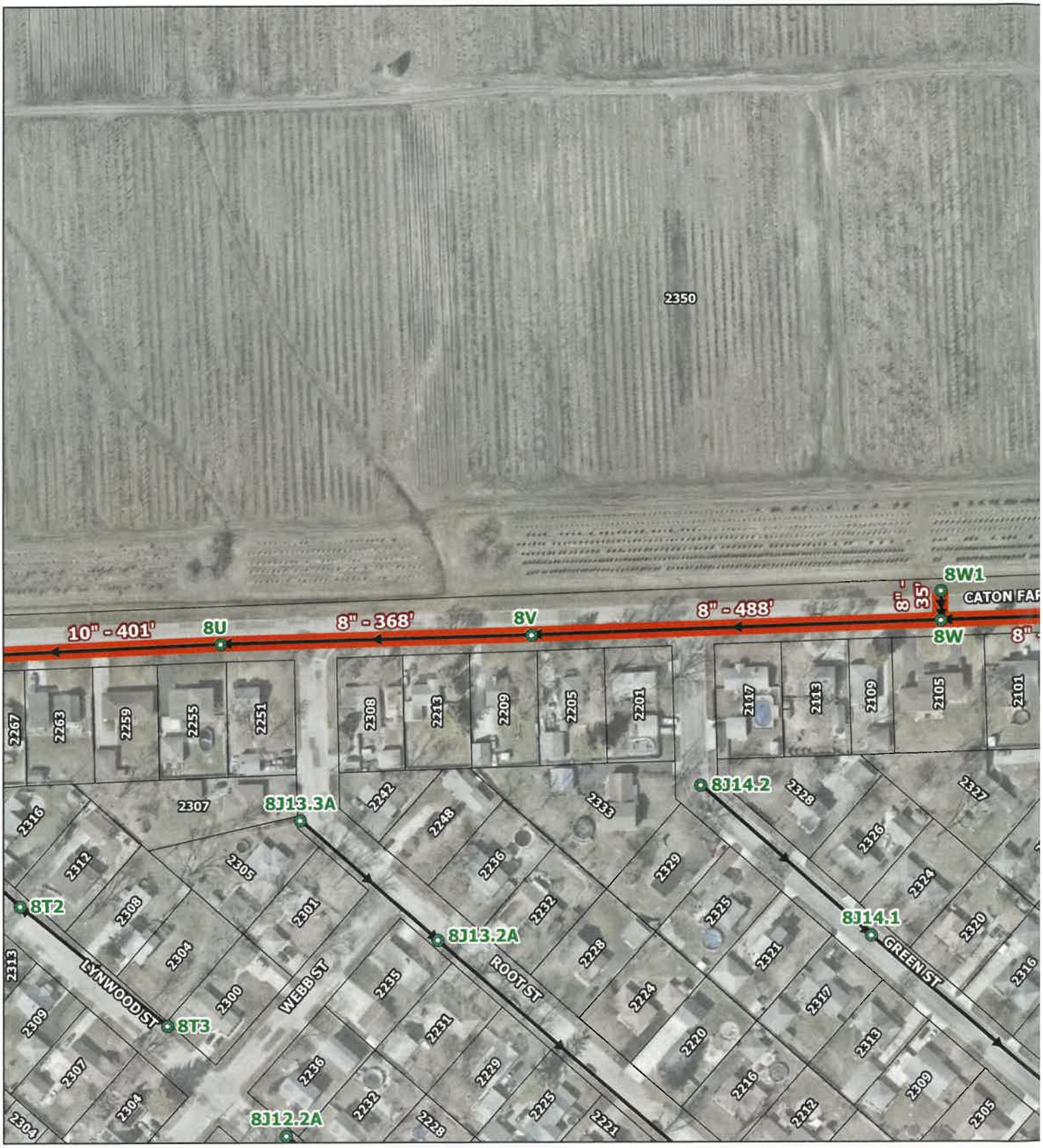


Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C

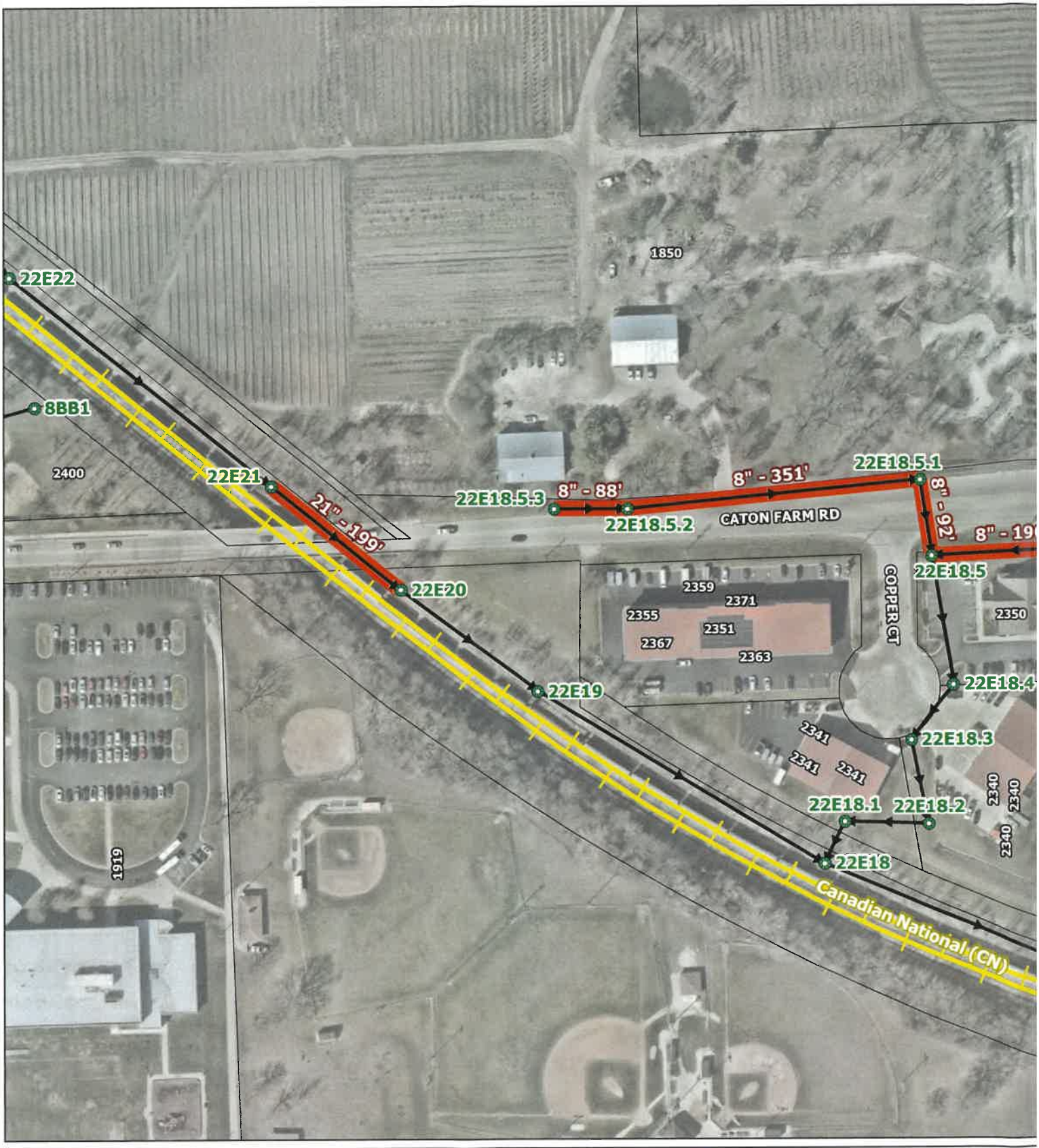


Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C



Sanitary Sewer Manholes
Sanitary Sewer to be Cleaned and Televised
Sanitary Sewer Gravity Main
Railroads
State Roads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C



Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer Cl

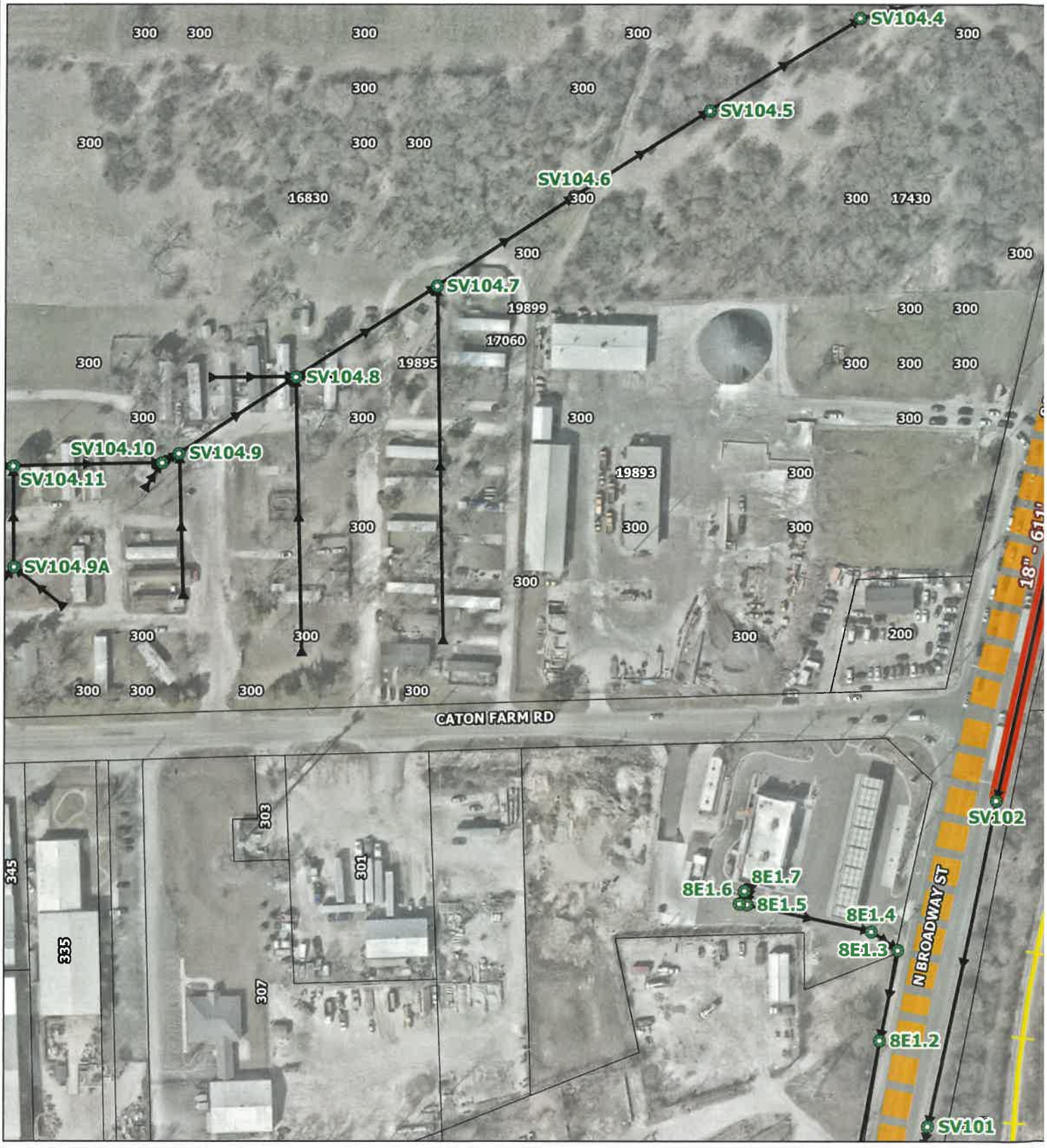


Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C

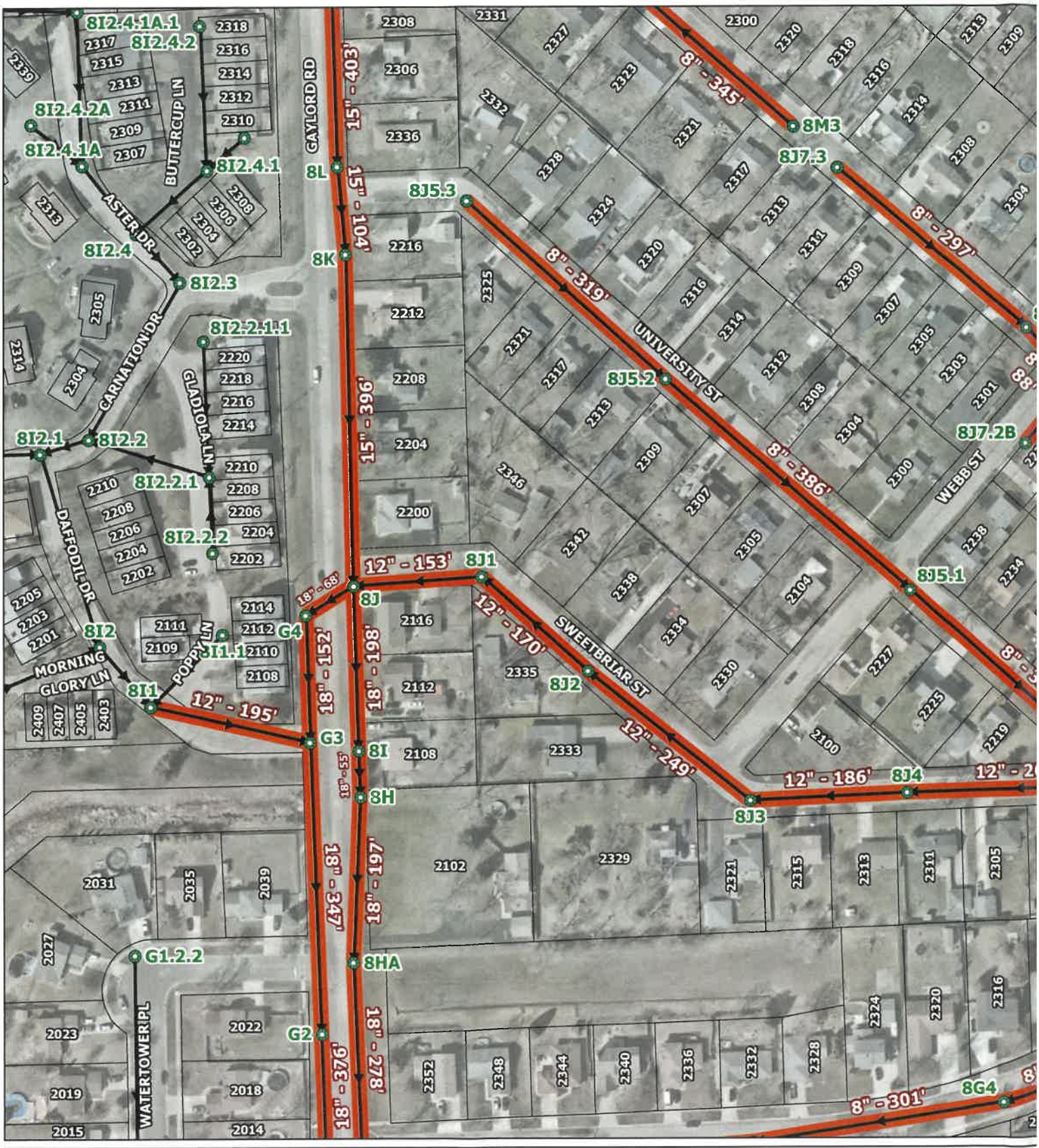


Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C

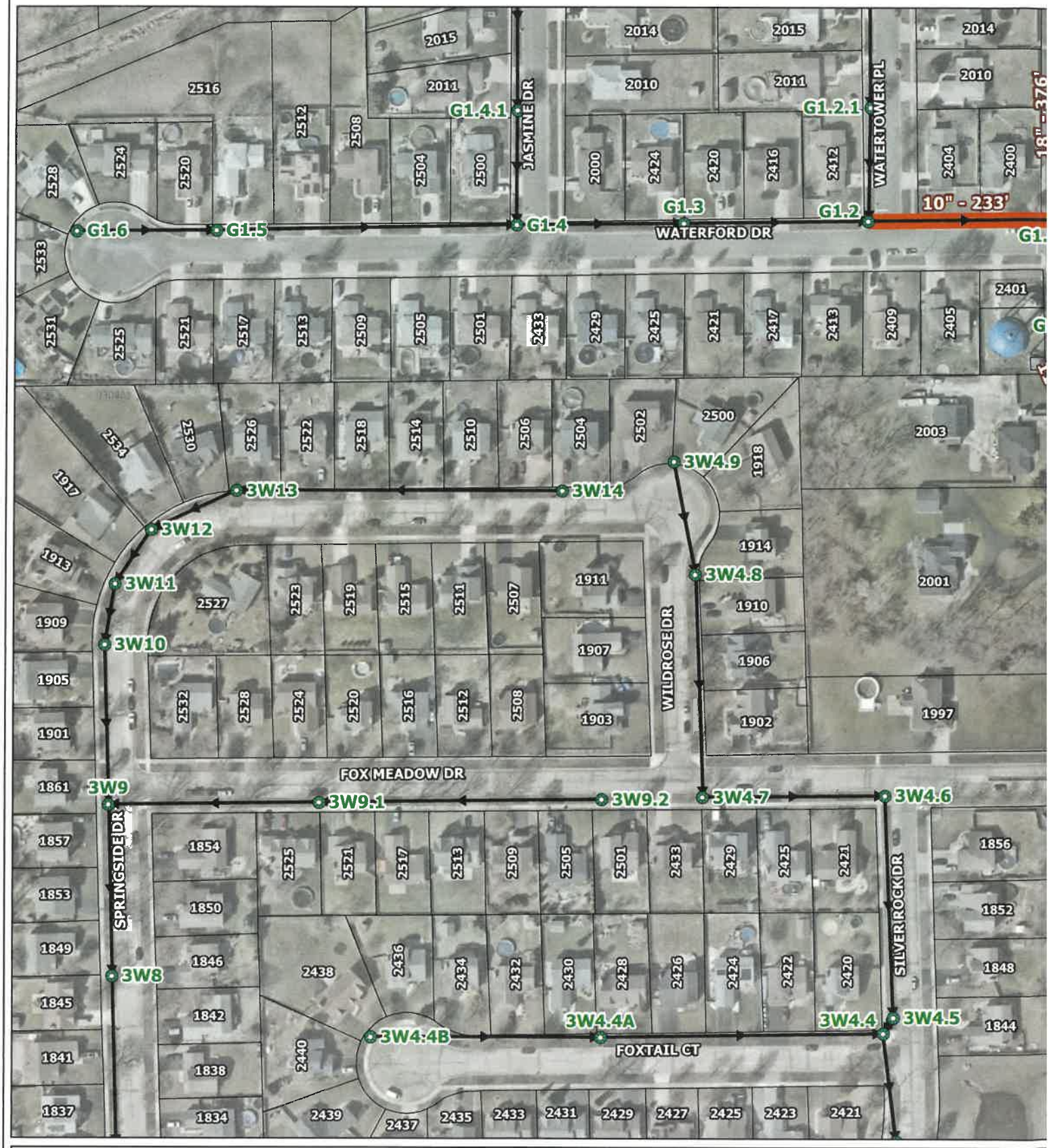


Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C

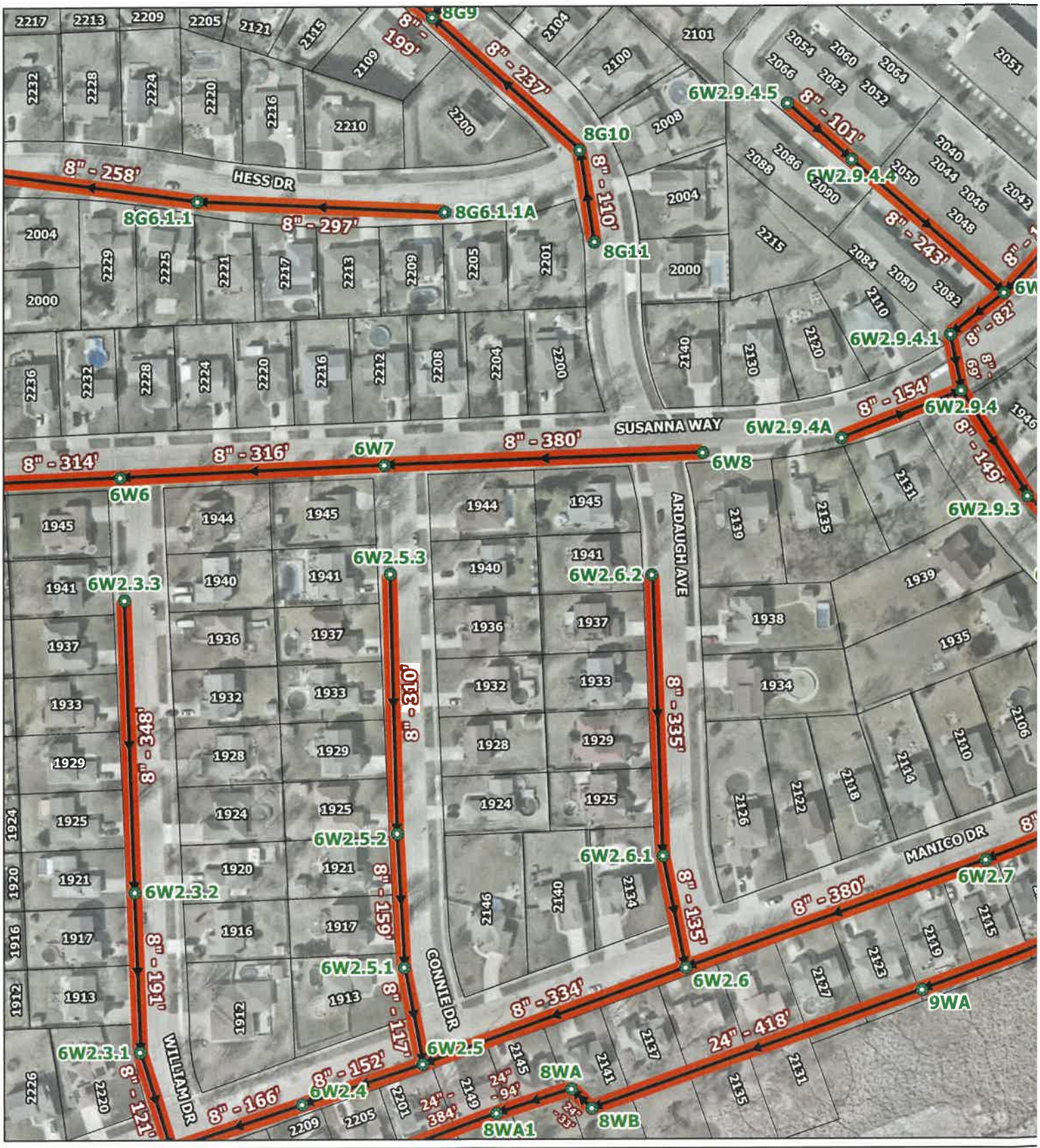


Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer Cl

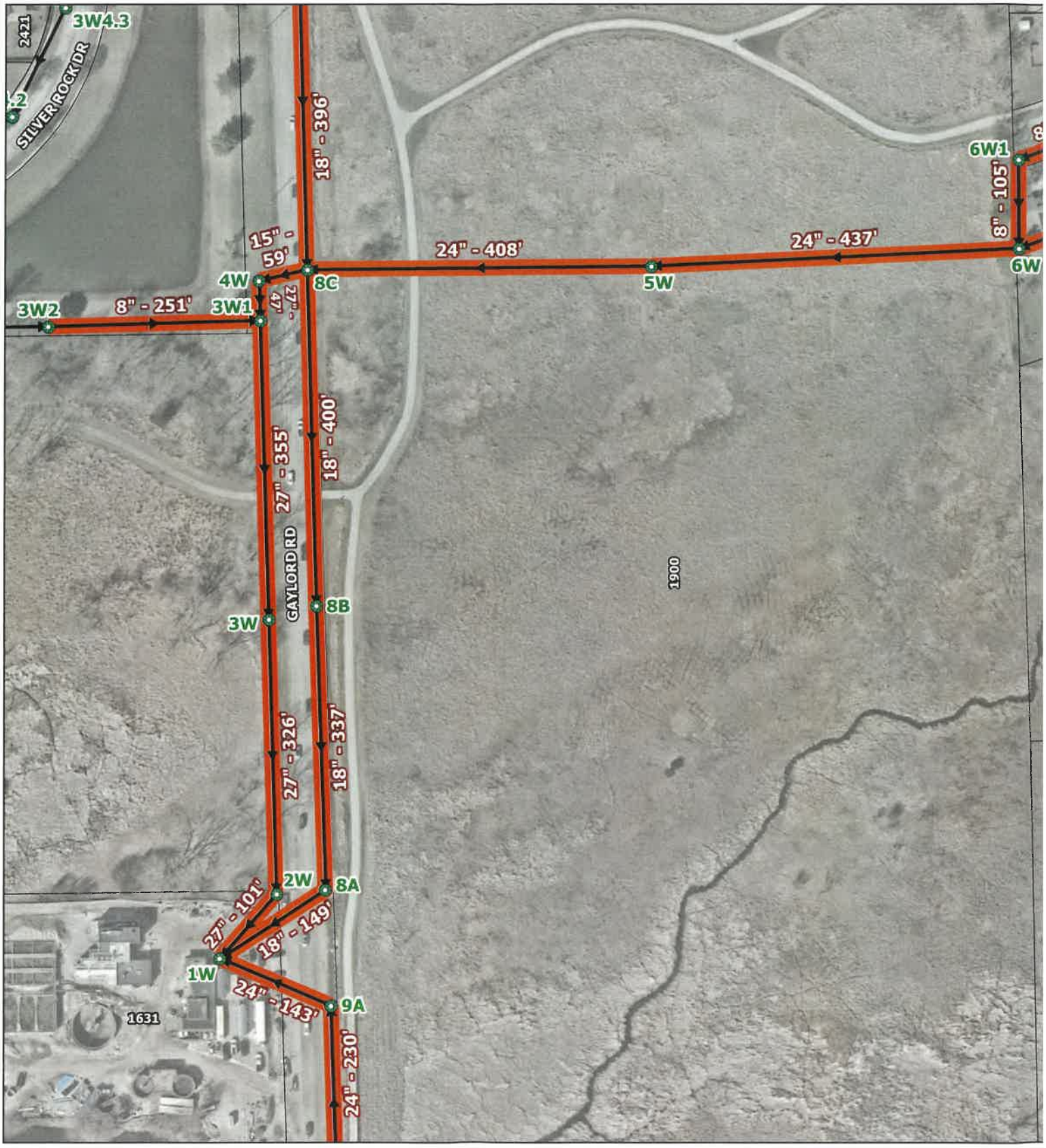


Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C

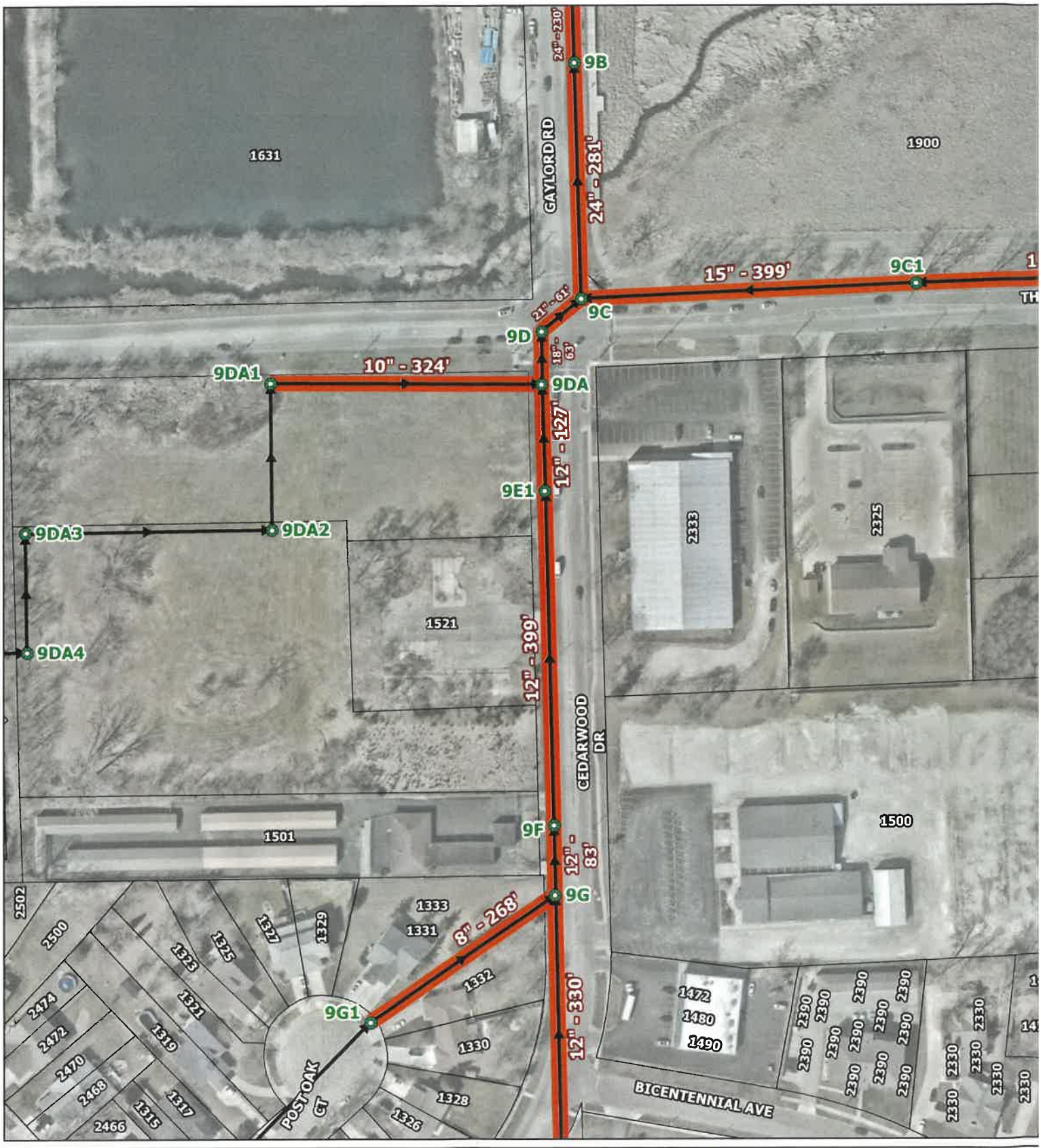


Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C



Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

Crest Hill
CITY OF NEIGHBORS

City of C

2026 Sanitary Sewer C



Sanitary Sewer Manholes
Sanitary Sewer Gravity Main
State Roads
Sanitary Sewer to be Cleaned and Televised
Railroads
County Roads

SUPPLEMENTAL INFORMATION

Crest Hill
CITY OF NEIGHBORS

City of Crest Hill
2026 Sanitary Sewer Cleaning and Televising
Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
10WA	9WA	MANICO DR	493	24	357	PVC	9
10WB	10WA	MANICO DR	55	24	356	PVC	9
11W	10WB	MANICO DR	307	24	355	UNKNOWN	9
13W	11W	PLAINFIELD RD	333	24	354	UNKNOWN	9
22E18.5.1	22E18.5	CATON FARM RD	92	8	2030	PVC	3
22E18.5.2	22E18.5.1	CATON FARM RD	351	8	2029	PVC	3
22E18.5.3	22E18.5.2	CATON FARM RD	88	8	2028	PVC	3
22E18.6	22E18.5	CATON FARM RD	196	8	1458	UNKNOWN	3
22E21	22E20	CATON FARM RD	199	21	1464	UNKNOWN	3
22E3.3	22E3.2	OAKLAND AVE	388	8	1674	UNKNOWN	5
22E3.4	22E3.3	CATON FARM RD	312	8	1673	UNKNOWN	5
22E9.6	22E9.5	CATON FARM RD	436	18	954	UNKNOWN	4
22E9.6.1	22E9.6	CATON FARM RD	20	10	1671	UNKNOWN	4
22E9.6.2	22E9.6.1	CATON FARM RD	110	10	1670	UNKNOWN	4
22E9.6.3	22E9.6.2	CATON FARM RD	401	10	1669	UNKNOWN	4
22E9.6.4	22E9.6.3	LEN KUBINSKI DR	323	10	1668	UNKNOWN	4
22E9.7	22E9.6	CATON FARM RD	436	18	1638	UNKNOWN	4
2W	1W	GAYLORD RD	101	27	400	UNKNOWN	10
3W	2W	GAYLORD RD	326	27	397	UNKNOWN	10
3W1	3W	GAYLORD RD	355	27	367	UNKNOWN	10

City of Crest Hill
2026 Sanitary Sewer Cleaning and Televising
Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
3W2	3W1	GAYLORD RD	251	8	368	UNKNOWN	10
4W	3W1	GAYLORD RD	47	27	396	UNKNOWN	10
5W	8C	GAYLORD RD	408	24	365	UNKNOWN	10
6W	5W	MANICO DR	437	24	364	UNKNOWN	10
6W1	6W	MANICO DR	105	8	363	PVC	10
6W2	6W1	MANICO DR	144	8	362	UNKNOWN	10
6W2.10	6W2.9	MANICO CT	215	8	570	UNKNOWN	9
6W2.2	6W2.3	MANICO DR	154	8	556	UNKNOWN	10
6W2.3.1	6W2.3	MANICO DR	121	8	560	UNKNOWN	9,10
6W2.3.2	6W2.3.1	WILLIAM DR	191	8	559	UNKNOWN	9
6W2.3.3	6W2.3.2	WILLIAM DR	348	8	558	UNKNOWN	9
6W2.4	6W2.3	MANICO DR	166	8	557	UNKNOWN	9,10
6W2.5	6W2.4	MANICO DR	152	8	916	UNKNOWN	9
6W2.5.1	6W2.5	MANICO DR	117	8	563	UNKNOWN	9
6W2.5.2	6W2.5.1	CONNIE DR	159	8	562	UNKNOWN	9
6W2.5.3	6W2.5.2	CONNIE DR	310	8	561	UNKNOWN	9
6W2.6	6W2.5	MANICO DR	334	8	564	UNKNOWN	9
6W2.6.1	6W2.6	MANICO DR	135	8	566	UNKNOWN	9
6W2.6.2	6W2.6.1	ARDAUGH AVE	335	8	567	UNKNOWN	9
6W2.7	6W2.6	MANICO DR	380	8	565	UNKNOWN	9

City of Crest Hill
2026 Sanitary Sewer Cleaning and Televising
Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
6W2.8	6W2.7	MANICO DR	199	8	569	UNKNOWN	9
6W2.9	6W2.8	MANICO DR	181	8	568	UNKNOWN	9
6W2.9.1	6W2.9	MANICO DR	65	8	572	UNKNOWN	9
6W2.9.2	6W2.9.1	CARA DR	160	8	571	UNKNOWN	9
6W2.9.2A1	6W2.9.2	CARA DR	144	8	575	UNKNOWN	9
6W2.9.2A2	6W2.9.2A1	PLAINFIELD RD	278	8	574	UNKNOWN	9
6W2.9.3	6W2.9.2	CARA DR	151	8	573	UNKNOWN	9
6W2.9.4	6W2.9.3	SUSANNA WAY	149	8	576	UNKNOWN	9
6W2.9.4.1	6W2.9.4	SUSANNA WAY	69	8	579	UNKNOWN	9
6W2.9.4.2	6W2.9.4.1	SUSANNA WAY	82	8	580	UNKNOWN	9
6W2.9.4.3	6W2.9.4.2	SUSANNA WAY	144	8	581	UNKNOWN	9
6W2.9.4.4	6W2.9.4.2	SUSANNA WAY	243	8	583	UNKNOWN	9
6W2.9.4.5	6W2.9.4.4	SUSANNA WAY	101	8	582	UNKNOWN	9
6W2.9.4A	6W2.9.4	CARA DR	154	8	578	UNKNOWN	9
6W3	6W2	SYBIL DR	233	8	555	UNKNOWN	8,10
6W4	6W3	SYBIL DR	349	8	554	UNKNOWN	8
6W5	6W4	SYBIL DR	329	8	553	UNKNOWN	8
6W6	6W5	SUSANNA WAY	314	8	552	UNKNOWN	8,9
6W7	6W6	WILLIAM DR	316	8	551	UNKNOWN	9
6W8	6W7	ARDAUGH AVE	380	8	577	UNKNOWN	9

City of Crest Hill
2026 Sanitary Sewer Cleaning and Televising
Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
7W	6W	MANICO DR	531	24	361	UNKNOWN	10
8A	1W	GAYLORD RD	149	18	399	UNKNOWN	10
8AA	8Z	CATON FARM RD	397	8	744	TRUSS	2
8AA1	8AA	CATON FARM RD	52	8	743	TRUSS	2
8B	8A	GAYLORD RD	337	18	398	UNKNOWN	10
8BB	8AA	CATON FARM RD	148	8	742	TRUSS	2
8C	4W	GAYLORD RD	59	15	366	UNKNOWN	10
8C	8B	GAYLORD RD	400	18	883	UNKNOWN	10
8D	8C	GAYLORD RD	396	18	882	UNKNOWN	8,10
8E1	8D	GAYLORD RD	398	18	881	UNKNOWN	8
8F	8E1	GAYLORD RD	394	18	880	UNKNOWN	8
8G	8F	GAYLORD RD	406	18	538	UNKNOWN	8
8G1	8G	GAYLORD RD	48	8	539	UNKNOWN	8
8G10	8G9	ARDAUGH AVE	237	8	585	UNKNOWN	9
8G11	8G10	HESS DR	110	8	584	UNKNOWN	9
8G2	8G1	ARDAUGH AVE	132	8	540	UNKNOWN	8
8G2.1	8G2	NOONAN ST	282	8	543	UNKNOWN	8
8G2.1.1	8G2.1	HESS DR	300	8	544	UNKNOWN	8
8G2.1.2	8G2.1.1	HESS DR	288	8	545	UNKNOWN	8
8G2.1.3	8G2.1.2	HESS DR	209	8	546	UNKNOWN	8

City of Crest Hill
2026 Sanitary Sewer Cleaning and Televising
Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
8G2.2	8G2.1	NOONAN ST	107	8	542	UNKNOWN	8
8G3	8G2	ARDAUGH AVE	299	8	541	UNKNOWN	8
8G4	8G3	ARDAUGH AVE	301	8	592	UNKNOWN	7,8
8G5	8G4	ARDAUGH AVE	153	8	591	UNKNOWN	7
8G6.1	8G6	MACHER ST	300	8	589	UNKNOWN	7,8
8G6.1.1	8G6.1	HESS DR	258	8	548	UNKNOWN	8,9
8G6.1.1A	8G6.1.1	HESS DR	297	8	550	UNKNOWN	9
8G6.1A	8G6.1	HESS DR	184	8	547	UNKNOWN	8
8G7	8G6	ARDAUGH AVE	238	8	588	UNKNOWN	7
8G8	8G7	ARDAUGH AVE	152	8	587	UNKNOWN	7
8G6	8G5	ARDAUGH AVE	226	8	590	UNKNOWN	7
8G9	8G8	MACHER ST	199	8	586	UNKNOWN	7,9
8G9.1	8G9	ARDAUGH AVE	172	8	897	UNKNOWN	7,9
8G9.2	8G9.1	ARDAUGH AVE	164	8	896	UNKNOWN	7
8H	8HA	GAYLORD RD	197	18	917	UNKNOWN	7
8HA	8G	GAYLORD RD	278	18	525	UNKNOWN	7,8
8I	8H	GAYLORD RD	55	18	915	UNKNOWN	7
8I1	G3	GAYLORD RD	195	12	521	UNKNOWN	7
8J	8I	GAYLORD RD	198	18	524	UNKNOWN	7
8J	G4	GAYLORD RD	68	18	830	UNKNOWN	7

City of Crest Hill
2026 Sanitary Sewer Cleaning and Televising
Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
8J1	8J	GAYLORD RD	153	12	829	UNKNOWN	7
8J2	8J1	SWEETBRIAR ST	170	12	828	UNKNOWN	7
8J3	8J2	SWEETBRIAR ST	249	12	827	UNKNOWN	7
8J4	8J3	SWEETBRIAR ST	186	12	826	UNKNOWN	7
8J5	8J4	SWEETBRIAR ST	269	12	825	UNKNOWN	7
8J5.1	8J5	SWEETBRIAR ST	353	8	773	CIPP	7
8J5.2	8J5.1	WEBB ST	386	8	775	CIPP	7
8J5.3	8J5.2	UNIVERSITY ST	319	8	774	CIPP	7
8J6	8J5	UNIVERSITY ST	221	12	824	UNKNOWN	7
8J7	8J6	SWEETBRIAR ST	253	12	823	UNKNOWN	7
8J7.1	8J7	SWEETBRIAR ST	385	8	776	CIPP	7
8J7.2	8J7.2A	WEBB ST	88	8	771	CIPP	7
8J7.2A	8J7.1	PARKROSE ST	323	8	772	CIPP	7
8J7.2B	8J7.2A	PARKROSE ST	97	8	764	CIPP	7
8J7.3	8J7.2	PARKROSE ST	297	8	770	CIPP	7
8J8	8J7	SWEETBRIAR ST	170	12	822	UNKNOWN	7
8J9	8J8	SWEETBRIAR ST	253	10	819	UNKNOWN	7
8J9.1	8J9	PLAINFIELD RD	48	8	778	CIPP	7
8J9.2	8J9.1	PLAINFIELD RD	393	8	777	CIPP	7
8J9.3	8J9.2	PLAINFIELD RD	402	8	769	UNKNOWN	7

City of Crest Hill
2026 Sanitary Sewer Cleaning and Televising
Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
8J9.4	8J9.3	PLAINFIELD RD	407	8	768	UNKNOWN	1,7
8J9A	8J9	PLAINFIELD RD	180	8	811	UNKNOWN	7
8K	8J	GAYLORD RD	396	15	831	UNKNOWN	7
8L	8K	GAYLORD RD	104	15	832	UNKNOWN	7
8M	8L	GAYLORD RD	403	15	833	UNKNOWN	1,7
8M1	8M	GAYLORD RD	140	8	767	UNKNOWN	1
8M2	8M1	PARKROSE ST	204	8	766	CIPP	1
8M3	8M2	PARKROSE ST	345	8	765	CIPP	1,7
8N	8M	GAYLORD RD	277	15	834	UNKNOWN	1
8O	8N	GAYLORD RD	329	15	835	UNKNOWN	1
8O1	8O	CATON FARM RD	39	8	763	UNKNOWN	1
8O1.2A	8Q1.2	CATON FARM RD	236	8	491	UNKNOWN	1
8O2	8O1	PLAINFIELD RD	402	8	762	UNKNOWN	1
8O3	8O2	PLAINFIELD RD	218	8	761	CIPP	1
8O4	8O3	PLAINFIELD RD	408	8	760	CIPP	1
8P	8O	CATON FARM RD	78	15	758	UNKNOWN	1
8Q	8P	CATON FARM RD	378	12	757	UNKNOWN	1
8Q1.1	8O	CATON FARM RD	80	8	759	UNKNOWN	1
8Q1.2	8Q1.1	CATON FARM RD	177	8	492	UNKNOWN	1
8R	8Q	CATON FARM RD	318	10	756	UNKNOWN	1

City of Crest Hill

2026 Sanitary Sewer Cleaning and Televising

Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
8R1	8R	CATON FARM RD	180	8	782	UNKNOWN	1
8S	8R	CATON FARM RD	94	10	755	UNKNOWN	1
8T	8S	CATON FARM RD	388	10	754	UNKNOWN	1
8T1	8T	CATON FARM RD	143	8	816	UNKNOWN	1
8T1A	8T	CATON FARM RD	41	8	753	UNKNOWN	1
8U	8T	CATON FARM RD	401	10	752	UNKNOWN	1,2
8V	8U	CATON FARM RD	368	8	751	UNKNOWN	2
8W	8V	CATON FARM RD	488	8	750	UNKNOWN	2
8W1	8W	CATON FARM RD	35	8	749	UNKNOWN	2
8WA	8WA1	MANICO DR	94	24	888	UNKNOWN	9
8WA1	7W	MANICO DR	384	24	360	UNKNOWN	9,10
8WB	8WA	MANICO DR	33	24	359	PVC	9
8X	8W	CATON FARM RD	258	8	748	UNKNOWN	2
8Y	8X	CATON FARM RD	242	8	747	UNKNOWN	2
8Z	8Y	CATON FARM RD	330	8	746	UNKNOWN	2
8ZA	8Z	CATON FARM RD	23	8	745	UNKNOWN	2
9A	1W	GAYLORD RD	143	24	401	UNKNOWN	10
9B	9A	GAYLORD RD	230	24	403	UNKNOWN	10,11
9C	9B	GAYLORD RD	281	24	402	UNKNOWN	11
9C1	9C	GAYLORD RD	399	15	454	UNKNOWN	11

City of Crest Hill
2026 Sanitary Sewer Cleaning and Televising
Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
9C2	9C1	THEODORE ST	370	15	455	UNKNOWN	11
9C3	9C2	THEODORE ST	36	15	457	UNKNOWN	11
9C4	9C3	THEODORE ST	396	15	456	UNKNOWN	11
9C5	9C4	THEODORE ST	93	15	459	UNKNOWN	11
9C6	9C5	THEODORE ST	199	15	458	UNKNOWN	11
9D	9C	GAYLORD RD	61	21	453	UNKNOWN	11
9DA	9D	CEDARWOOD DR	63	18	452	UNKNOWN	11
9DA1	9DA	THEODORE ST	324	10	417	UNKNOWN	11
9E1	9DA	CEDARWOOD DR	127	12	451	UNKNOWN	11
9F	9E1	CEDARWOOD DR	399	12	450	UNKNOWN	11
9G	9F	CEDARWOOD DR	83	12	890	UNKNOWN	11
9G1	9G	CEDARWOOD DR	268	8	448	UNKNOWN	11
9H	9G	CEDARWOOD DR	330	12	449	UNKNOWN	11,12
9H1	9H	CEDARWOOD DR	306	8	446	UNKNOWN	12
9I	9H	CEDARWOOD DR	294	12	447	TRUSS	12
9J	9I	CEDARWOOD DR	334	12	862	TRUSS	12
9J1	9J	CEDARWOOD DR	207	8	859	TRUSS	12
9K	9J	CEDARWOOD DR	381	12	861	TRUSS	12
9K1	9K	CEDARWOOD DR	75	8	893	UNKNOWN	12
9KA	9K	CEDARWOOD DR	142	12	892	TRUSS	12

City of Crest Hill

2026 Sanitary Sewer Cleaning and Televising

Pipe Schedule by USMH

USMH	DSMH	Street	Length (FT)	DIA. (IN)	Pipe ID	Material	Page #
9KB	9KA	CEDARWOOD DR	280	8	855	UNKNOWN	12
9L	9KA	CEDARWOOD DR	151	12	435	TRUSS	12
9M	9L	CEDARWOOD DR	221	12	436	TRUSS	12
9M1	9M	CEDARWOOD DR	15	8	433	UNKNOWN	12
9M2	9M1	CEDARWOOD DR	349	8	434	UNKNOWN	12
9M3	9M2	CEDARWOOD DR	399	8	860	UNKNOWN	12
9N	9M	CEDARWOOD DR	231	12	432	TRUSS	12
9N1	9M	CEDARWOOD DR	262	8	431	UNKNOWN	12
9WA	8WB	MANICO DR	418	24	358	PVC	9
G1	8F	GAYLORD RD	113	18	537	UNKNOWN	8
G1.1	G1	GAYLORD RD	120	18	536	PVC	8
G1.2	G1.1	WATERFORD DR	233	10	527	UNKNOWN	8
G2	G1.1	GAYLORD RD	376	18	526	PVC	7,8
G3	G2	GAYLORD RD	347	18	523	PVC	7
G4	G3	GAYLORD RD	152	18	522	UNKNOWN	7
SV103	SV102	S BROADWAY ST	611	18	1844	UNKNOWN	6

Table of Contents

Manhole 22E21 1

Manhole 22E20 4

Manhole 22E21

Easement Along Railroad
Nearest Address: 4052 Ellington Avenue









Manhole 22E20

Easement Along Railroad
Nearest Address: 4052 Ellington Avenue



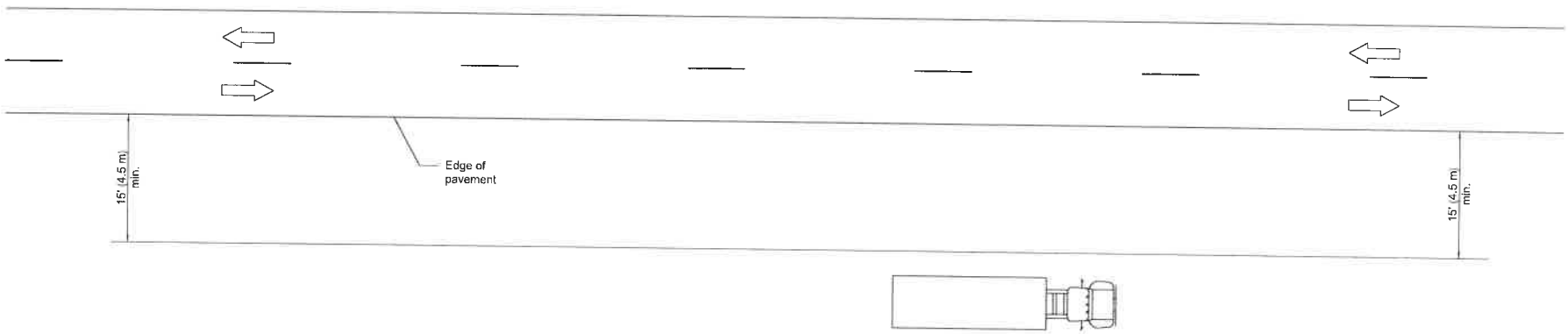


City of Crest Hill
Manhole 22E20 & 22E21 Photo Exhibit
REL 26-R0509





STANDARD DRAWINGS



TYPICAL APPLICATIONS

Landscaping work

Utility work

Fencing contracts and maintenance

Cleaning culverts

GENERAL NOTES

This Standard is used where at all times all vehicles, equipment, workers or their activities are more than 15' (4.5 m) from the edge of pavement.

When the work operation requires that two or more work vehicles cross the 15' (4.5 m) clear zone in any one hour, traffic control shall be according to Standard 701006.

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 1, 2009
ENGINEER OF OPERATIONS

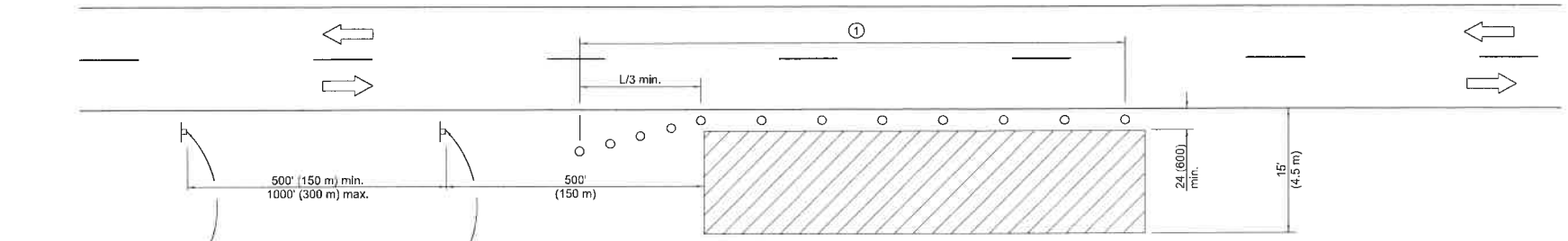
APPROVED January 1, 2009
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-97

DATE	REVISIONS
1-1-09	Switched units to English (metric).
1-1-05	Revised title and notes.

OFF-RD OPERATIONS, 2L, 2W, MORE THAN 15' (4.5 m) AWAY

STANDARD 701001-02



For contract construction projects



W20-I103(0)-48



W21-1(0)-48

For maintenance and utility projects



W20-1(0)-48

TYPICAL APPLICATIONS

Utility operations
Culvert extensions
Side slope changes
Guardrail installation and maintenance
Delineator installation
Landscaping operations
Shoulder repair
Sign installation and maintenance

SYMBOLS

Work area

Sign

Cone, drum or barricade

① When the work operation exceeds one hour, cones, drums or barricades shall be placed at 25' (8 m) centers for L/3 distance, and at 50' (15 m) centers through the remainder of the work area.

GENERAL NOTES

This Standard is used where any vehicles, equipment, workers or their activities will encroach in the area 15' (4.5 m) to 24 (600) from the edge of pavement.

Calculate L as follows:

SPEED LIMIT	FORMULAS English	(Metric)
40 mph (70 km/h) or less:	$L=\frac{WS^2}{60}$	$L=\frac{WS^2}{150}$
45 mph (80 km/h) or greater:	L=(W)(S)	L=0.65(W)(S)

W = Width of offset in feet (meters).

S = Normal posted speed mph (km/h).

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 1 2014
ENGINEER OF SAFETY ENGINEERING

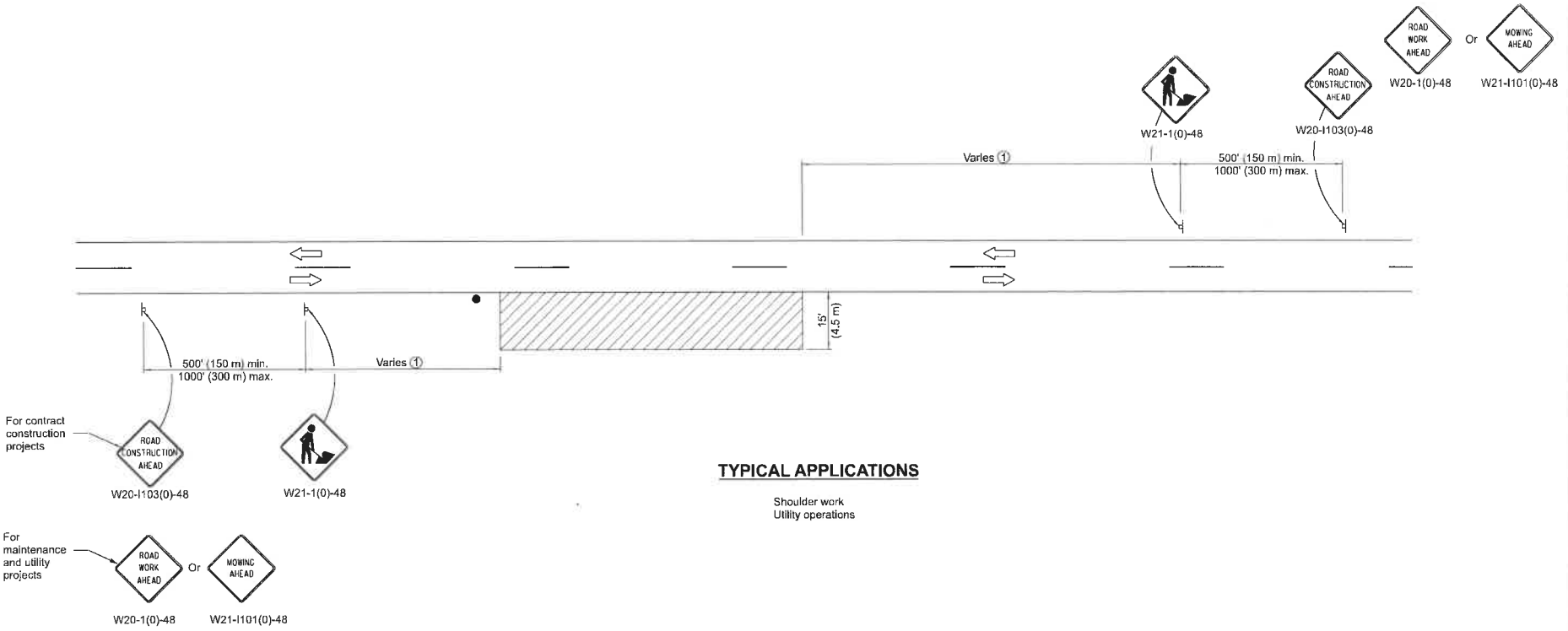
APPROVED January 1 2014
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-97

DATE	REVISIONS
1-1-14	Revised workers sign number to agree with current MUTCD.
1-1-13	Omitted text 'WORKERS' sign.

OFF-RD OPERATIONS, 2L, 2W, 15' (4.5 m) TO 24" (600 mm) FROM PAVEMENT EDGE

STANDARD 701006-05



TYPICAL APPLICATIONS

Shoulder work
Utility operations

GENERAL NOTES

This Standard is used where at any time, any vehicle, equipment, workers or their activities require an intermittent or continuous moving operation on the shoulder, where the average speed is 1 mph (2 km/h) or less.

When the work operation does not exceed 60 minutes, traffic control may be according to Standard 701301.

All dimensions are in inches (millimeters) unless otherwise shown.

(1) Minimum distance is 200' (60 m). Maximum distance to be determined by the Engineer but should not exceed ½ the length required for one normal working day's operation, or 4 miles (6.4 km) whichever is less.

SYMBOLS

- Work area
- Sign
- Flagger with traffic control sign when required

Illinois Department of Transportation

APPROVED January 1 2014
ENGINEER OF SAFETY ENGINEERING

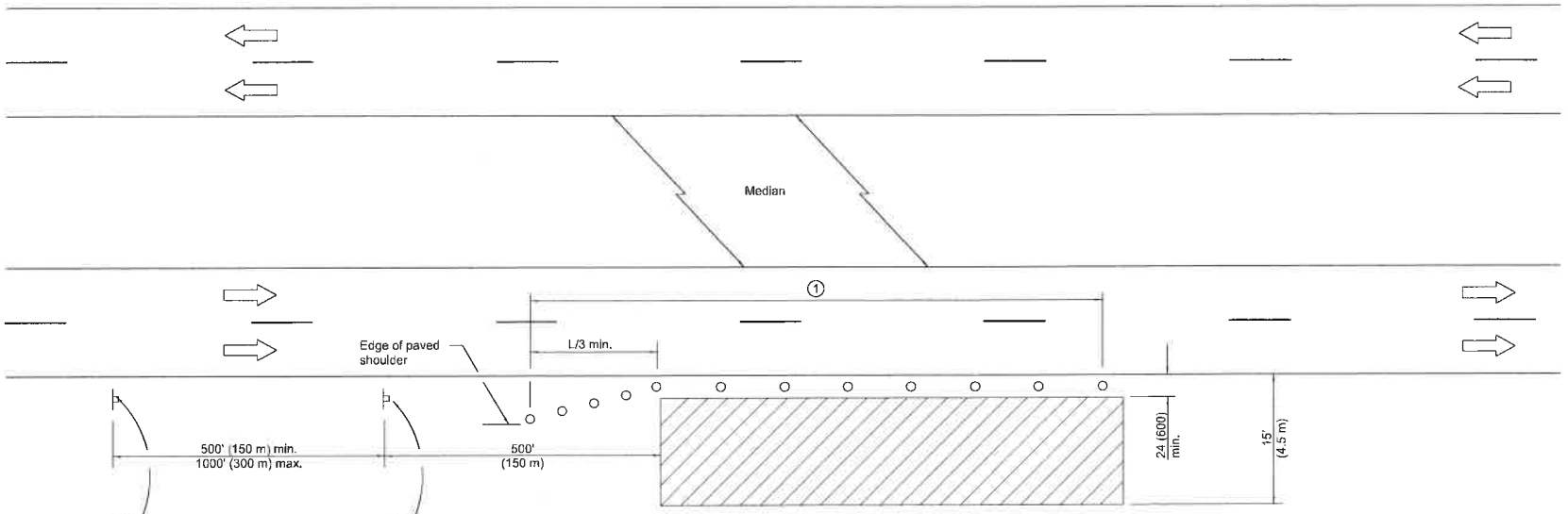
APPROVED January 1 2014
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-97

DATE	REVISIONS
1-1-14	Revised workers sign number to agree with current MUTCD.
1-1-13	Omitted text 'WORKERS' sign.

OFF-RD MOVING OPERATIONS 2L, 2W, DAY ONLY

STANDARD 701011-04



TYPICAL APPLICATIONS

Utility operations
Culvert extensions
Side slope changes
Guardrail installation and maintenance
Delineator installation
Landscaping operations
Shoulder repair
Sign installation and maintenance

① When the work operation exceeds one hour, cones, drums or barricades shall be placed at 25' (8 m) centers for L/3 distance, and at 50' (15 m) centers through the remainder of the work area.

SYMBOLS

Work area
Sign
Cone, drum or barricade

GENERAL NOTES

This Standard is used where any vehicles, equipment, workers or their activities will encroach in the area 15' (4.5 m) to 24 (600) from the edge of pavement.

Calculate L as follows:

SPEED LIMIT	FORMULAS English	(Metric)
40 mph (70 km/h) or less:	$L=\frac{WS^2}{60}$	$L=\frac{WS^2}{150}$
45 mph (80 km/h) or greater:	L=(W)(S)	L=0.65(W)(S)

W = Width of offset in feet (meters).

S = Normal posted speed mph (km/h).

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 1 2016
ENGINEER OF SAFETY ENGINEERING

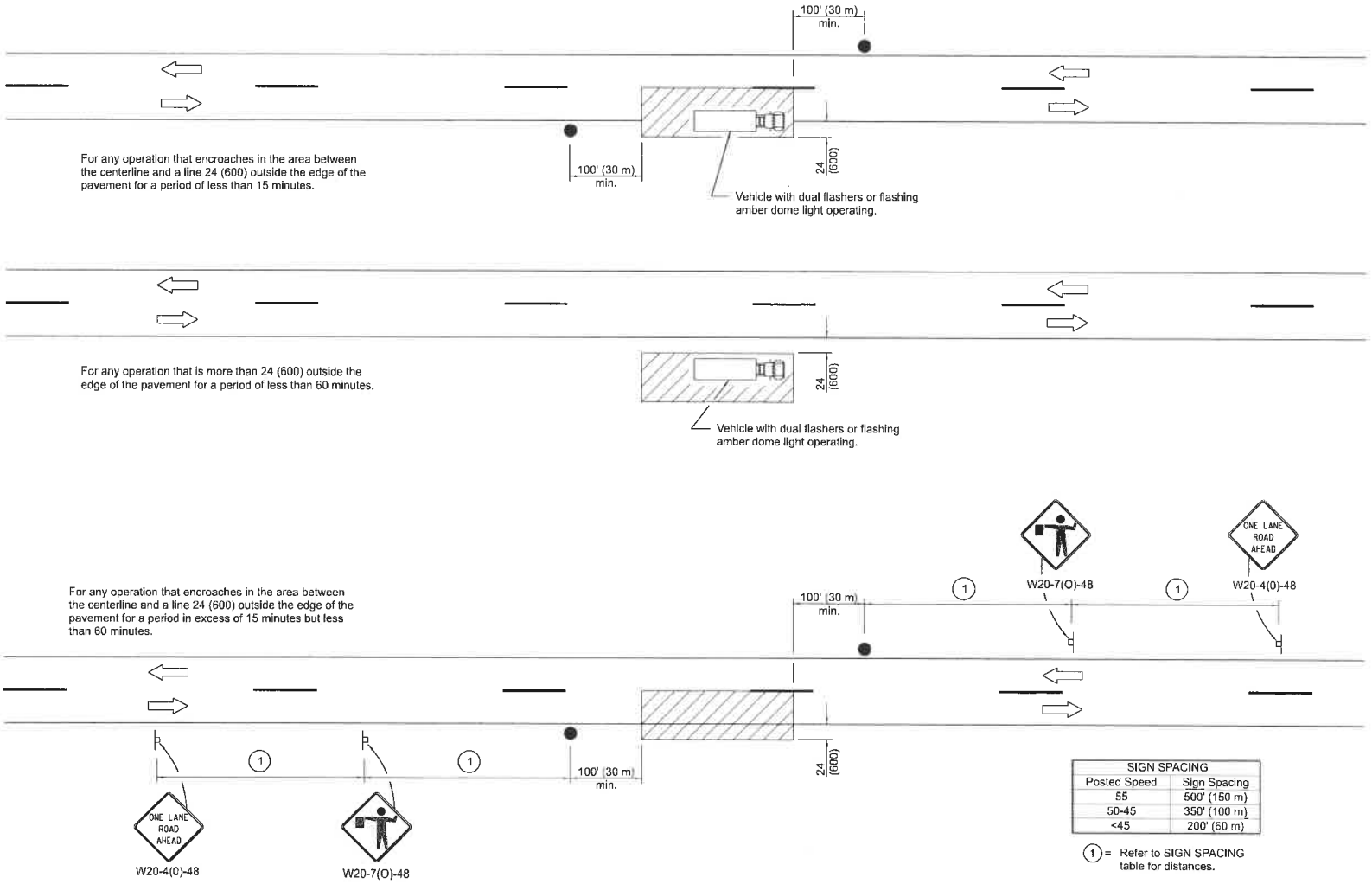
APPROVED January 1 2016
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-97

DATE	REVISIONS
4-1-16	Corrected typo in title.
1-1-14	Revised workers sign number to
	agree with current MUTCD.

OFF-RD OPERATIONS, MULTILANE, 15' (4.5 m) TO 24" (600 mm) FROM PAVEMENT EDGE

STANDARD 701101-05



SIGN SPACING	
Posted Speed	Sign Spacing
55	500' (150 m)
50-45	350' (100 m)
<45	200' (60 m)

(1) = Refer to SIGN SPACING table for distances.

TYPICAL APPLICATIONS

Marking patches
Field survey
String line
Utility operations
Cleaning up debris on pavement

SYMBOLS

Work area
Sign on portable or permanent support
Flagger with traffic control sign

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 1, 2011
ENGINEER OF SAFETY ENGINEERING

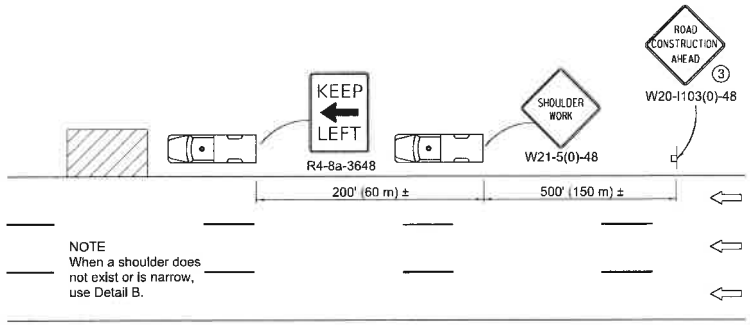
APPROVED January 1, 2011
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-87

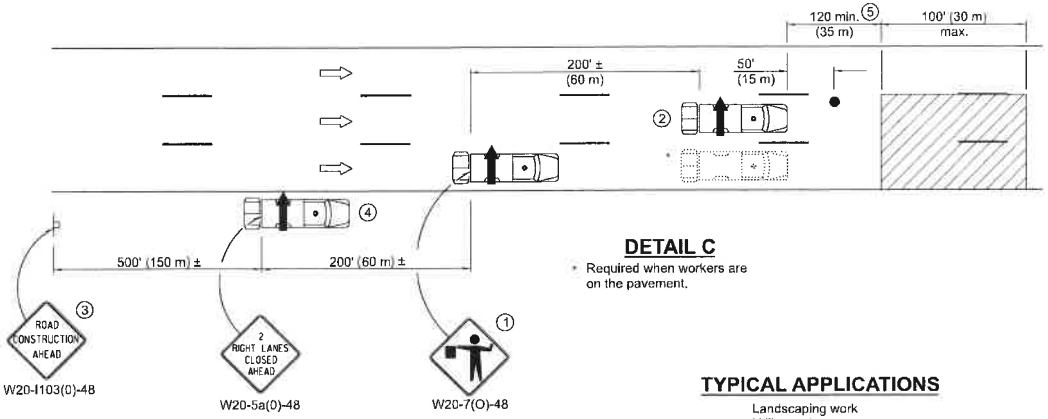
DATE	REVISIONS
1-1-11	Revised flagger sign.
1-1-09	Switched units to English (metric).

LANE CLOSURE, 2L, 2W, SHORT TIME OPERATIONS

STANDARD 701301-04

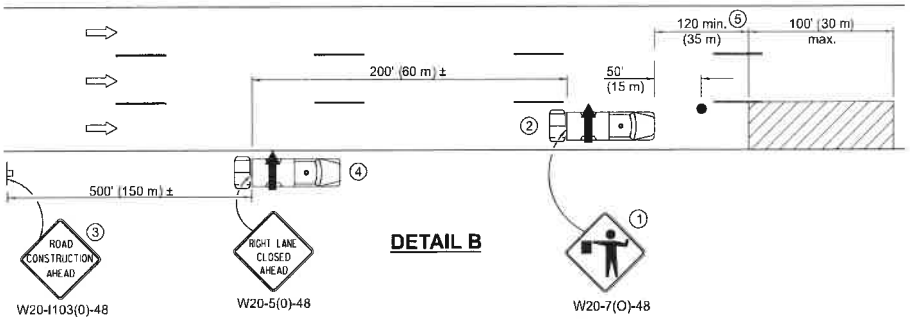


DETAIL A



DETAIL C

* Required when workers are on the pavement.



DETAIL B

TYPICAL APPLICATIONS

Landscaping work
Utility work
Pavement marking
Weed spraying
Roadometer measurements
Debris cleanup
Crack pouring

① Flaggers are required when workers are on the pavement.

② For striping operations only. See sign arrow detail on this standard.

③ For stationary operations which are on the roadway or shoulder, greater than 15 minutes and up to 1 hour.

④ Omit truck, attenuator and arrow board when no shoulder exists due to curb and gutter.

⑤ The distance between the work and the lead truck may vary according to terrain or paint/crack sealing time.



G20-I101-2430
(appropriate arrow)
② (when striping only)

GENERAL NOTES

This Standard is used where any vehicle, equipment, workers or their activities will require: 1) stationary operations up to 1 hour, or 2) a continuous or intermittent moving operation where the average speed of movement is greater than 1 mph (2 km/h).

This Standard is also applicable when work is being performed in the left lane(s) or on the median shoulder. Under these conditions, KEEP RIGHT signs shall be substituted for KEEP LEFT signs and arrow board indications shall be directed to the right.

All dimensions are in inches (millimeter) unless otherwise shown.

SYMBOLS

Arrow board

Work area

Truck with flashing amber light

Truck/Trailer mounted attenuator

Flagger with traffic control sign

Sign

Illinois Department of Transportation

APPROVED January 1, 2017
ENGINEER OF SAFETY PROG. AND ENGINEERING

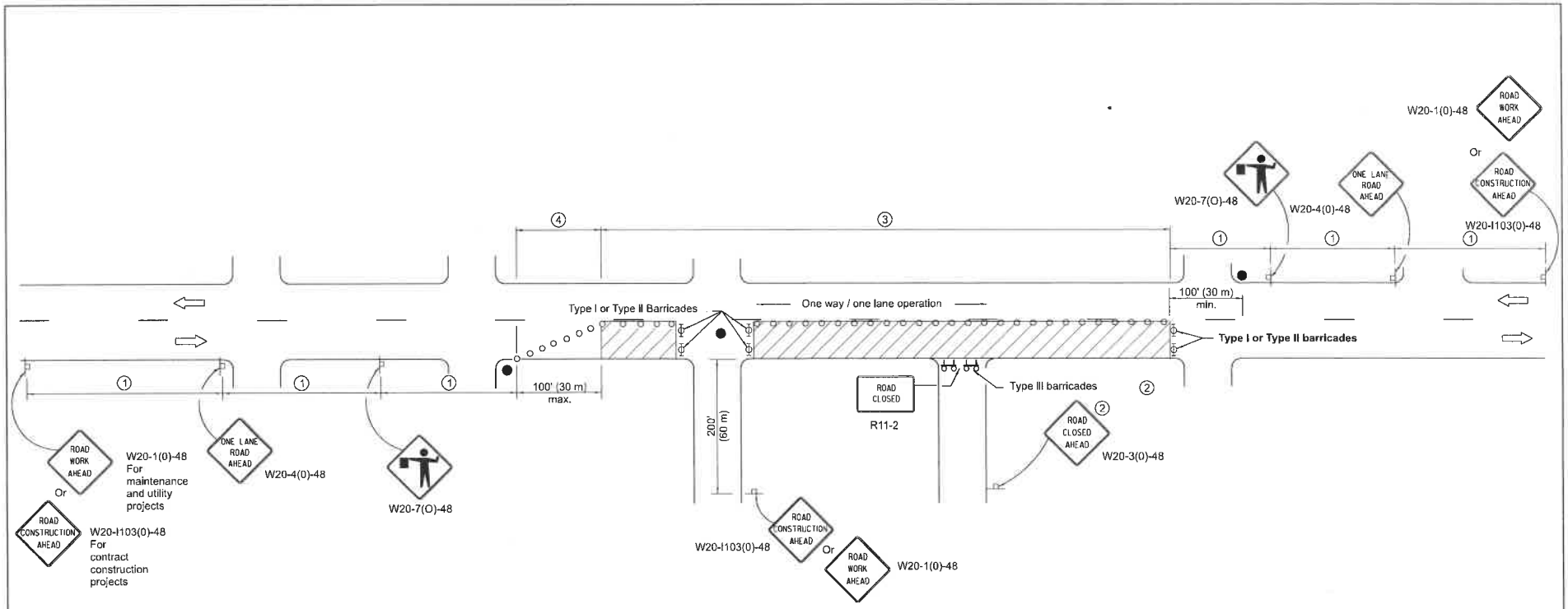
APPROVED January 1 2017
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-11

DATE	REVISIONS
1-1-17	Revised 'NOTE' on DETAIL A to use DETAIL B in lieu of DETAIL C.
4-1-16	Revised general notes. Added note ⑤ Revised distance between work and lead truck.

LANE CLOSURE, MULTILANE, INTERMITTENT OR MOVING OPER., FOR SPEEDS ≤ 40 MPH

STANDARD 701427-05



SIGN SPACING	
Posted Speed	Sign Spacing
55	500' (150 m)
50-45	350' (100 m)
<45	200' (60 m)

SYMBOLS

- Work area
- Cone, drum or barricade (not required for moving operations)
- Sign on portable or permanent support
- Flagger with traffic control sign
- Barricade or drum with flashing light
- Type III barricade with flashing lights

(1) Refer to SIGN SPACING TABLE for distances.

(2) For approved sideroad closures.

(3) Cones at 25' (8 m) centers for 250' (75 m). Additional cones may be placed at 50' (15 m) centers. When drums or Type I or Type II barricades are used, the interval between devices may be doubled.

(4) Cones, drums or barricades at 20' (6 m) centers.

GENERAL NOTES

This Standard is used where at any time, day or night, any vehicle, equipment, workers or their activities encroach on the pavement requiring the closure of one traffic lane in an urban area.

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 1, 2011
ENGINEER OF SAFETY ENGINEERING

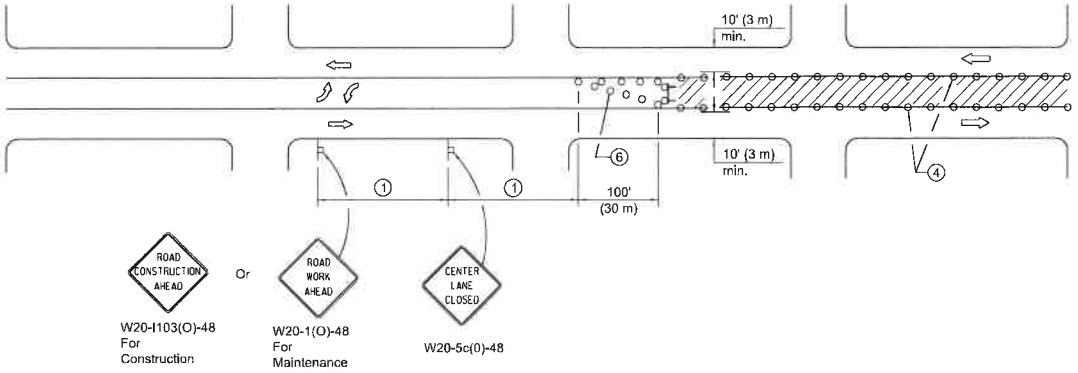
APPROVED January 1 2011
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-97

DATE	REVISIONS
1-1-11	Revised flagger sign.
1-1-09	Switched units to English (metric).
	Corrected sign No.'s.

URBAN LANE CLOSURE, 2L, 2W, UNDIVIDED

STANDARD 701501-06



CASE I

(Signs required for both directions)

SIGN SPACING	
Posted Speed	Sign Spacing
55	500' (150 m)
50-45	350' (100 m)
<45	200' (60 m)

SYMBOLS

- Work area
- Barricade or drum with flashing light
- Flagger with traffic control sign
- Cone, drum or barricade
- Sign on portable or permanent support
- Type III barricade with flashing lights

1. Refer to SIGN SPACING TABLE for distances.
2. Required for speeds > 40 mph (70 km/h).
3. Required if work exceeds 500' (164 m) or 1 block.
4. Cones at 25' (8 m) centers for 250' (75 m) on approach. Additional cones may be placed at 50' (15 m) centers. When drums or type I or II barricades are used, the interval between devices may be doubled.
5. For approved sideroad closures.
6. Cones, drums or barricades at 20' (6 m) centers in taper.
7. Use flagger sign only when flagger is present.

GENERAL NOTES

This Standard is used to close one lane of an urban, two lane, two way roadway with a bidirectional turn lane.

Case I applies when no workers are present. When workers are present, two lanes shall be closed and traffic control shall be according to Standard 701501.

Calculate L as follows:

SPEED LIMIT	FORMULAS	
	English	(Metric)
40 mph (70 km/h) or less:	$L=\frac{WS^2}{60}$	$L=\frac{WS^2}{150}$
45 mph (80 km/h) or greater:	L=(W)(S)	L=0.65(W)(S)

W = Width of offset in feet (meters).

S = Normal posted speed mph (km/h).

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 1, 2019
ENGINEER OF SAFETY PROG. AND ENGINEERING

APPROVED January 1, 2019
ENGINEER OF DESIGN AND ENVIRONMENT

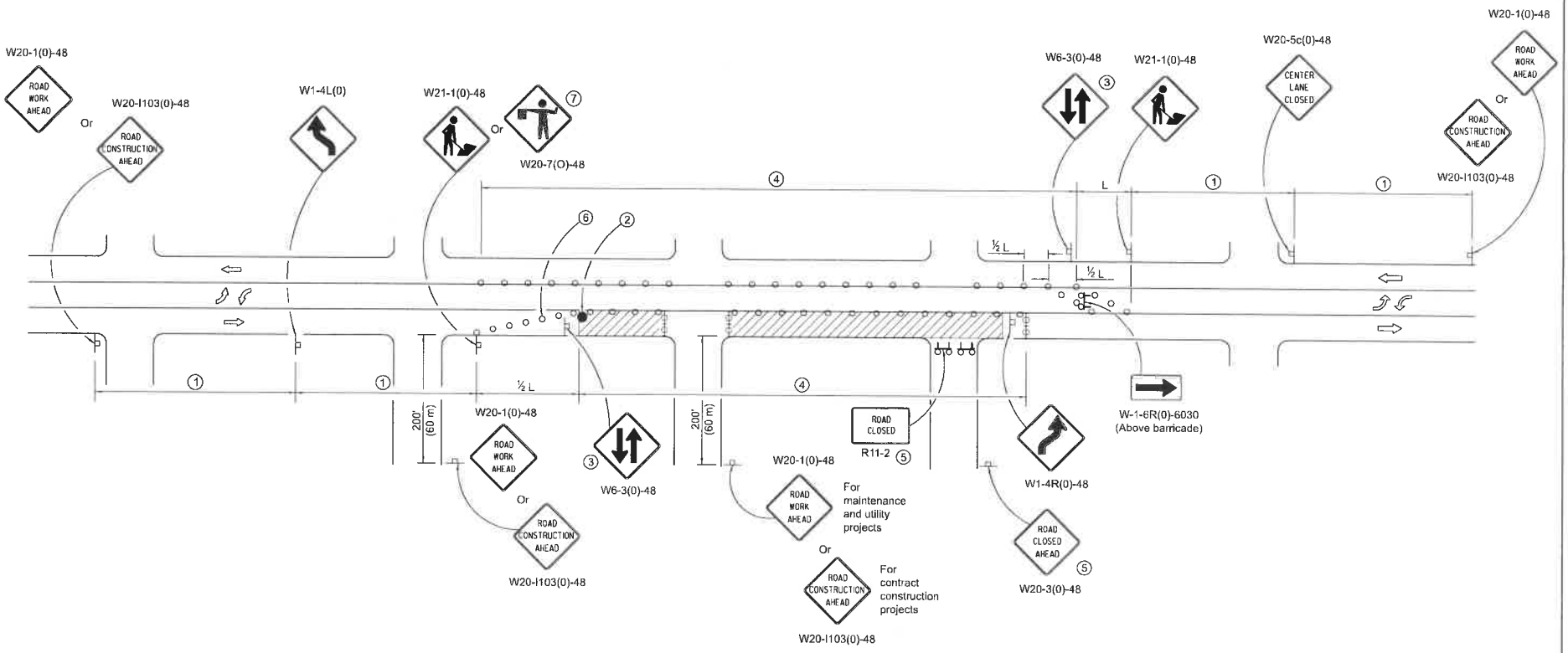
ISSUED 1-1-01

DATE	REVISIONS
1-1-19	Revised to allow cones at night.
1-1-18	Corrected sign number for TWO WAY
	TRAFFIC sign for CASE II.

URBAN LANE CLOSURE, 2L, 2W, WITH BIDIRECTIONAL LEFT TURN LANE

(Sheet 1 of 2)

STANDARD 701502-09



CASE II

Illinois Department of Transportation

APPROVED January 1, 2019
ENGINEER OF SAFETY PROG. AND ENGINEERING

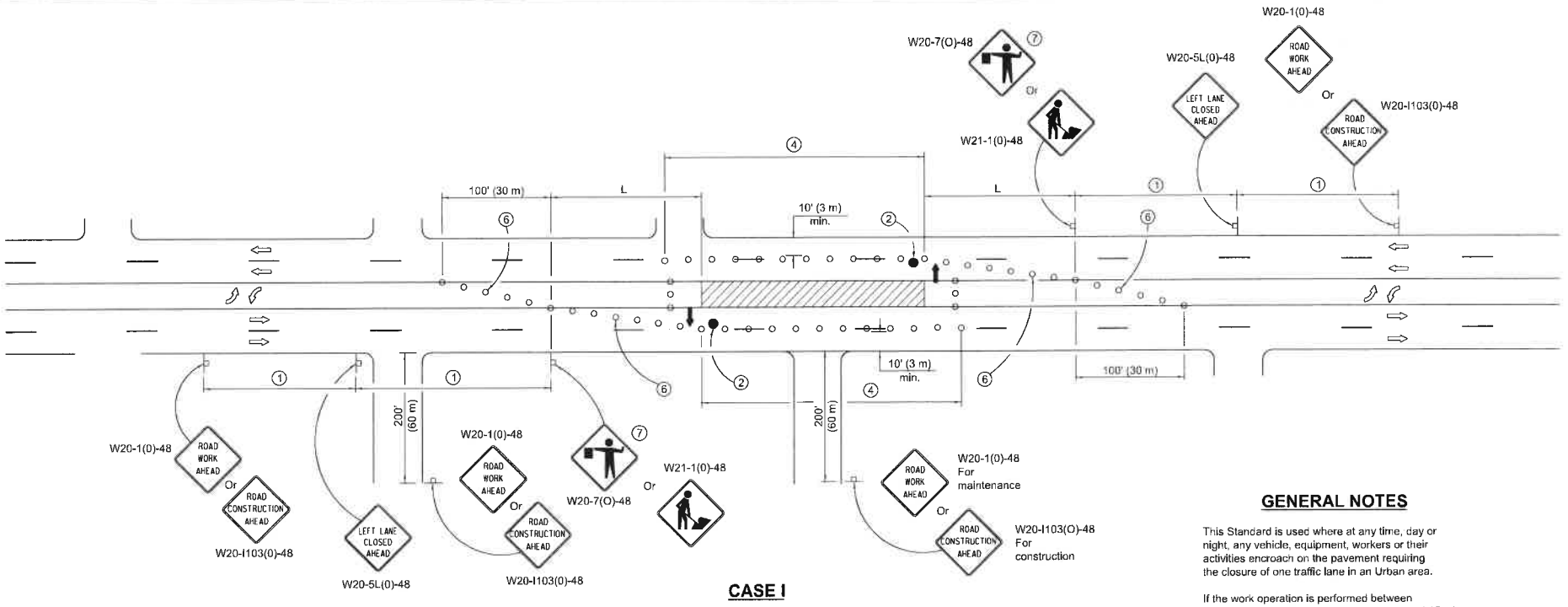
APPROVED January 1 2019
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-01

URBAN LANE CLOSURE, 2L, 2W, WITH BIDIRECTIONAL LEFT TURN LANE

(Sheet 2 of 2)

STANDARD 701502-09



CASE I

SIGN SPACING	
Posted Speed	Sign Spacing
55	500' (150 m)
50-45	350' (100 m)
<45	200' (60 m)

SYMBOLS

- Arrow board
- Work area
- Barricade or drum with steady burning mondirectional light
- Flagger with traffic control sign
- Cone, drum or barricade
- Sign on portable or permanent support
- Type III barricade with flashing lights

1. Refer to SIGN SPACING TABLE for distances.
2. Required for speeds > 40 mph (70 km/h).
3. Required if work exceeds 500' (164 m) or 1 block, repeat every 1 mile (1.6 km).
4. Cones at 25' (8 m) centers for 250' (75 m) on approach. Additional cones may be placed at 50' (15 m) centers. When drums or type I or II barricades are used, the interval between devices may be doubled.
5. For approved sideroad closures.
6. Cones, drums or barricades at 20' (6 m) centers in taper.
7. Use flagger sign only when flagger is present.

GENERAL NOTES

This Standard is used where at any time, day or night, any vehicle, equipment, workers or their activities encroach on the pavement requiring the closure of one traffic lane in an Urban area.

If the work operation is performed between 9:00 a.m. and 3:00 p.m. and does not exceed 15 min. Traffic protection shall be as shown for Standard 701426.

Calculate L as follows:

SPEED LIMIT	FORMULAS English	FORMULAS (Metric)
40 mph (70 km/h) or less:	$L=\frac{WS^2}{60}$	$L=\frac{WS^2}{150}$
45 mph (80 km/h) or greater:	L=(W)(S)	L=0.65(W)(S)

W = Width of offset in feet (meters).

S = Normal posted speed mph (km/h).

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 1, 2019
ENGINEER OF SAFETY PROG. AND ENGINEERING

APPROVED January 1, 2019
ENGINEER OF DESIGN AND ENVIRONMENT

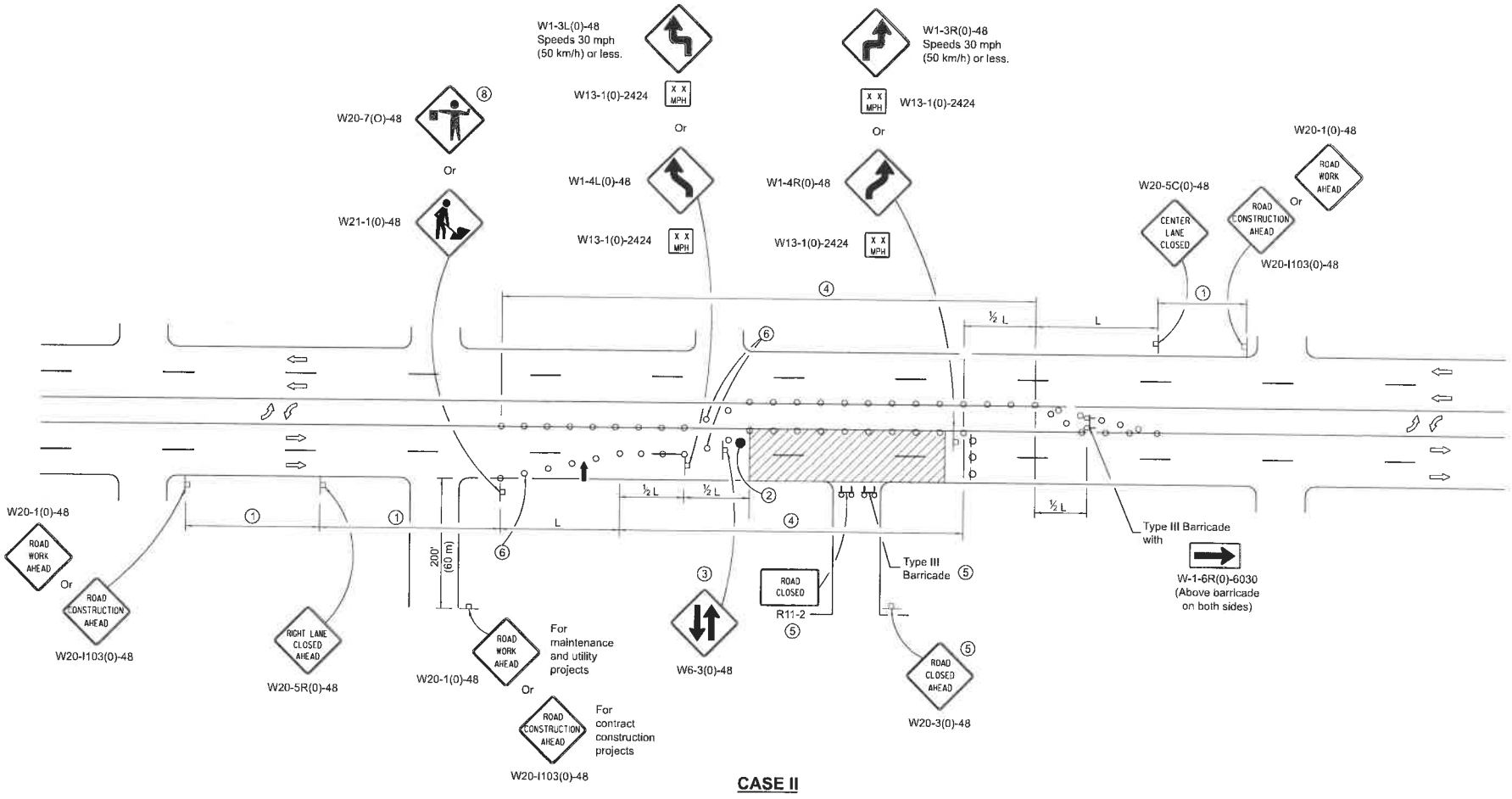
ISSUED 1-1-13

DATE	REVISIONS
1-1-19	Revised to allow cones at night.
1-1-18	Moved arrow boards into closed
	lanes for CASE I.

URBAN LANE CLOSURE, MULTILANE, 2W WITH BIDIRECTIONAL LEFT TURN LANE

(Sheet 1 of 4)

STANDARD 701602-10



CASE II

Illinois Department of Transportation

APPROVED January 1, 2019
ENGINEER OF SAFETY PROG. AND ENGINEERING

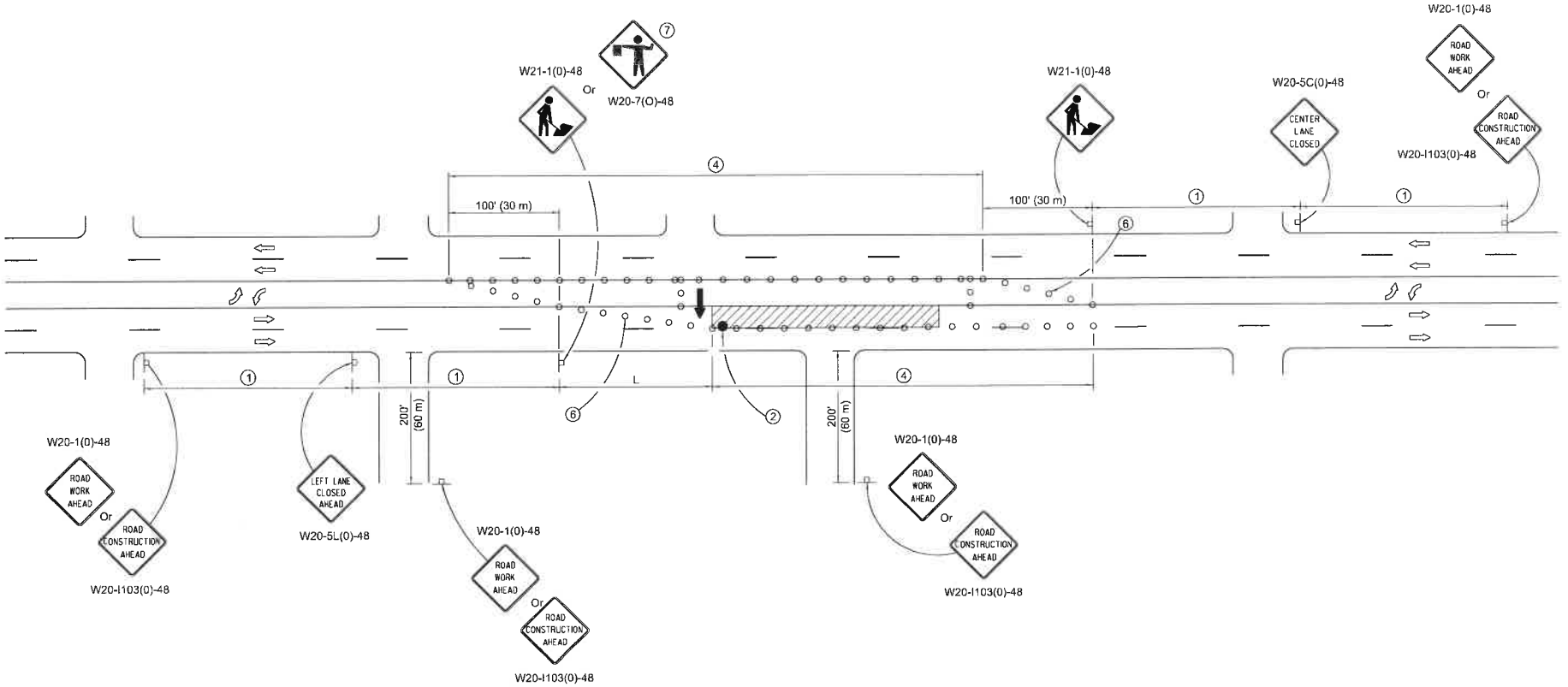
APPROVED January 1 2019
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-13

URBAN LANE CLOSURE, MULTILANE, 2W WITH BIDIRECTIONAL LEFT TURN LANE

(Sheet 2 of 4)

STANDARD 701602-10



CASE III

Illinois Department of Transportation

APPROVED January 1, 2019
ENGINEER OF SAFETY PROG. AND ENGINEERING

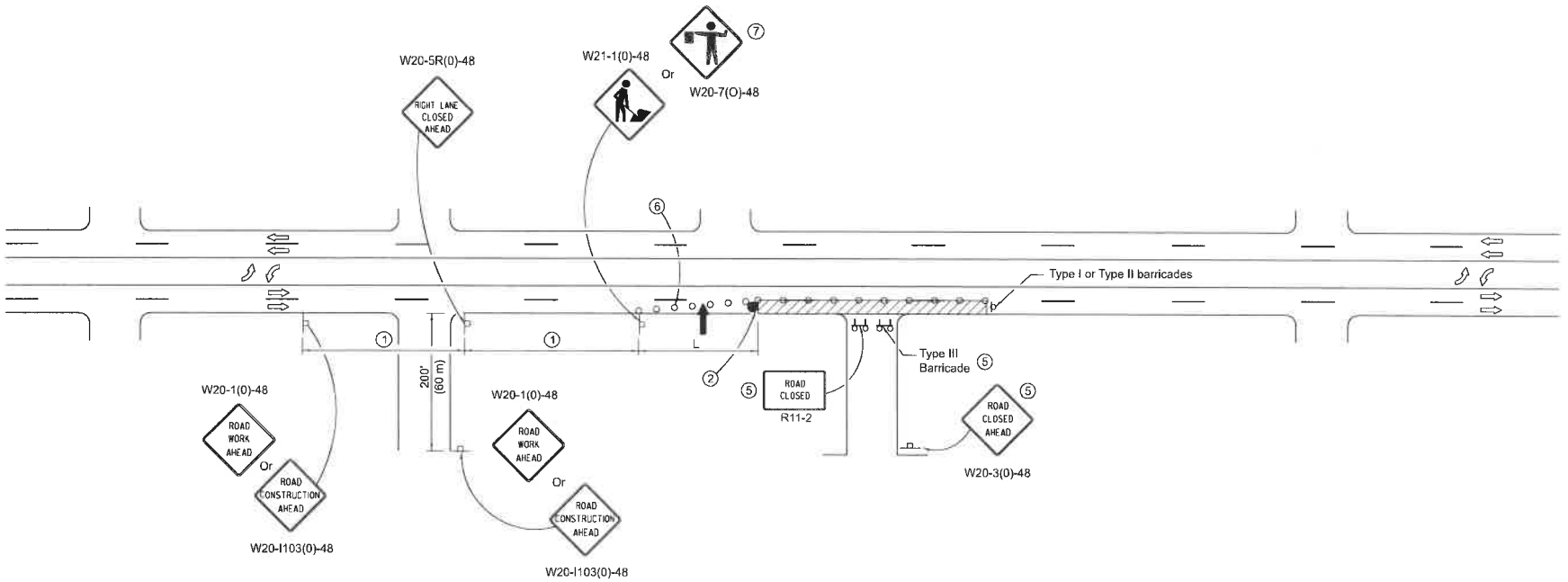
APPROVED January 1, 2019
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-13

URBAN LANE CLOSURE, MULTILANE, 2W WITH BIDIRECTIONAL LEFT TURN LANE

(Sheet 3 of 4)

STANDARD 701602-10



CASE IV

Illinois Department of Transportation

APPROVED January 1, 2019
ENGINEER OF SAFETY PROG. AND ENGINEERING

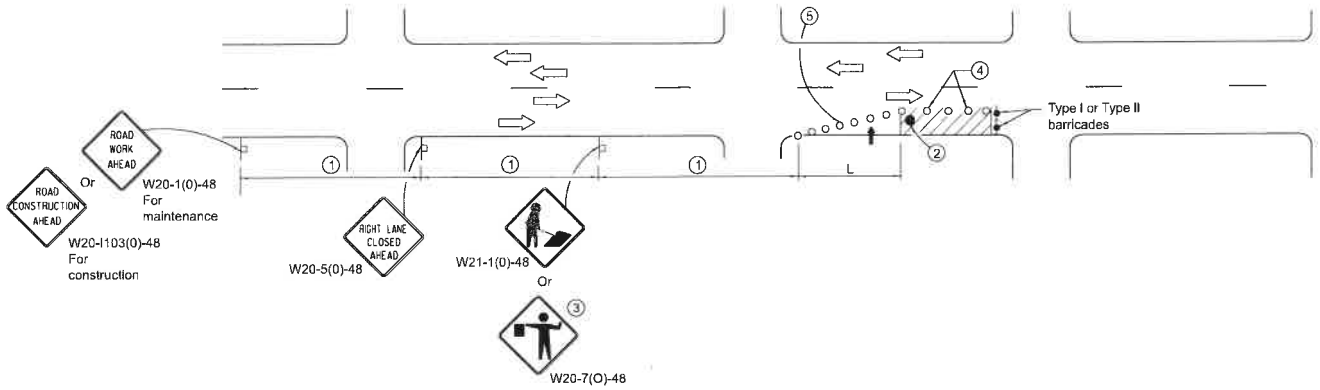
APPROVED January 1, 2019
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-13

URBAN LANE CLOSURE, MULTILANE, 2W WITH BIDIRECTIONAL LEFT TURN LANE

(Sheet 4 of 4)

STANDARD 701602-10



SIGN SPACING	
Posted Speed	Sign Spacing
55	500' (150 m)
50-45	350' (100 m)
<45	200' (60 m)

SYMBOLS

- Arrow board
- Cone, drum or barricade
- Sign on portable or permanent support
- Work area
- Barricade or drum with flashing light
- Flagger with traffic control sign.

(1) Refer to SIGN SPACING TABLE for distances.

(2) Required for speeds > 40 mph.

(3) Use flagger sign only when flagger is present.

(4) Cones at 25' (8 m) centers for 250' (75 m). Additional cones may be placed at 50' (15 m) centers. When drums or Type I or Type II barricades are used, the interval between devices may be doubled.

(5) Cones, drums or barricades at 20' (6 m) centers in taper.

GENERAL NOTES

This Standard is used where at any time, day or night, any vehicle, equipment, workers or their activities encroach on the pavement requiring the closure of one traffic lane in an Urban area.

Calculate L as follows:

SPEED LIMIT

FORMULAS

	English	(Metric)
40 mph (70 km/h) or less:	$L=\frac{WS^2}{60}$	$L=\frac{WS^2}{150}$
45 mph (80 km/h) or greater:	L=(W)(S)	L=0.65(W)(S)

W = Width of offset in feet (meters).

S = Normal posted speed mph (km/h).

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 1 2015
ENGINEER OF SAFETY ENGINEERING

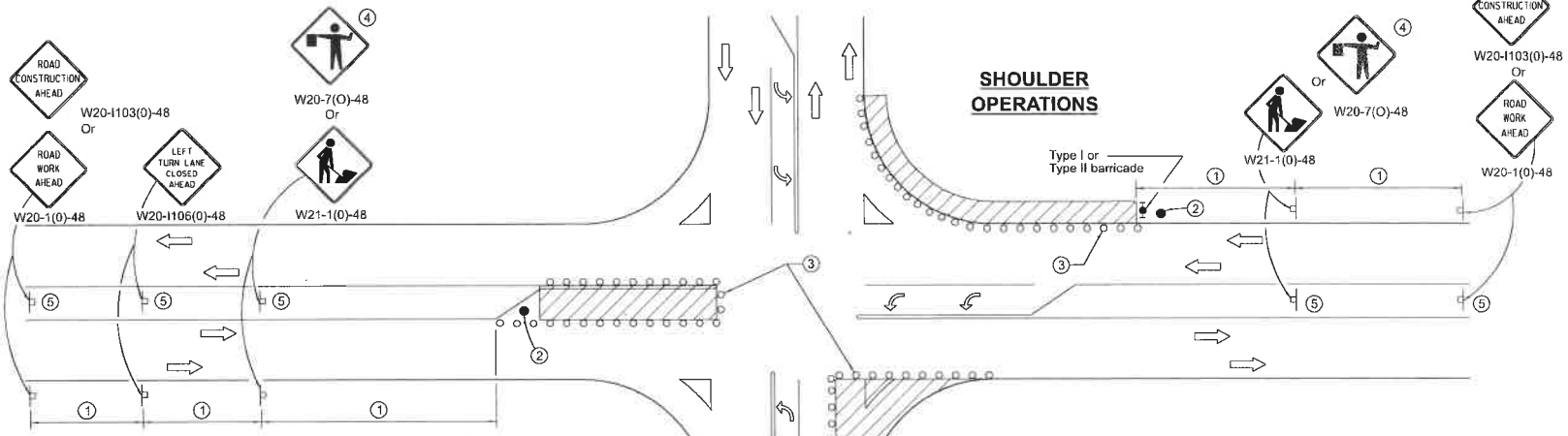
APPROVED January 1 2015
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-97

DATE	REVISIONS
1-1-15	Renamed standard. Moved case on
	Sheet 2 to new Highway Standard.
1-1-14	Revised workers sign number to
	agree with current MUTCD.

URBAN SINGLE LANE CLOSURE, MULTILANE, 2W WITH MOUNTABLE MEDIAN

STANDARD 701606-10



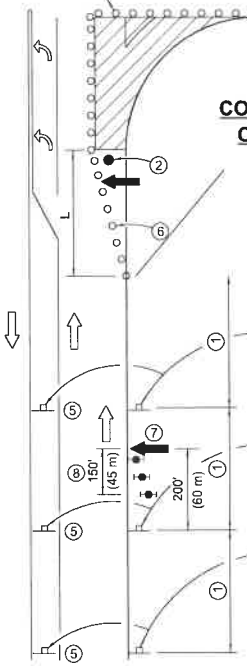
LEFT TURN LANE OR CENTER MEDIAN OPERATIONS

1. Refer to SIGN SPACING TABLE for distance.
2. Required for speed > 40 mph.
3. Cones at 25' (8 m) centers for 250' (75 m). Additional cones may be placed at 50' (15 m) centers. When drums or Type I or Type II barricades are used, the interval between devices may be doubled.
4. Use flagger sign only when flagger is present.
5. Omit this sign when median is less than 10' (3 m) or for bi-directional turn lanes.
6. Cones, drums or barricades at 20' (6 m) centers in taper.
7. Advanced arrow board required for speeds > 45 mph.
8. Three Type II barricades, drums or vertical barricades at 50' (15 m) centers.

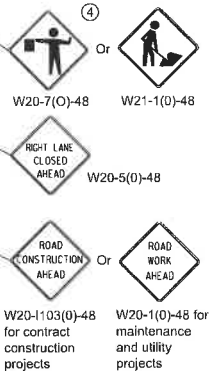
SIGN SPACING	
Posted Speed	Sign Spacing
55	500' (150 m)
50-45	350' (100 m)
<45	200' (60 m)

SYMBOLS

- Work area
- Cone, drum or barricade
- Sign on portable or permanent support
- Arrow board
- Barricade or drum with flashing light
- Flagger with traffic control sign



CORNER ISLAND OPERATIONS



GENERAL NOTES

This Standard is used where at any time, day or night, any vehicle, equipment, workers or their activities encroach on the pavement during shoulder operations or where construction requires lane closures in an urban area.

Calculate L as follows:

SPEED LIMIT	FORMULAS English	(Metric)
40 mph (70 km/h) or less:	$L = \frac{WS^2}{60}$	$L = \frac{WS^2}{150}$
45 mph (80 km/h) or greater:	L=(W)(S)	L=0.65(W)(S)

W = Width of offset in feet (meters).

S = Normal posted speed mph (km/h).

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED April 1, 2016
ENGINEER OF SAFETY ENGINEERING

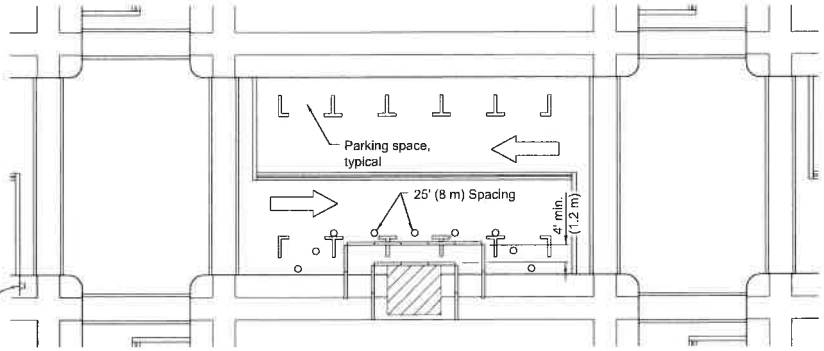
APPROVED April 1, 2016
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-07

DATE	REVISIONS
4-1-16	Corrected sign number for LEFT
	TURN LANE CLOSED AHEAD.
1-1-14	Added devices at arrow board
	upstream from taper. Revised
	workers sign number.

URBAN LANE CLOSURE, MULTILANE INTERSECTION

STANDARD 701701-10



① ROAD CONSTRUCTION AHEAD — W20-I103(0)-48 for contract construction projects

Or

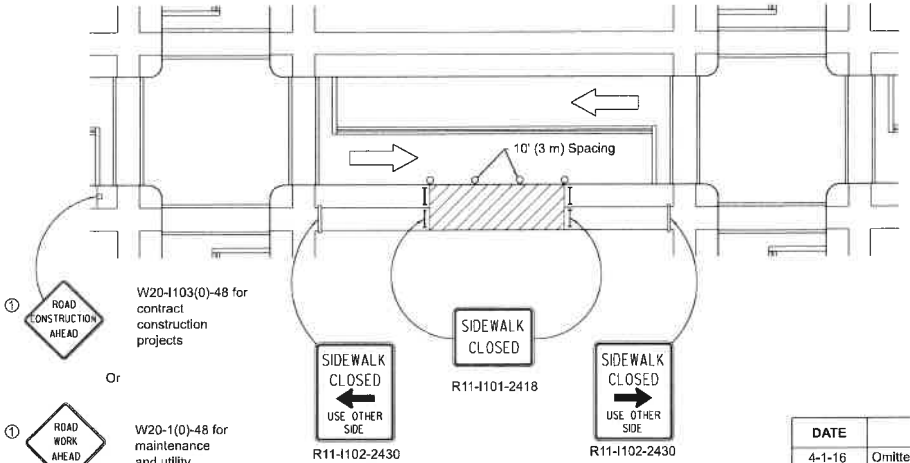
① ROAD WORK AHEAD — W20-1(0)-48 for maintenance and utility projects

SIDEWALK DIVERSION

① Omit whenever duplicated by road work traffic control.

SYMBOLS

- Work area
- Sign on portable or permanent support
- Barricade or drum
- Cone, drum or barricade
- Type III barricade
- Detectable pedestrian channelizing barricade



① ROAD CONSTRUCTION AHEAD — W20-I103(0)-48 for contract construction projects

Or

① ROAD WORK AHEAD — W20-1(0)-48 for maintenance and utility projects

SIDEWALK CLOSURE

GENERAL NOTES

This Standard is used where, at any time, pedestrian traffic must be rerouted due to work being performed.

This Standard must be used in conjunction with other Traffic Control & Protection Standards when roadway traffic is affected.

Temporary facilities shall be detectable and accessible.

The temporary pedestrian facilities shall be provided on the same side of the closed facilities whenever possible.

The SIDEWALK CLOSED / USE OTHER SIDE sign shall be placed at the nearest crosswalk or intersection to each end of the closure. Where the closure occurs at a corner, the signs shall be erected on the corners across the street from the closure. The SIDEWALK CLOSED signs shall be used at the ends of the actual closures.

Type III barricades and R11-2-4830 signs shall be positioned as shown in "ROAD CLOSED TO ALL TRAFFIC" detail on Standard 701901.

All dimensions are in inches (millimeters) unless otherwise shown.

Illinois Department of Transportation

APPROVED January 2016
ENGINEER OF SAFETY ENGINEERING
APPROVED January 1 2016
ENGINEER OF DESIGN AND ENVIRONMENT

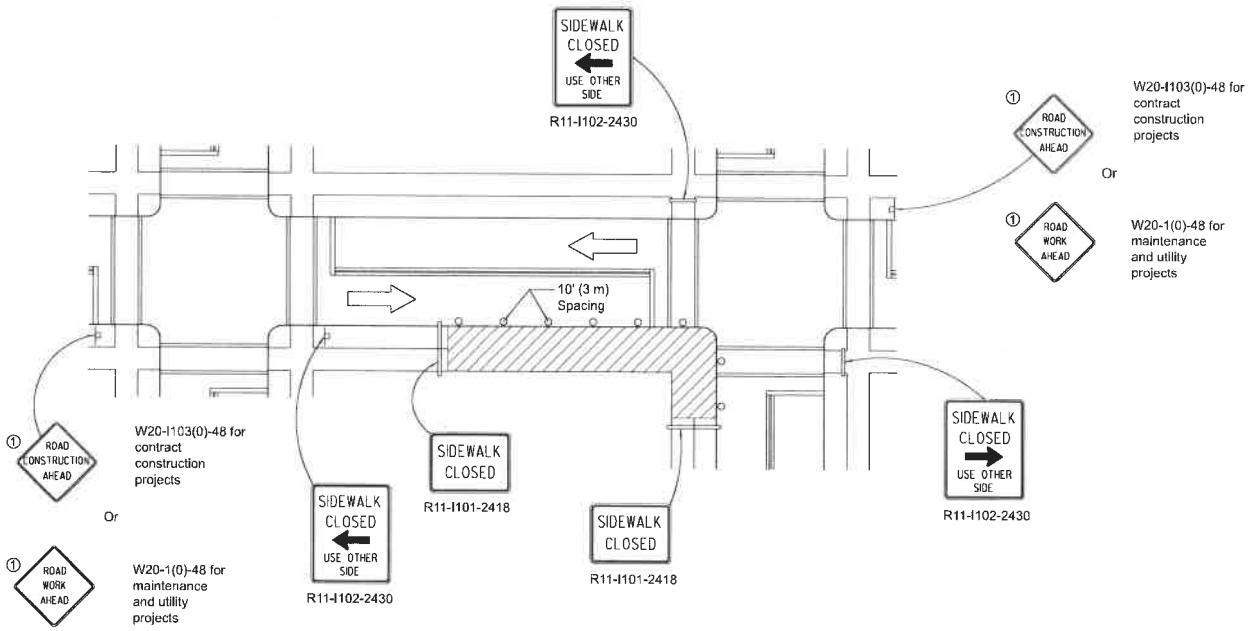
ISSUED 1-1-97

DATE	REVISIONS
4-1-16	Omitted orange safety fence from
	standard as this is covered in
	the standard spec.
1-1-12	Added SIDEWALK DIVERSION.
	Modified appearance of plan views.
	Renamed Standard.

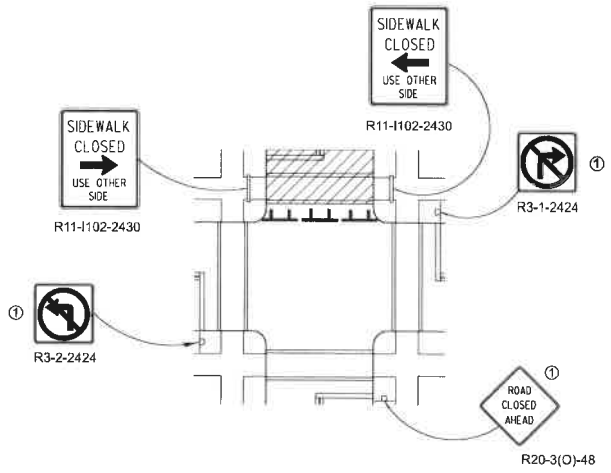
SIDEWALK, CORNER OR CROSSWALK CLOSURE

(Sheet 1 of 2)

STANDARD 701801-06



CORNER CLOSURE



CROSSWALK CLOSURE

Illinois Department of Transportation

APPROVED January 2016
ENGINEER OF SAFETY ENGINEERING

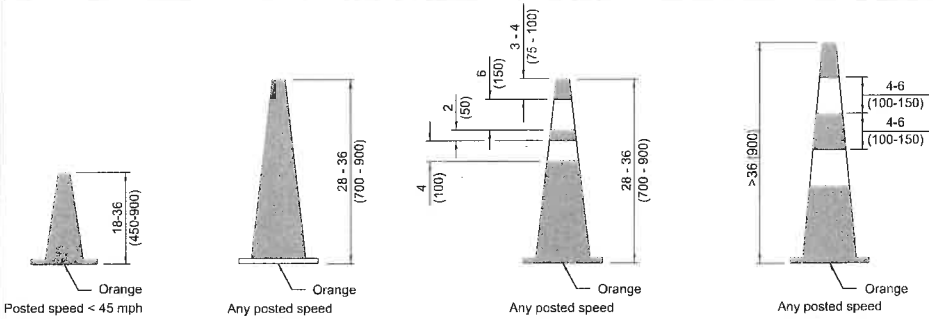
APPROVED January 1, 2016
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-97

SIDEWALK, CORNER OR CROSSWALK CLOSURE

(Sheet 2 of 2)

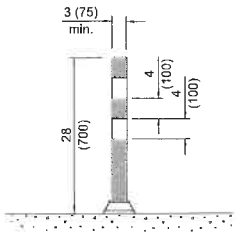
STANDARD 701801-06



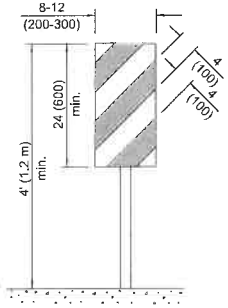
DAYTIME USE

CONES

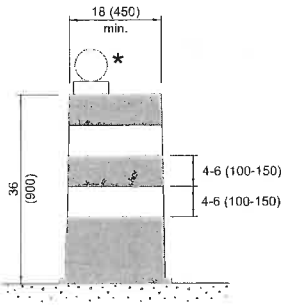
DAY OR NIGHTTIME USE



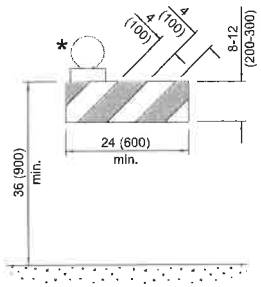
TUBULAR MARKER



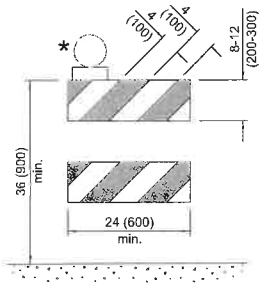
VERTICAL PANEL
POST MOUNTED



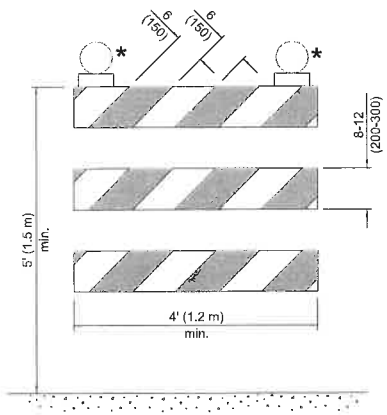
DRUM



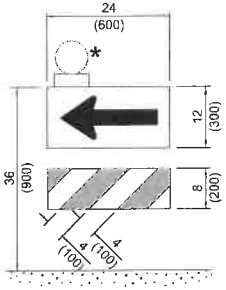
TYPE I BARRICADE



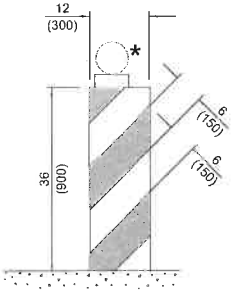
TYPE II BARRICADE



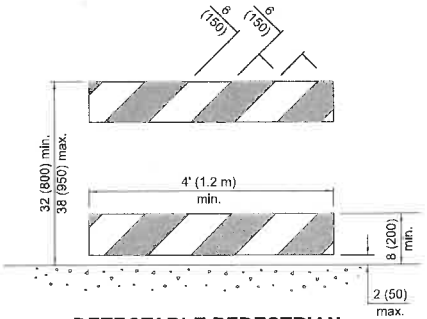
TYPE III BARRICADE



DIRECTION INDICATOR BARRICADE



VERTICAL BARRICADE



DETECTABLE PEDESTRIAN CHANNELIZING BARRICADE

* Warning lights (if required)

GENERAL NOTES

All heights shown shall be measured above the pavement surface.

All dimensions are in inches (millimeters) unless otherwise shown.

DATE	REVISIONS
1-1-26	Updated Detectable Pedestrian
	Channelizing Barricade (sht. 1) &
	Temporary Rumble Strips
	details (sht. 3)
1-1-25	Updated Temporary Rumble
	Strip Detail (sht. 3).

Illinois Department of Transportation

APPROVED January 1, 2026
ENGINEER OF SAFETY PROG. AND ENGINEERING

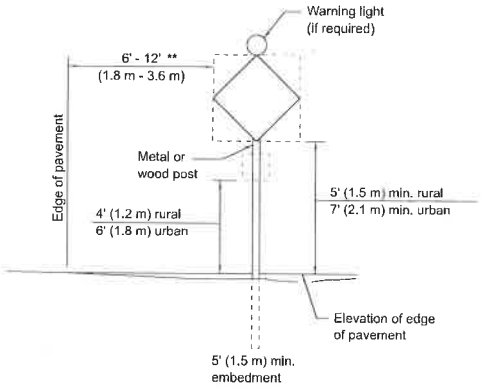
APPROVED January 1, 2026
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED: 1-1-13

TRAFFIC CONTROL DEVICES

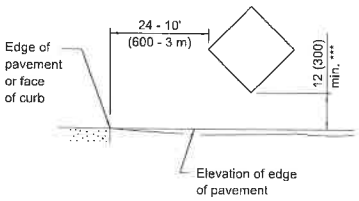
(Sheet 1 of 3)

STANDARD 701901-11



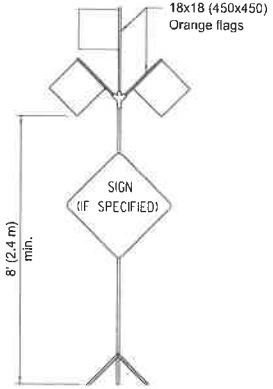
POST MOUNTED SIGNS

** When curb or paved shoulder are present this dimension shall be 24 (600) to the face of curb or 6' (1.8 m) to the outside edge of the paved shoulder.

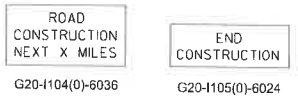


SIGNS ON TEMPORARY SUPPORTS

*** When work operations exceed four days, this dimension shall be 5' (1.5 m) min. If located behind other devices, the height shall be sufficient to be seen completely above the devices.



HIGH LEVEL WARNING DEVICE



G20-I104(0)-6036 G20-I105(0)-6024

This signing is required for all projects 2 miles (3200 m) or more in length.

ROAD CONSTRUCTION NEXT X MILES sign shall be placed 500' (150 m) in advance of project limits.

END CONSTRUCTION sign shall be erected at the end of the job unless another job is within 2 miles (3200 m).

Dual sign displays shall be utilized on multi-lane highways.

WORK LIMIT SIGNING



W21-III5(0)-3618
R2-1-3648
R10-I108p-3618 ****
R2-I106p-3618

Sign assembly as shown on Standards or as allowed by District Operations.



G20-I103-6036

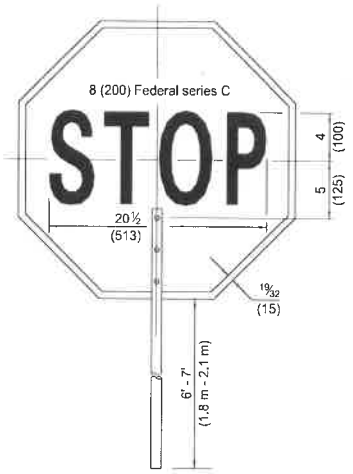
This sign shall be used when the above sign assembly is used.



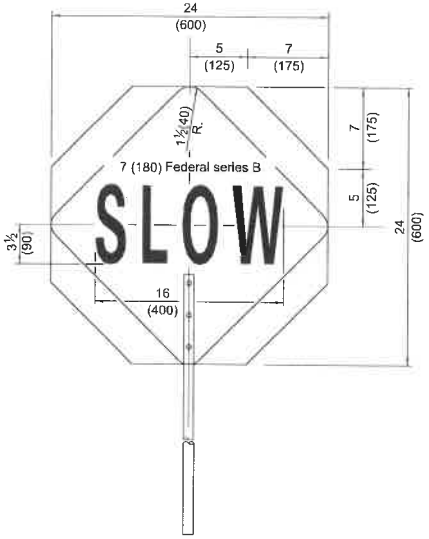
W12-I103-4848

WIDTH RESTRICTION SIGN

XX'-XX" width and X miles are variable.



FRONT SIDE



REVERSE SIDE

FLAGGER TRAFFIC CONTROL SIGN

**** R10-I108p shall only be used along roadways under the jurisdiction of the State.

Illinois Department of Transportation

APPROVED January 1, 2026
ENGINEER OF SAFETY PROG. AND ENGINEERING

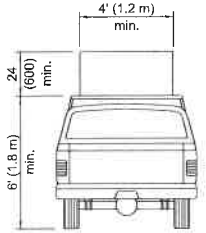
APPROVED January 1, 2026
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-13

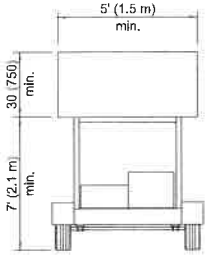
TRAFFIC CONTROL DEVICES

(Sheet 2 of 3)

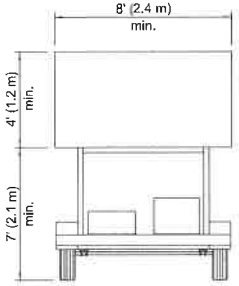
STANDARD 701901-11



TYPE A ROOF MOUNTED

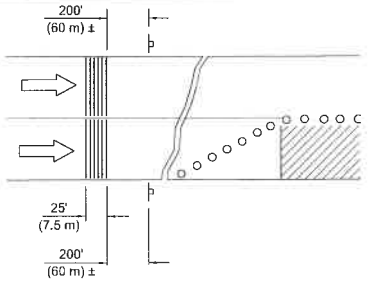


TYPE B ROOF OR TRAILER MOUNTED

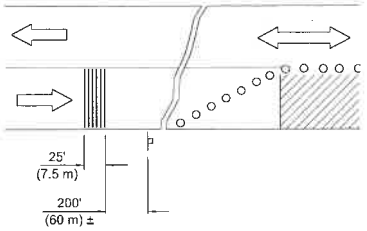


TYPE C TRAILER MOUNTED

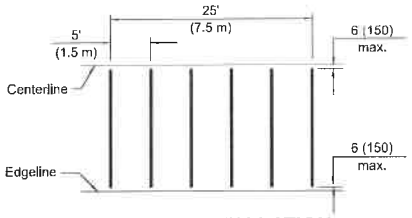
ARROW BOARDS



MULTI-LANE HIGHWAYS

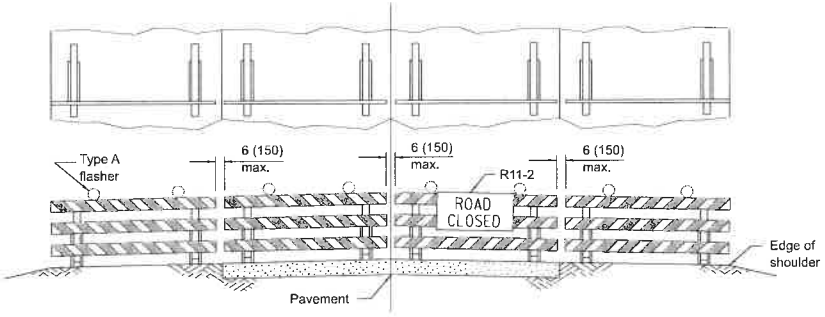


TWO-LANE HIGHWAYS



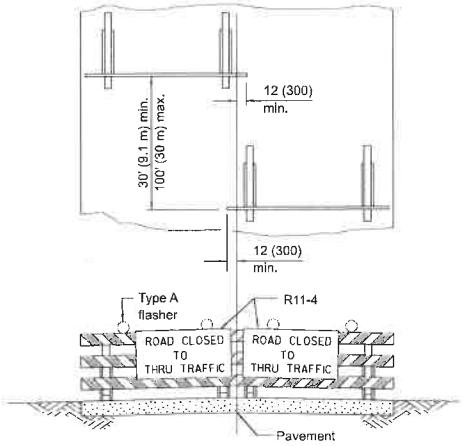
TYPICAL INSTALLATION

TEMPORARY RUMBLE STRIPS



ROAD CLOSED TO ALL TRAFFIC

Reflectorized striping may be omitted on the back side of the barricades.



ROAD CLOSED TO THRU TRAFFIC

Reflectorized striping shall appear on both sides of the barricades.

TYPICAL APPLICATIONS OF TYPE III BARRICADES CLOSING A ROAD

If a Type III barricade with an attached sign panel which meets NCHRP 350 or MASH is not available, the sign may be mounted on an NCHRP 350 or MASH temporary sign support directly in front of the barricade.

Illinois Department of Transportation

APPROVED January 1, 2026
ENGINEER OF SAFETY PROG. AND ENGINEERING

APPROVED January 1, 2026
ENGINEER OF DESIGN AND ENVIRONMENT

ISSUED 1-1-13

TRAFFIC CONTROL DEVICES

(Sheet 3 of 3)

STANDARD 701901-11

Agenda Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Resolution approving an Agreement for the Crest Hill Commons, Phase 1 by and Between the City of Crest Hill, Will County, Illinois and Austin Tyler Construction, Inc. for an amount of $1,743,026.97.

Summary: Attached is the construction agreement for the Crest Hill Commons, Phase 1 Improvement which was awarded to Austin Tyler Construction, Inc at the September 21, 2026 council meeting.

Recommended Council Action:

Resolution approving an Agreement for the Crest Hill Commons, Phase 1 by and Between the City of Crest Hill, Will County, Illinois and Austin Tyler Construction, Inc. for an amount of $1,743,026.97.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: $2,000,000.00

Cost: 1,743,026.94

Attachments:

Austin Tylor CH Commons Resolution

Exhibit A-Crest Hill Commons-Phase 1 Contractor Agreement Signed by Contractor

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONSTRUCTION AGREEMENT CREST HILL COMMOMS, PHASE 1 BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS AND AUSTIN TYLER CONSTRUCTION INC. FOR AN AMOUNT OF $1,743,026.97.

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, Austin Tyler Construction Inc. (the "COMPANY"), is an entity that is in the business of providing Construction Services for Crest Hill Commons, Phase 1 Improvement. (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 Construction Services for Crest Hill Commons, Phase 1 Improvement. (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 statuary 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 $1,743,026.97 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 herby 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 5TH DAY OCTOBER, 2026.

	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 5TH DAY OF OCTOBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

EXHIBIT A

Exhibit A

CITY OF CREST HILL

CREST HILL COMMONS – PHASE ONE SITE IMPROVEMENTS PROJECT

Crest Hill
CITY OF NEIGHBORS

Document A312™ – 2010

Conforms with The American Institute of Architects AIA Document 312

Performance Bond

CONTRACTOR:
(Name, legal status and address)

Austin Tyler Construction, Inc.
23343 S. Ridge Rd.
Elwood, Il. 60421

SURETY:
(Name, legal status and principal place of business)

Old Republic Surety Company

Mailing Address for Notices

18500 W Corporate Drive
Suite 170
Brookfield, WI 53045

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

City of Crest Hill
20600 City Center Blvd.
Crest Hill, IL. 60403

CONSTRUCTION CONTRACT
Date: September 21, 2026

Amount: $ 1,743,026.97

Description:
(Name and location)

City of Crest Hill - Crest Hill Commons - Phase 1

BOND
Date: September 21, 2026
(Not earlier than Construction Contract Date)

Amount: $ 1,743,026.97

Modifications to this Bond: ☑ None ☐ See Section 16

CONTRACTOR AS PRINCIPAL

Company: *(Corporate Seal)*
Austin Tyler Construction, Inc.

AUSTIN TYLER CONSTRUCTION, INC SEAL ELWOOD, IL

Signature:

Name and Title:
Gary S. Schumal, President

SURETY

Company: *(Corporate Seal)*
Old Republic Surety Company

Signature:

Name and Title:
Maureen Rott, Attorney in Fact

(Any additional signatures appear on the last page of this Performance Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or **BROKER:**

Robertson Ryan & Associates
1770 Park St. Suite 210
Naperville, IL 60563

OWNER'S REPRESENTATIVE:
(Architect, Engineer or other party:)

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

.1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;

.2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and

.3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

§ 4 Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

§ 5 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

§ 5.1 Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;

§ 5.2 Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;

§ 5.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

§ 5.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or

.2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

§ 6 If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4, and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

§ 7 If the Surety elects to act under Section 5.1, 5.2 or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

.1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
.2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and
.3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 14 Definitions

§ 14.1 Balance of the Contract Price. The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 Contractor Default. Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

Company: *(Corporate Seal)*

Signature: _____

Name and Title:

Address

SURETY

Company: *(Corporate Seal)*

Old Republic Surety Company

Signature: _____

Name and Title:

Address

OLD REPUBLIC SURETY COMPANY

Bond # JCN7496164

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

CHRISTOPHER L. SPANGLER, MARK SPANGLER, LYNN M. BLAYLOCK, MAUREEN ROTT, CHRISTINE CANNELLA, ESTEE R. MAJOR, OF NAPERVILLE, IL

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, ***(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds),*** as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18,1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

(i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or

(ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or

(iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 21ST day of AUGUST, 2026.

OLD REPUBLIC SURETY COMPANY

Assistant Secretary

President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 21ST day of AUGUST, 2026, personally came before me, Steven R. Denault and Kevin J. Abitz, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.

Notary Public

My Commission Expires: February 9, 2027

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

63-1338

Signed and sealed at the City of Brookfield, WI this 21st day of September, 2026.

Assistant Secretary

ORSC 22262 (3-06)

ROBERTSON RYAN & ASSOCIATES

BOND # JCN7496164

Document A312™ – 2010

Conforms with The American Institute of Architects AIA Document 312

Payment Bond

CONTRACTOR:
(Name, legal status and address)

Austin Tyler Construction, Inc.
23343 S. Ridge Rd.
Elwood, Il. 60421

SURETY:
(Name, legal status and principal place of business)

Old Republic Surety Company

Mailing Address for Notices

18500 W Corporate Drive
Suite 170
Brookfield, WI. 53045

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

City of Crest Hill
20600 City Center Blvd.
Crest Hill, IL. 60403

CONSTRUCTION CONTRACT
Date: September 21, 2026

Amount: $ 1,743,026.97

Description:
(Name and location)

City of Crest Hill - Crest Hill Commons - Phase 1

BOND
Date: September 21, 2026
(Not earlier than Construction Contract Date)

Amount: $ 1,743,026.97

Modifications to this Bond: ☑ None ☐ See Section 18

CONTRACTOR AS PRINCIPAL
Company: *(Corporate Seal)*

Austin Tyler Construction, Inc.

AUSTIN TYLER CONSTRUCTION, INC SEAL ELWOOD, IL

Signature:

Name and Title:

Gary S. Schumal, President

SURETY
Company: *(Corporate Seal)*

Old Republic Surety Company

Signature:

Name and Title:

Maureen Rott Attorney-In-Fact

(Any additional signatures appear on the last page of this Payment Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or **BROKER:**

Robertson Ryan & Associates
1770 Park St. Suite 210
Naperville, IL 60563

OWNER'S REPRESENTATIVE:
(Architect, Engineer or other party:)

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.

§ 2 If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond shall arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Section 13) of claims, demands, liens or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety.

§ 4 When the Owner has satisfied the conditions in Section 3, the Surety shall promptly and at the Surety's expense defend, indemnify and hold harmless the Owner against a duly tendered claim, demand, lien or suit.

§ 5 The Surety's obligations to a Claimant under this Bond shall arise after the following:

§ 5.1 Claimants, who do not have a direct contract with the Contractor,

- **.1** have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
- **.2** have sent a Claim to the Surety (at the address described in Section 13).

§ 5.2 Claimants, who are employed by or have a direct contract with the Contractor, have sent a Claim to the Surety (at the address described in Section 13).

§ 6 If a notice of non-payment required by Section 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Section 5.1.1.

§ 7 When a Claimant has satisfied the conditions of Sections 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:

§ 7.1 Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and

§ 7.2 Pay or arrange for payment of any undisputed amounts.

§ 7.3 The Surety's failure to discharge its obligations under Section 7.1 or Section 7.2 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Section 7.1 or Section 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

§ 8 The Surety's total obligation shall not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Section 7.3, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

§ 9 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

§ 10 The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to, or give notice on behalf of, Claimants or otherwise have any obligations to Claimants under this Bond.

§ 11 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 12 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Section 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 13 Notice and Claims to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, shall be sufficient compliance as of the date received.

§ 14 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 15 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

§ 16 Definitions

§ 16.1 Claim. A written statement by the Claimant including at a minimum:

- **.1** the name of the Claimant;
- **.2** the name of the person for whom the labor was done, or materials or equipment furnished;
- **.3** a copy of the agreement or purchase order pursuant to which labor, materials or equipment was furnished for use in the performance of the Construction Contract;
- **.4** a brief description of the labor, materials or equipment furnished;
- **.5** the date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- **.6** the total amount earned by the Claimant for labor, materials or equipment furnished as of the date of the Claim;
- **.7** the total amount of previous payments received by the Claimant; and
- **.8** the total amount due and unpaid to the Claimant for labor, materials or equipment furnished as of the date of the Claim.

§ 16.2 Claimant. An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

§ 16.3 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

§ 16.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 16.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

§ 17 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 18 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL		**SURETY**	
Company:	*(Corporate Seal)*	Company:	*(Corporate Seal)*
Signature: _____		Signature: _____	
Name and Title:		Name and Title:	
Address		Address	

OLD REPUBLIC SURETY COMPANY

Bond # JCN7496164

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

CHRISTOPHER L. SPANGLER, MARK SPANGLER, LYNN M. BLAYLOCK, MAUREEN ROTT, CHRISTINE CANNELLA, ESTEE R. MAJOR, OF NAPERVILLE, IL

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, ***(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds),*** as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18,1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

(i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or

(ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or

(iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 21ST day of AUGUST, 2026.

OLD REPUBLIC SURETY COMPANY

Assistant Secretary

President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 21ST day of AUGUST, 2026, personally came before me, Steven R. Denault and Kevin J. Abitz, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.

Emily Struck
Notary Public

My Commission Expires: February 9, 2027

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

63-1338

Signed and sealed at the City of Brookfield, WI this 21st day of September, 2026.

Assistant Secretary

ORSC 22262 (3-06)

ROBERTSON RYAN & ASSOCIATES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Robertson Ryan & Associates, Inc 1770 Park Street, Suite 210 Naperville IL 60563	**CONTACT NAME:** Maureen Rott **PHONE (A/C, No, Ext):** 630.420.3400 **FAX (A/C, No):** 630.420.8520 **E-MAIL ADDRESS:** mrott@robertsonryan.com
INSURED AUSTYL1 Austin Tyler Construction, Inc Joliet Asphalt, LLC 23343 S. Ridge Road Elwood IL 60421	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** The Cincinnati Casualty Company — 28665 **INSURER B :** The Cincinnati Insurance Company — 10677 **INSURER C :** Illinois Union Insurance Company — 27960 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1288250501 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR X XCU X Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [X] PRO-JECT [X] LOC OTHER:	Y	Y	EPP 0625850	8/25/2026	8/25/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 500,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	Y	Y	EBA0625850	8/25/2026	8/25/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 2,000,000 $ $ $ $
B	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 0			EPP 0625850	8/25/2026	8/25/2027	EACH OCCURRENCE AGGREGATE 	$ 15,000,000 $ 15,000,000 $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	EWC 0625851-06	8/25/2026	8/25/2027	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B C B	Inland Marine Pollution Liability Installation Floater			EPP 0625850 CPM G72537695 004 EPP 0625850	8/25/2026 8/25/2026 8/25/2026	8/25/2027 8/25/2027 8/25/2027	Leased/Rented Site & Premises Installation Floater	1,000,000 $3,000,000 $750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: City of Crest Hill - Crest Hill Commons Phase 1

The following are additional insureds as respects general liability and auto liability coverages on a primary and non-contributory basis, for the work performed by the above insured, as required by direct written contract, subject to the forms and endorsements attached to the policies: City of Crest Hill and their respective elected and appointed officials, employees, agents, consultants, attorneys and representatives; and V3 Companies, LTD. Liability Coverage has a per project aggregate endorsement.
A Waiver of subrogation in favor of the aforementioned additional insureds applies to the general liability, auto liability and workers compensation coverages as required by written contract. Umbrella coverage follows underlying policies.

CERTIFICATE HOLDER

City of Crest Hill
20600 City Center Boulevard
Crest Hill IL 60403

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CinciPlus®
BUSINESS AUTO XC+®
(EXPANDED COVERAGE PLUS)
ENDORSEMENT

This endorsement modifies insurance provided by the following:

BUSINESS AUTO COVERAGE FORM

With respect to the coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

A. Blanket Waiver of Subrogation

SECTION IV - BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer of Rights of Recovery Against Others to Us is amended by the addition of the following:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury" or "property damage" arising out of the operation of a covered "auto" when you have assumed liability for such "bodily injury" or "property damage" under an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution or the "insured contract".

B. Noncontributory Insurance

SECTION IV - BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance c. is deleted in its entirety and replaced by the following:

c. Regardless of the provisions of Paragraph **a.** above, this Coverage Form's Liability Coverage is primary and we will not seek contribution from any other insurance for any liability assumed under an "insured contract" that requires liability to be assumed on a primary noncontributory basis.

C. Additional Insured by Contract

SECTION II - LIABILITY COVERAGE, A. Coverage, 1. Who is an Insured is amended to include as an insured any person or organization for whom you have agreed in a valid written contract to provide insurance as afforded by this policy.

This provision is limited to the scope of the valid written contract.

This provision does not apply unless the valid written contract has been:

1. Executed prior to the accident causing "bodily injury" or "property damage"; and
2. Is still in force at the time of the "accident" causing "bodily injury" or "property damage".

D. Employee Hired Auto

1. Changes in Liability Coverage

The following is added to the **SECTION II - LIABILITY COVERAGE, A. Coverage, 1. Who is an Insured:**

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. Changes in General Conditions

SECTION IV - BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance is deleted in its entirety and replaced by the following:

b. For Hired Auto Physical Damage Coverage the following are deemed to be covered "autos" you own:

(1) Any covered "auto" you lease, hire, rent or borrow; and

(2) Any covered "auto" hired or rented by your "employee" under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business.

Includes copyrighted material of ISO Properties, Inc., with its permission.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

E. Audio, Visual and Data Electronic Equipment

SECTION III - PHYSICAL DAMAGE COVERAGE, C. Limit of Insurance is amended by adding the following:

4. The most we will pay for all "loss" to audio, visual or data electronic equipment and any accessories used with this equipment as a result of any one "accident" is the lesser of:

   a. The actual cash value of the damaged or stolen property as of the time of the "accident";

   b. The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality; or

   c. $2,500.

   Provided the equipment, at the time of the "loss" is:

   a. Permanently installed in or upon the covered "auto" in a housing, opening or other location that is not normally used by the "auto" manufacturer for the installation of such equipment;

   b. Removable from a permanently installed housing unit as described in Paragraph **2.a.** above; or

   c. An integral part of such equipment.

F. Who is an Insured - Amended

SECTION II - LIABILITY COVERAGE, A. Coverage, 1. Who is an Insured is amended by adding the following:

The following are "insureds":

1. Any subsidiary which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this coverage form.

   However, the insurance afforded by this provision does not apply to any subsidiary that is an "insured" under any other automobile liability policy or would be an "insured" under such policy but for termination of such policy or the exhaustion of such policy's limits of insurance.

2. Any organization that is newly acquired or formed by you and over which you maintain majority ownership. The insurance provided by this provision:

   a. Is effective on the date of acquisition or formation, and is afforded for 180 days after such date;

   b. Does not apply to "bodily injury" or "property damage" resulting from an "accident" that occurred before you acquired or formed the organization;

   c. Does not apply to any newly acquired or formed organization that is a joint venture or partnership; and

   d. Does not apply to an insured under any other automobile liability policy or would be an insured under such a policy but for the termination of such policy or the exhaustion of such policy's limits of insurance.

3. Any of your "employees" while using a covered "auto" in your business or your personal affairs, provided you do not own, hire or borrow that "auto".

G. Liability Coverage Extensions - Supplementary Payments - Higher Limits

SECTION II - LIABILITY COVERAGE, A. Coverage, 2. Coverage Extensions, a. Supplementary Payments is amended by:

1. Replacing the $2,000 Limit of Insurance for bail bonds with $4,000 in **(2)**; and

2. Replacing the $250 Limit of Insurance for reasonable expenses with $500 in **(4)**.

H. Amended Fellow Employee Exclusion

SECTION II - LIABILITY COVERAGE, B. Exclusions, 5. Fellow Employee is modified as follows:

Exclusion **5. Fellow Employee** is deleted.

I. Hired Auto - Physical Damage

If hired "autos" are covered "autos" for Liability Coverage, then Comprehensive and Collision Physical Damage Coverages as provided under **SECTION III - PHYSICAL DAMAGE COVERAGE** of this Coverage Part are extended to "autos" you hire, subject to the following:

1. The most we will pay for "loss" to any hired "auto" is $50,000 or the actual cash value or cost to repair or replace, whichever is the least, minus a deductible.

2. The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage, or $1,000, whichever is less.

3. Hired Auto - Physical Damage coverage is excess over any other collectible insurance.

Includes copyrighted material of ISO Properties, Inc., with its permission.

4. Subject to the above limit, deductible, and excess provisions we will provide coverage equal to the broadest coverage applicable to any covered "auto" you own insured under this policy.

Coverage includes loss of use of that hired auto, provided it results from an "accident" for which you are legally liable and as a result of which a monetary loss is sustained by the leasing or rental concern. The most we will pay for any one "accident" is $3,000.

If a limit for Hired Auto - Physical Damage is shown in the Schedule, then that limit replaces, and is not added to, the $50,000 limit indicated above and the deductibles shown in the Schedule are applicable.

J. Rental Reimbursement

SECTION III - PHYSICAL DAMAGE COVERAGE is amended by adding the following:

1. We will pay for rental reimbursement expenses incurred by you for the rental of an "auto" because of a "loss" to a covered "auto". Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto". No deductible applies to this coverage.
2. We will pay only for those expenses incurred during the policy period beginning 24 hours after the "loss" and ending, regardless of the policy's expiration, with the lesser of the following number of days:
   a. The number of days reasonably required to repair the covered "auto". If "loss" is caused by theft, this number of days is added to the number of days it takes to locate the covered "auto" and return it to you; or
   b. 30 days.
3. Our payment is limited to the lesser of the following amounts:
   a. Necessary and actual expenses incurred; or
   b. $50 per day.
4. This coverage does not apply while there are spare or reserve "autos" available to you for your operations.
5. We will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided for under **SECTION III - PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions.**

K. Transportation Expense - Higher Limits

SECTION III - PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions is amended by replacing $20 per day with $50 per day, and $600 maximum with $1,500 maximum in **Extension a. Transportation Expenses.**

L. Airbag Coverage

SECTION III - PHYSICAL DAMAGE COVERAGE, B. Exclusions, 3.a. is amended by adding the following:

However, the mechanical and electrical breakdown portion of this exclusion does not apply to the accidental discharge of an airbag. This coverage for airbags is excess over any other collectible insurance or warranty.

M. Loan or Lease Gap Coverage

1. **SECTION III - PHYSICAL DAMAGE COVERAGE, C. Limit of Insurance** is deleted in its entirety and replaced by the following, but only for private passenger type "autos" with an original loan or lease, and only in the event of a "total loss" to such a private passenger type "auto":
   a. The most we will pay for "loss" in any one "accident" is the greater of:
      (1) The amount due under the terms of the lease or loan to which your covered private passenger type "auto" is subject, but will not include:
         (a) Overdue lease or loan payments;
         (b) Financial penalties imposed under the lease due to high mileage, excessive use or abnormal wear and tear;
         (c) Security deposits not refunded by the lessor;
         (d) Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
         (e) Carry-over balances from previous loans or leases, or
      (2) Actual cash value of the stolen or damaged property.
   b. An adjustment for depreciation and physical condition will be made in determining actual cash value at the time of "loss".

Includes copyrighted material of ISO Properties, Inc., with its permission.

2. **SECTION V - DEFINITIONS** is amended by adding the following, but only for the purposes of this **Loan or Lease Gap Coverage**:

   "Total loss" means a "loss" in which the cost of repairs plus the salvage value exceeds the actual cash value.

N. Glass Repair - Waiver of Deductible

SECTION III - PHYSICAL DAMAGE COVERAGE, D. Deductible is amended by adding the following:

No deductible applies to glass damage if the glass is repaired in a manner acceptable to us rather than replaced.

O. Duties in the Event of an Accident, Claim, Suit or Loss - Amended

SECTION IV - BUSINESS AUTO CONDITIONS, A. Loss Conditions, 2. Duties in the Event of Accident, Claim, Suit or Loss, a. is amended by adding the following:

This condition applies only when the "accident" or "loss" is known to:

1. You, if you are an individual;
2. A partner, if you are a partnership;
3. An executive officer or insurance manager, if you are a corporation; or
4. A member or manager, if you are a limited liability company.

P. Unintentional Failure to Disclose Hazards

SECTION IV - BUSINESS AUTO CONDITIONS, B. General Conditions, 2. Concealment, Misrepresentation or Fraud is amended by adding the following:

However, if you unintentionally fail to disclose any hazards existing on the effective date of this Coverage Form, we will not deny coverage under this Coverage Form because of such failure.

Q. Mental Anguish Resulting from Bodily Injury

SECTION V - DEFINITIONS, C. "Bodily injury" is deleted in its entirety and replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, including mental anguish and death sustained by the same person that results from such bodily injury, sickness or disease. "Bodily injury" does not include mental anguish or death that does not result from bodily injury, sickness or disease.

R. Coverage for Certain Operations in Connection with Railroads

With respect to the use of a covered "auto" in operations for or affecting a railroad:

1. **SECTION V - DEFINITIONS, H.** "Insured contract", **1.c.** is deleted in its entirety and replaced by the following:

   c. An easement or license agreement;

2. **SECTION V - DEFINITIONS, H.** "Insured contract", **2.a.** is deleted.

Includes copyrighted material of ISO Properties, Inc., with its permission.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CONTRACTORS ADDITIONAL INSURED - AUTOMATIC STATUS AND AUTOMATIC WAIVER OF SUBROGATION WHEN REQUIRED IN WRITTEN CONTRACT, AGREEMENT, PERMIT OR AUTHORIZATION - ILLINOIS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Additional Insured - Owners, Lessees Or Contractors - Automatic Status For Other Parties When Required In Written Contract Or Agreement With You

1. **Section II - Who Is An Insured** is amended to include as an additional insured any person or organization you have agreed in writing in a contract or agreement to add as an additional insured on this Coverage Part. Such person(s) or organization(s) is an additional insured only with respect to liability for:

   a. "Bodily injury", "property damage" or "personal and advertising injury" *caused, in whole or in part, by* the performance of your ongoing operations by you or on your behalf, under that written contract or written agreement. Ongoing operations does not apply to "bodily injury" or "property damage" occurring after:

      (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

      (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project; and

   b. "Bodily injury" or "property damage" *caused, in whole or in part, by* "your work" performed under that written contract or written agreement and included in the "products-completed operations hazard", but only if:

      (1) The Coverage Part to which this endorsement is attached provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard"; and

      (2) The written contract or written agreement requires you to provide additional insured coverage included within the "products-completed operations hazard" for that person or organization.

   If the written contract or written agreement requires you to provide additional insured coverage included within the "products-completed operations hazard" for a specified length of time for that person or organization, the "bodily injury" or "property damage" must occur prior to the expiration of that period of time in order for this insurance to apply.

   If the written contract or written agreement requires you to provide additional insured coverage for a person or organization per only ISO additional insured endorsement form number **CG 20 10**, without specifying an edition date, and without specifically requiring additional insured coverage included within the "products-completed operations hazard", this Paragraph **b.** does not apply to that person or organization.

2. If the written contract or written agreement described in Paragraph **1.** above specifically requires you to provide additional insured coverage to that person or organization:

   a. *Arising out of* your ongoing operations or *arising out of* "your work"; or

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

b. By way of an edition of an ISO additional insured endorsement that includes *arising out of* your ongoing operations or *arising out of* "your work";

then the phrase *caused, in whole or in part, by* in Paragraph **A.1.a.** and/or Paragraph **A.1.b.** above, whichever applies, is replaced by the phrase *arising out of.*

3. With respect to the insurance afforded to the additional insureds described in Paragraph **A.1.**, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

a. The preparing, approving or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

4. This Paragraph **A.** does not apply to additional insureds described in Paragraph **B.**

B. Additional Insured - State Or Governmental Agency Or Subdivision Or Political Subdivision - Automatic Status When Required In Written Permits Or Authorizations

1. Section II - Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision you have agreed in writing in a permit or authorization to add as an additional insured on this Coverage Part. Such state or governmental agency or subdivision or political subdivision is an additional insured only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued, in writing, a permit or authorization.

2. With respect to the insurance afforded to the additional insureds described in Paragraph **B.1.**, the following additional exclusions apply:

This insurance does not apply to:

a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or

b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

C. The insurance afforded to additional insureds described in Paragraphs **A.** and **B.**:

1. Only applies to the extent permitted by law;

2. Will not be broader than that which you are required by the written contract, written agreement, written permit or written authorization to provide for such additional insured;

3. Does not apply to any person, organization, state, governmental agency or subdivision or political subdivision specifically named as an additional insured for the same project in the schedule of an endorsement added to this Coverage Part; and

4. Does not apply to the City of Chicago, its officers, employees and agents with respect to liability caused by or arising from:

a. The building or disassembly of scaffolding by or for you; or

b. The use of such scaffolding.

D. With respect to the insurance afforded to the additional insureds described in Paragraphs **A.** and **B.**, the following is added to **Section III - Limits Of Insurance**:

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the written contract, written agreement, written permit or written authorization described in Paragraphs **A.** and **B.** For the purpose of determining the required amount of insurance only, we will include the minimum amount of any Umbrella Liability or Excess Liability coverage required for that additional insured in that written contract, written agreement, written permit or written authorization; or

2. Available under the applicable limits of insurance;

whichever is less.

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

This endorsement shall not increase the applicable limits of insurance shown in the Declarations.

E. Section IV - Commercial General Liability Conditions is amended to add the following:

Automatic Additional Insured Provision

This insurance applies only if the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed:

1. During the policy period; and
2. Subsequent to your execution of the written contract or written agreement, or the issuance of a written permit or written authorization, described in Paragraphs **A.** and **B.**

F. Except when **G.** below applies, the following is added to **Section IV - Commercial General Liability Conditions, 5. Other Insurance,** and supersedes any provision to the contrary:

When Other Additional Insured Coverage Applies On An Excess Basis

This insurance is primary to other insurance available to the additional insured described in Paragraphs **A.** and **B.** except:

1. As otherwise provided in **Section IV - Commercial General Liability Conditions, Other Insurance, b. Excess Insurance**; or
2. For any other valid and collectible insurance available to the additional insured as an additional insured on another insurance policy that is written on an excess basis. In such case, this insurance is also excess.

G. The following is added to **Section IV - Commercial General Liability Conditions, Other Insurance,** and supersedes any provision to the contrary:

Primary Insurance When Required By Written Contract, Agreement, Permit Or Authorization

Except when wrap-up insurance applies to the claim or "suit" on behalf of the additional insured, this insurance is primary to any other insurance available to the additional insured described in Paragraphs **A.** and **B.** provided that:

1. The additional insured is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract, agreement, permit or authorization described in Paragraph **A.** or **B.** that this insurance would be primary to any other insurance available to the additional insured.

As used in this endorsement, wrap-up insurance means a centralized insurance program under which one party has secured either insurance or self-insurance covering some or all of the contractors or subcontractors performing work on one or more specific project(s).

Primary And Noncontributory Insurance When Required By Written Contract, Agreement, Permit Or Authorization

Except when wrap-up insurance applies to the claim or "suit" on behalf of the additional insured, this insurance is primary to and will not seek contribution from any other insurance available to the additional insured described in Paragraphs **A.** and **B.** provided that:

1. The additional insured is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract, agreement, permit or authorization described in Paragraph **A.** or **B.** that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

As used in this endorsement, wrap-up insurance means a centralized insurance program under which one party has secured either insurance or self-insurance covering some or all of the contractors or subcontractors performing work on one or more specific project(s).

H. Section IV - Commercial General Liability Conditions, Transfer Of Rights Of Recovery Against Others To Us is amended by the addition of the following:

Waiver of Subrogation

We waive any right of recovery against any additional insured under this endorsement, because of any payment we make under this endorsement, to whom the insured has waived its right of recovery in a written contract, written agreement, written permit or written authorization. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such additional insured prior to loss.

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

POLICY NUMBER: EPP 062 58 50

COMMERCIAL GENERAL LIABILITY
CG 25 04 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED LOCATION(S) GENERAL AGGREGATE LIMIT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designated Location(s):
EACH LOCATION OWNED, RENTED OR LEASED TO OR BY THE NAMED INSURED
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section **I** - Coverage **A,** and for all medical expenses caused by accidents under Section **I** - Coverage **C,** which can be attributed only to operations at a single designated "location" shown in the Schedule above:

1. A separate Designated Location General Aggregate Limit applies to each designated "location", and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.

2. The Designated Location General Aggregate Limit is the most we will pay for the sum of all damages under Coverage **A,** except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage **C** regardless of the number of:

   a. Insureds;

   b. Claims made or "suits" brought; or

   c. Persons or organizations making claims or bringing "suits".

3. Any payments made under Coverage **A** for damages or under Coverage **C** for medical expenses shall reduce the Designated Location General Aggregate Limit for that designated "location". Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Location General Aggregate Limit for any other designated "location" shown in the Schedule above.

4. The limits shown in the Declarations for Each Occurrence, Damage To Premises Rented To You and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Location General Aggregate Limit.

B. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section **I** - Coverage **A,** and for all medical expenses caused by accidents under Section **I** - Coverage **C,** which cannot be attributed only to operations at a single designated "location" shown in the Schedule above:

1. Any payments made under Coverage **A** for damages or under Coverage **C** for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-completed Operations Aggregate Limit, whichever is applicable; and

2. Such payments shall not reduce any Designated Location General Aggregate Limit.

C. When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Location General Aggregate Limit.

© Insurance Services Office, Inc., 2008

D. For the purposes of this endorsement, the **Definitions** Section is amended by the addition of the following definition:

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

E. The provisions of Section **III** - Limits Of Insurance not otherwise modified by this endorsement shall continue to apply as stipulated.

© Insurance Services Office, Inc., 2008

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AUTOMATIC PRIMARY AND NON-CONTRIBUTORY COVERAGE ENDORSEMENT - WHERE REQUIRED BY WRITTEN CONTRACT

This endorsement modifies insurance provided under the following:

COMMERCIAL UMBRELLA LIABILITY COVERAGE PART

SCHEDULE

LIMITS OF INSURANCE: $ 15 ,000,000 Each Occurrence Limit $ 15 ,000,000 Aggregate Limit	

COMMERCIAL UMBRELLA LIABILITY COVERAGE FORM, US 101 and **US 101 UM**, is amended as follows:

A. SECTION III - LIMITS OF INSURANCE is amended to add the following:

7. For the purposes of this endorsement only, the Limits of Insurance stated in the Schedule of this endorsement and described below will apply on a "primary and non-contributory basis" within the parameters set forth in **SECTION III - LIMITS OF INSURANCE** of the Coverage Part to which this endorsement is attached:

We will not pay more on behalf of a "non-contributory additional insured" than the lesser of:

a. The Limits of Insurance stated in the Schedule of this endorsement; or

b. The limits of insurance required in a written contract on a "primary and non-contributory basis" for such "non-contributory additional insured", but only to the extent the required limits of insurance are in excess of the "underlying insurance"; or

c. The Limits of Insurance available after the payment of "ultimate net loss" on any insured's behalf from any claim or "suit".

This provision is included within and does not act to increase the Limits of Insurance stated in the Declarations.

B. SECTION IV - CONDITIONS is amended as follows:

1. Condition **9. Other Insurance** is amended to add the following:

It is agreed that this condition does not apply to the "non-contributory additional insured's" own insurance program on which they are a named insured.

However:

a. This exception to the Other Insurance Condition shall only apply if the applicable "underlying insurance" applies on a "primary and non-contributory basis" for such "non-contributory additional insured" and only to the extent of the specific limits of insurance required in a written contract or agreement on a "primary and non-contributory basis" that is in excess of the "underlying insurance"; and

b. It is understood and agreed that the insurance provided by this Coverage Part is excess of:

(1) "Underlying insurance" listed in the Schedule of Underlying Insurance;

(2) Any other insurance available to the "non-contributory additional insured" as an additional insured; and

(3) Any other insurance available to the "non-contributory additional insured" on which they are not a named insured.

2. The following condition is added:

15. As a precedent to the receipt of insurance coverage hereunder, the "non-contributory additional insured" must give written notice of such claim or "suit", including a demand for de-

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

fense and indemnity, to any other insurer who had coverage for the claim or "suit" under its policies. Such notice must demand the full coverage available and the "non-contributory additional insured" shall not waive or limit such other available coverage.

This condition does not apply to the "non-contributory additional insured's" own insurance program on which they are a named insured.

C. **SECTION V - DEFINITIONS** is amended to add the following:

30. "Non-contributory additional insured" means any person or organization:

a. Qualifying as an additional insured under **SECTION II - WHO IS AN INSURED**, Paragraph **3.** of the Coverage Part to which this endorsement is attached; and

b. Being granted additional insured status on a "primary and non-contributory basis" in the "underlying insurance" as required in a written contract between an additional insured and a Named Insured provided:

(1) The written contract or agreement is executed before the "occurrence" resulting in "bodily injury", "personal and advertising injury" or "property damage" for which coverage is being sought under this endorsement; and

(2) The written contract or agreement requires a specific limit of insurance on a "primary and non-contributory basis" that is in excess of "underlying insurance".

31. "Primary and non-contributory basis" means that the limits of insurance of the Coverage Part to which this endorsement is attached apply to insured loss on behalf of the "non-contributory additional insured" prior to limits of insurance from other insurance in which the "non-contributory additional insured" is a named insured.

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Blanket Waiver of Subrogation

If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery.

This waiver of rights applies to any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver, but shall not be construed to be a waiver with respect to any other operations in which the Insured has no contractual interest.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 08-25-2026 Policy No.EWC 062 58 51-06 Endorsement No.

Insured AUSTIN TYLER CONSTRUCTION INC

Insurance Company THE CINCINNATI CASUALTY COMPANY Premium $INCL

Countersigned by _____

WC 00 03 13

© 1983 National Council on Compensation Insurance.

AGREEMENT
BETWEEN THE CITY OF CREST HILL
AND "CONTRACTOR"

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Crest Hill ("City") and Austin Tyler Construction, Inc. ("Contractor") on this, the 22nd day of September, 2026. The City and the Contractor may be referred to individually as a "Party" or collectively as the "Parties," where appropriate.

1. The Contract Documents, in order of priority, shall consist of the following:

   i. This Agreement

   ii. Addenda numbers __1__ to _1___, inclusive.

   iii. Contract Special Provisions bearing the title "Special Provisions."

   iv. All Contract Drawings and Construction Details included with the notice to bidders, invitation to bid, and bidding instructions for the Crest Hill Commons – Phase 1 Improvements Project.

   v. City of Crest Hill Division 100 bearing the title General Requirements and Covenants

   vi. Performance and Payment Bonds.

   vii. Contractor's Bid and Proposal.

   viii. All documentation submitted by Contractor prior to notice of Award.

   ix. Notice to bidders, invitation to bid, and bidding instructions for the Crest Hill Commons – Phase 1 Improvements Project.

   x. Notice of Award.

   xi. Notice to Proceed.

The documents listed in this Paragraph 1, above, are not attached to this Agreement (except as expressly noted otherwise above) but are incorporated herein by reference. The Contract Documents (as set forth above) may only be amended, modified, or supplemented as provided in the City of Crest Hill Division 100 bearing the title General Requirements and Covenants. To the extent any provisions of any of the Contract Documents conflict with this Agreement, the provisions that are most beneficial to the City shall control. In the event that the Contract believes such a conflict exists, the Contractor shall, as soon as practicable, request clarification from the City.

2. **THE WORK**

The Contractor shall fully execute the Work, as described and set out in the Contract Documents in a good and workmanlike manner.

3. DATES OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The Contractor shall commence the work within fifteen (15) days after the date set forth in the Notice to Proceed issued by the City in connection with this Agreement (the "Commencement Date"). The Contractor shall achieve completion of the entire Work:

_____ Within _____ days after the Commencement Date.

__X__ On or before May 14, 2027.

After the date of substantial completion, the Contractor shall have an additional _____ days to complete all clean-up and punch-list items.

The Contractor shall not be entitled to payment or compensation for any alleged damages, costs, or expenses whatsoever that arise in connection with the Contractor ensuring timely completion of the Work, regardless of the source or cause of such alleged damages, costs, or expenses and regardless of whether said source or cause was reasonable, foreseeable, or avoidable. In the event that the Contractor believes that it will suffer damages or incur additional costs, including but not limited to any costs of acceleration, or expenses and the source or cause of such damages, costs, or expenses was an act of the City or an act of God, the Contractor's only recourse and remedy shall be to request an extension of the time for substantial completion, which the City may agree, but is not obligated, to grant in its sole discretion.

4. LIQUIDATED DAMAGES

The City and the Contractor agree that any breach of this agreement by the Contractor that results in the delay of the project will cause the City to be damaged in a manner and amount that is uncertain and difficult to ascertain. In light of this agreement, the City and Contractor further agree that, in the event that the Contractor breaches any provision of this Agreement and such breach results in any delay of the project, the Contractor shall pay the City liquidated damages in the amounts set forth in the Contract Documents. The Parties agree and affirm that, while actual damages may be difficult to prove because of an unexpected breach of this Agreement, and delay of the project, by the Contractor, the liquidated damages set forth in the Contract Documents are reasonable as of the time this Agreement is executed. Further, the Parties agree and affirm that said damages bear a rational relation and connection to the damages that are reasonably foreseeable to be sustained by the City as a result of Contractor's unexpected breach of this Agreement. Accordingly, it is the express intent of the Parties, as evidenced by their respective execution of this Agreement, to hereby settle any claims of damages that might arise as a result of Contractor's breach of this Agreement, to the extent that such breach causes any actual delay of the project.

5. CONTRACT SUM

The City shall pay the Contractor for the performance of the Work in the manner and at the rate bid and accepted by the City as shown on the Contractor's Bid Proposal Form and the City's Notice of Award.

6. PROGRESS PAYMENTS

(a) The Contractor shall file progress payment requests on a monthly basis, and the City shall make payments to the Contractor as provided below and elsewhere in the Contract Documents.

(b) The period covered by each period payment request shall be one calendar month ending on the last day of the month.

(c) Upon receipt of any progress payment request, the City shall review and respond to the request within Sixty (60) days after receipt by either paying the Contractor the sums requested or else by withholding payment of all or part of said sums and notifying the Contractor in writing of the reasons for such withholding.

(d) Progress payments shall be computed as follows:

(i) The amount of each progress payment shall include:

(1) That portion of the Contract Sum properly allocable to labor, materials, and equipment used for completed and approved Work during the time period being billed.

(ii) The amount of each progress payment shall then be reduced by:

(1) The aggregate of any amounts previously paid by the City; and

(2) The amount, if any, for Work that remains uncorrected and for which the City previously withheld payment or part thereof; and

(3) For Work performed or defects discovered since the last payment application, any amount for which the City may withhold payment as set forth in the Contract Documents; and

(4) Retainage, as set forth herein.

(e) In order to be valid, each request for payment shall include or be accompanied by the following:

(i) A sworn statement showing the amount presently due to the Contractor (supported by detailed timecards and invoices for materials the amount previously paid), the sum of all amounts previously paid to the Contractor, and the total amount remaining to be paid to Contractor under the Contract.

(ii) A list of all subcontractors, suppliers, and materialmen, if any, who have been engaged to perform work in connection with the Project, which list shall be sworn and shall show the sum of all amounts previously paid, presently due, and remaining to be paid to each subcontractor, supplier, and/or materialman.

(iii) A sworn lien waiver, signed by the Contractor or its authorized representative, that fully and satisfactorily waives any and all lien rights that the Contractor may have in the Work or any property or funds of the City in an amount equal to the sum of the

amount requested for payment and all amounts previously paid or retained during the course of the Contract.

(iv) Sworn lien waivers signed by each subcontractor, supplier, and/or materialman on whose behalf the Contractor is applying for payment in any amount whatsoever, that fully and satisfactorily waives any and all lien rights that such subcontractor, supplier, and/or materialman may have in the Work or any property or funds of the City in an amount equal to the sum of the amount requested for payment to said subcontractor, supplier, and/or materialman and all amounts previously paid or retained during the course of the Contract for the purpose of paying said subcontractor, supplier, and/or materialman.

7. REDUCTIONS IN PAYMENT BY CITY (CITY'S RIGHT TO SETOFF)

(a) The Parties hereby agree that the City is entitled to impose a set-off against payment based on any of the following:

(i) Claims have been made against the City on account of the Contractor's conduct in the performance or furnishing of the Work, or the City has incurred costs, losses, or damages on account of the Contractor's conduct in the performance or furnishing of the Work, including but not limited to claims, costs, losses, or damages from workplace injuries, adjacent property damage, non-compliance with Laws and Regulations, and patent infringement; or

(ii) The Contractor has failed to take reasonable and customary measures to avoid damage, delay, disruption, and interference with other work at or adjacent to the Site; or

(iii) The Contractor has failed to provide and maintain required bonds or insurance; or

(iv) The City has been required to remove or remediate a hazardous environmental condition for which the Contractor is responsible; or

(v) The City has incurred extra charges or engineering costs related to submittal reviews, evaluations of proposed substitutes, tests and inspections, or return visits to manufacturing or assembly facilities; or

(vi) The Work is defective, requiring correction or replacement; or

(vii) The City has been required to correct defective Work at its own cost; or

(viii) The Contract Sum has been reduced by change orders; or

(ix) An event that would constitute justify the City to terminate this Agreement for cause has occurred; or

(x) Liquidated damages have accrued as a result of the Contractor's failure to timely achieve Substantial Completion or final completion of the Work; or

(xi) Liens have been filed in connection with the Work, except where the Contractor has delivered a specific bond satisfactory to the City to secure the satisfaction and discharge of such Liens; or

(xii) There are other items entitling the City to a set off.

(b) If the City imposes any set-off against payment the City will give the Contractor immediate written notice stating the reasons for such action and the specific amount of the reduction and shall promptly pay the Contractor any amount remaining after deduction of the amount so withheld. The City shall promptly pay the Contractor the amount so withheld, or any adjustment thereto agreed to by the City and the Contractor, if the Contractor remedies the reasons for such action. The reduction imposed shall be binding on the Contractor unless it duly submits a change proposal contesting the reduction.

(c) Upon a subsequent determination that the City 's refusal of payment was not justified, the amount wrongfully withheld shall be promptly paid, along with 5% interest per annum.

8. RETAINAGE

Retainage will be held based on Public Act 103-0570. 10% will be held up to 50% completion of the project. When more than 50% of the contract is completed, 5% retainage will be held.

9. FINAL PAYMENT

(a) Subject to all requirements and provisions of this Agreement, including but not limited to the City's right to setoff its obligations to the Contractor (*see* Section 7, above), and the Contract Documents, final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the City to the Contractor when the Contractor has fully performed the Work and all other obligations under the Contract Documents other than those obligations related to the Contractor's responsibility (1) to correct deficient or unacceptable Work as provided in the Contract Documents, and (2) to satisfy other requirements, if any, which extend beyond final payment.

(b) Upon receiving a request for final payment under the Contract, the City shall pay the balance of the contract sum within thirty (30) days of completion of punch list items by the Contractor and sign-off and approval by the City. Notwithstanding the forgoing, the City may avail itself of any longer timelines applicable to a payment as available under the Illinois Local Government Prompt Payment (Act 50 ILCS 505/1 *et seq.*), the provisions of which Act shall apply to this Contract. **THE LAW REQURIES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING MATERIALS AND LABOR BEFORE ANY PAYMENTS ARE REQUIRED TO BE MADE TO THE CONTRACTOR (770 ILCS 60/5).**

10. INSURANCE

A. General Insurance Requirements.

The Contractor shall fully comply with all requirements set forth in Section 7-2 of the Division 100, General Requirements and Covenants (Insurance Requirements), along with any and all other insurance requirements set out in the Contract Documents.

B. **Other Insurance Requirements**

The Contractor shall deliver to the City prior to commencing Work, certificates of insurance (ACORD Form 27 or other form acceptable to the City) evidencing the required insurance coverage of Contractor and each Subcontractor. The certificates required to be provided under this Paragraph shall contain clauses and/or provisions stating (i) that the policies will not be canceled or reduced without thirty (30) days prior notice to and the written consent of the City, and (ii) that the policies are primary and noncontributory. The policies shall further name the City and all of its elected officials, officers, employees, and agents as additional insureds. The City shall not waive any rights of subrogation. The Contractor shall provide and maintain insurance in the amounts outlined with companies acceptable to the City, for a minimum of two (2) years after completion final completion of the project. Under no circumstances shall the City be deemed to have waived any of the insurance requirements of this Contract by any action or omission. Liability of the Contractor and Subcontractors is not limited by purchase of insurance.

11. INDEMNIFICATION

(a) To the fullest extent permitted by law, Contractor waives any right of contribution against and shall defend, indemnify and hold harmless the City and any elected official, officer, attorney, employee, consultant, representative, or agent of the City (collectively the "indemnitees") from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from or in connection with the performance of the Work, provided that any such claim, damage, loss or expense (collectively "Claims") is caused by or alleged to be caused by an act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable in the performance of the Agreement, regardless of whether or not it is actually or allegedly caused in part by an indemnitee. The obligations of the Contractor under this Section 11(a) shall be construed to include, but shall not be limited to, injury or damage consequent upon failure to use or misuse by the Contractor, his agents, subcontractors, and employees of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance erected or constructed by any person, or any or all other kinds of equipment, whether or not owned or furnished by the City. The Contractor shall include this provision in each of its subcontract agreements and shall require its subcontractors to be so bound.

(b) In the event that the Contractor or its Subcontractors are requested but refuse to honor the indemnity obligations of this Section or to provide a defense, then the Contractor shall, in addition to all other obligations, pay the cost of bringing any action to enforce this Section, including reasonable attorneys' fees.

(c) The Contractor hereby intentionally, knowingly, and voluntarily waives the right to assert, under the case of *Kotecki v. Cyclops Welding Corp.*, 146 Ill. 2d 155 (1991) that Contractor's liability may be limited to the amount of its statutory liability under the Workers' Compensation Act, and agrees that Contractor's liability to indemnify and defend the Owner is not limited by the so called "Kotecki Cap." The Contractor shall include this provision in each of its subcontract agreements and shall require its subcontractors to be so bound.

(d) The indemnification provisions of this Section 11 are not intended to circumvent the Construction Contract Indemnification for Negligence Act (740 ILCS 35/0.01, *et seq.*) and shall not be construed as such, but in such a way to affect their enforcement to the fullest extent of the law.

12. COMPLIANCE WITH LAWS

The Contractor shall perform its Work in compliance with all applicable laws, ordinances rules, regulations and codes, including but not limited to the *Illinois Prevailing Wage Act* (820 ILCS 130/I *et seq*). The Contractor shall pay not less than the prevailing rate of wages to all laborers, workers and mechanics performing work under this Contract. Moreover, the Contractor shall ensure that each subcontract is awards shall contain specific language therein requiring each subcontractor to pay not less than the prevailing wage to all laborers, workers and mechanics performing work for the project contemplated under this Contract. Further, the Contractor and all Subcontractors shall submit monthly certified payroll records to the City verifying that employees are being paid the prevailing rate of wages. The Contractor shall obtain necessary permits and licenses and consult with applicable governmental authorities as appropriate to ensure that the Work complies with all applicable laws. The Contractor agrees to fully comply with all requirements of federal and state law, including, but not limited to, the requirements of *Illinois Human Rights Act (*775 ILCS 5/1-101 *et seq.*) and the provision of sexual harassment policies and procedures pursuant to Section 2-105 of that Act. The Contractor further agrees to comply with all federal and state Equal Opportunity Laws, including, but not limited to, the *Americans With Disabilities Act* (42 U.S.C. Section 12101 *et. seq.*) and all rules and regulations promulgated thereunder. The Illinois *Employment of Illinois Workers on Public Works Act* (30 ILCS 570/0.01 *et. seq.*), and *Steel Products Procurement Act* (30 ILCS 565/1 *et. seq.*), shall prevail on this project to the extent such Acts are applicable and enforceable.

13. ASSIGNMENT

The Contractor shall not assign this Contract without the prior written consent of the City, which consent may be withheld at City's sole discretion. All Contractor's subcontracts shall be in writing, and shall be assignable by the Contractor to the City.

14. BOND

Pursuant to the *Public Construction Bond Act* (30 ILCS 550/1, *et seq.*), prior to commencing work, the Contractor shall provide a bond in the amount of one hundred percent (100%) of the Contract Sum and conditioned to guarantee the full and complete performance of the work, according to the terms of the specifications, plans and contract, which contract shall be properly executed and signed at the time of filing of said bonds. Pursuant to Section 4 of the *Prevailing Wage Act* (820 ILCS 130/4), the required bond shall include a provisions as will guarantee the faithful performance of the prevailing wage requirements of this Contract and Illinois Law. With permission of the City, and when state and federal funds are not used on the Work, the Contractor may provide a non-diminishing irrevocable letter of credit, for contracts under $100,000, in lieu of aforesaid bond. This bond or the non-diminishing irrevocable letter of credit are to remain in full force and effect up to and including the final acceptance of the work. After which it shall become null and void only after the Contractor provides a maintenance bond which shall meet the approval of said City of Crest Hill.

15. CITY SHALL NOT WAIVE ANY RIGHTS BY MAKING ANY PAYMENT

Notwithstanding any other provision in this Agreement or the other Contract Documents, the City shall not, in any manner, be deemed or intended to have waived any claim by making any progress or final payment in any amount.

16. WARRANTY

The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have charge and control of contractor means, methods, techniques, sequences, and procedures for coordinating all portions of the Work. The Contractor warrants to the City that materials and equipment furnished under the Contract will be of good quality and new, unless otherwise required or permitted by this Agreement or any of the other Contract Documents and that the Work will be performed in a workmanlike manner and be free from faults and defects and in conformance with this Agreement and all other Contract Documents.

Neither the final payment under the Agreement by the City nor any provisions in the Contract Documents shall relieve the Contractor of any responsibility for negligence in the furnishing and installation of faulty materials or for faulty workmanship which shows up within the extent and period proved by law or within the guarantee period of one (1) year from final acceptance of the work performed under this Agreement, whichever is greater, nor of the responsibility of remedying such faulty workmanship and materials. In the event that any testing or inspection of the Work or any part thereof reveals defects in materials or workmanship, the Contractor shall remedy such defects and shall bear all costs and expenses associated with any and all testing necessitated thereby, including but not limited to additional testing which is related to determining whether such defects have been properly remedied.

17. BID RIGGING AND ROTATING CERTIFICATION

As required by the section 33E-11 of the *Criminal Code* (720 ILCS 5/33E-11), by executing this Agreement, Contractor certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code.*

18. AUTHORITY TO EXECUTE

Each of the parties executing this Contract represent and warrant that they have the proper and necessary authority to execute this Contract and to bind their representative entities.

19. GOVERNING LAW; CHOICE OF FORUM

This Contract shall be governed by the laws of the state of Illinois. Furthermore, the Parties hereby agree that the Twelfth Judicial Circuit Court of Will County, Illinois, will be the sole and exclusive venue and jurisdiction for any litigation associated with the Contract Documents. As such, the Parties hereby intentionally, knowingly, and voluntarily waive and forever forfeit any right that they presently have or may accrue in the future to file any motion seeking to dismiss any such litigation for want of jurisdiction in said court, to remove any such litigation to any federal court, or to challenge venue in said court for any reason, including but not limited to a motion based on the doctrine of *forum non conveniens*.

20. SEVERABILITY CLAUSE

If any provision of this Contract is held invalid, such invalidity shall not affect the other provisions of this Contract which may be given effect without the invalid provision.

21. TERMINATION

(a) Termination Without Cause: The City may, upon seven (7) days written notice to the Contractor, terminate the Agreement between the City and Contractor without cause. Upon written request and submittal of the appropriate documentation as required by the City, the City shall pay the Contractor for all work performed by the Contractor to the date of termination that has been approved by the City. The City may, upon the Contractor executing such a confirmatory assignments as the City shall request, accept and assume all of the Contractor's obligations under all subcontracts executed in accordance with the terms of the Contract Documents that may accrue after the date of such termination and that the Contractor has incurred in good faith in connection with the Work. Upon receipt of notice of termination, the Contractor shall cease all operations on the date specified by the City, terminate subcontracts not assumed by the City, make no further orders of materials or equipment, complete work not terminated (if any), and provide such reports as may be requested by the City as to the status of the Work and the Work remaining to be completed. The City's right to terminate the Contract under this Section shall be in addition to, and not in limitation of, its rights to stop the Work without terminating the Contract.

(b) Termination for Cause: If the Contractor shall institute proceedings or consent to proceedings requesting relief or arrangement under the Federal Bankruptcy Act or any similar or applicable federal or state law, or if a petition under any federal or state bankruptcy or insolvency law is filed against the Contractor and such petition is not dismissed within sixty (60) days after the date of said filing, or if the Contractor admits in writing his inability to pay his debts generally as they become due, or if he makes a general assignment for the benefit of his creditors, or if a receiver, liquidator, trustee or assignee is appointed on account of his bankruptcy or insolvency; or if a receiver of all or any substantial portion of the Contractor's properties is appointed; or if the Contractor abandons the Work; or if he fails, except in cases for which extension of time is provided, to prosecute promptly and diligently the Work or to supply enough properly skilled workmen or proper materials for the Work; or if he submits an Application for Payment, sworn statement, waiver of lien, affidavit or document of any nature whatsoever which is intentionally falsified; or if he fails to make prompt payment to Subcontractors or for materials or labor or otherwise breaches his obligations under any subcontract with a Subcontractor; or if a mechanic's or material man's lien or notice of lien is filed against any part of the Work or the site of the Project and not promptly bonded or insured over by the Contractor in a manner satisfactory to the City; or if the Contractor disregards any laws, statutes, ordinances, rules, regulations or orders of any governmental body or public or quasi-public authority having jurisdiction of the Work or the site of the Project; or if he otherwise violates any provision of the Contract Documents; then the City, without prejudice to any right or remedy available to the City under the Contract Documents or at law or in equity, the City may, after giving the Contractor and its surety under the performance and payment bond required above seven (7) days' written notice, terminate the

employment of the Contractor. If requested by the City, the Contractor shall remove any part or all of his equipment, machinery and supplies from the site of the Project within seven (7) days after the date of such request, and in the event of the Contractor's failure to do so, the City shall have the right to remove or store such equipment, machinery and supplies at the Contractor's expense. In case of such termination, the Contractor shall not be entitled to receive any further payment for Work performed by the Contractor through the date of termination. The City's right to terminate the City-Contractor Agreement pursuant to this Section 21(b) shall be in addition to and not in limitation of any rights or remedies existing hereunder or pursuant hereto or at law or in equity.

(c) In the event that the City terminates this Agreement for Cause, as set forth above, the Contractor shall not be entitled to receive further payment until the Work is finished and the City may finish the Work by whatever reasonable method the City may deem expedient. Upon written request of the Contractor, the City shall furnish to the Contractor a detailed accounting of the costs incurred by the City in finishing the Work. If, after the City completes the Work, the unpaid balance of the Contract Sum exceeds the costs of finishing the Work, including but not limited to any additional expenses made necessary thereby and other damages incurred by the City and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the City. This obligation for payment shall survive termination of the Contract.

22. NOTICES

Any time that this Agreement or any of the other Contract Documents require one Party to notify or give notice to the other Party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission as set forth in the Agreement. In the case of in-person delivery, the notice shall be deemed delivered on the date of such delivery. In the case of delivery by mail or by courier, the notice shall be deemed to be delivered three (3) business days after it is sent. In the case of email delivery, the notice shall be deemed given on the date of said email so long as the email is sent prior to 6:00 p.m. CST—otherwise it shall be deemed delivered as of the next business day.

THIS CONTRACT is entered into as of the day and year first above written.

CITY:

CITY OF CREST HILL,

WILL COUNTY, ILLINOIS

BY:_____

ITS:_____
Mayor

ATTEST:

BY:_____

ITS:_____

CONTRACTOR:

Austin Tyler Construction, Inc

BY: Gary A. Schmal

ITS: President

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
Austion Tyler Construction inc
23343 S Ridge Rd
Elwood IL 60421

SURETY:
(Name, legal status and principal place of business)
Old Republic Surety Co
18500 W Corporate Dr
Ste 170
Brookfield WI 53201

OWNER:
(Name, legal status and address)
City of Crest Hill
20600 City Center Blvd
Crest Hill IL 60403

BOND AMOUNT: $ 10% of Bid Amount

PROJECT:
(Name, location or address, and Project number, if any)
CREST HILL COMMONS PHASE ONE SITE IMPROVEMENTS

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Init. /

AIA Document A310™ – 2010. Copyright © 1963, 1970 and 2010 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 08:45:44 on 12/07/2010 under Order No.3952672523_1 which expires on 07/26/2011, and is not for resale.
User Notes: (1283017540)

Signed and sealed this 8th day of September 2026

(Witness)

(Witness)

Austin Tyler Construction Co.
(Principal) (Seal)

(Title)

Old Republic Surety Co
(Surety) (Seal)

(Title) Lynn M Blaylock Attorney In Fact

AIA Document A310™ – 2010. Copyright © 1963, 1970 and 2010 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 08:45:44 on 12/07/2010 under Order No.3952672523_1 which expires on 07/26/2011, and is not for resale.
User Notes: (1283017540)

Init. /

OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

CHRISTOPHER L. SPANGLER, MARK SPANGLER, LYNN M. BLAYLOCK, MAUREEN ROTT, CHRISTINE CANNELLA, ESTEE R. MAJOR, OF NAPERVILLE, IL

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, ***(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds),*** as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18,1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

(i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or

(ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or

(iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 21ST day of AUGUST, 2026.

OLD REPUBLIC SURETY COMPANY

Assistant Secretary

President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 21ST day of AUGUST, 2026, personally came before me, Steven R. Denault and Kevin J. Abitz, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.

Notary Public

My Commission Expires: February 9, 2027

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

63-1338

Signed and sealed at the City of Brookfield, WI this 8th day of September, 2026.

Assistant Secretary

ORSC 22262 (3-06)

ROBERTSON RYAN & ASSOCIATES

Illinois Department of Transportation

Certificate of Eligibility

Contractor No 6117

Austin Tyler Construction, Inc.
23343 South Ridge Road ELWOOD, IL 60421

WHO HAS FILED WITH THE DEPARTMENT AN APPLICATION FOR PREQUALIFICATION STATEMENT OF EXPERIENCE, EQUIPMENT AND FINANCIAL CONDITION IS HEREBY QUALIFIED TO BID AT ANY OF DEPARTMENT OF TRANSPORTATION LETTINGS IN THE CLASSES OF WORK AND WITHIN THE AMOUNT AND OTHER LIMITATIONS OF EACH CLASSIFICATION, AS LISTED BELOW, FOR SUCH PERIOD AS THE UNCOMPLETED WORK FROM ALL SOURCES DOES NOT EXCEED SUPER UNLIMITED

001	EARTHWORK	$19,050,000
003	HMA PLANT MIX	$30,800,000
012	DRAINAGE	Unlimited
017	CONCRETE CONSTRUCTION	$16,925,000
032	COLD MILL,PLAN. & ROTOMILL	$3,100,000
08A	AGGREGATE BASES & SURF. (A)	$6,400,000
09A	HIGHWAY STRUCTURES	$7,125,000
15A	COVER & SEAL COATS (A)	$550,000

THIS CERTIFICATE OF ELIGIBILITY IS VALID FROM 3/27/2026 TO 4/30/2027 INCLUSIVE, AND SUPERSEDES ANY CERTIFICATE PREVIOUSLY ISSUED, BUT IS SUBJECT TO REVISION OR REVOCATION, IF AND WHEN CHANGES IN THE FINANCIAL CONDITION OF THE CONTRACTING FIRM OR OTHER FACTS JUSTIFY SUCH REVISIONS OR REVOCATION.
ISSUED AT SPRINGFIELD, ILLINOIS ON 3/27/2026.

Engineer of Construction

IL 494-0645

Austin Tyler Construction, INC.

September 11, 2026

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

RE: Crest Hill Commons, Phase 1

To Whom It May Concern,

Per the Illinois Department of Transportation Rules of Prequalification of Contractors, Austin Tyler Construction is requesting a waiver to forgo filing the Affidavit of Availability, under Section 650.310 sub D, based on our current financial rating.

Sincerely,

Gary S. Schumal P.E.
President

23343 South Ridge Road, Elwood, Illinois 60421
Phone: (815) 726-1090 Fax: (815) 726-1171

PROPOSAL

TO THE OWNER, City of Crest Hill

1. Proposal of Austin Tyler Construction, Inc
(name and address of bidder)

~~23343 S Ridge Road~~
Elwood, IL 60421 Gschuman@austin-tyler.com
(email address of bidder)

for the improvement described in the NOTICE TO CONTRACTORS.

2. In submitting this proposal, the undersigned declares that the only persons or parties interested in the proposal as principals are those named herein; and that proposal is made without collusion with any other person, firm or corporation.

3. The undersigned further declares that he has carefully examined the proposal, plans, specifications, form of contract and contract bond, and special provisions (if any), and that he has inspected in detail the site of the proposed work, and that he has familiarized himself with all of the local conditions affecting the contract and the detailed requirements of construction, and understands that in making this proposal he waives all right to plead any misunderstanding regarding the same.

4. The undersigned further understands and agrees that if this proposal is accepted, he is to furnish and provide all necessary machinery, tools, apparatus and other means of construction, and to do all of the work, and to furnish all of the materials specified in the contract, except such materials as are to be furnished by the Owner, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth, and is fully responsible for the construction means, methods, techniques, sequences and safety procedures and programs incident thereto.

5. The undersigned declares that he understands that the quantities mentioned are approximate only and that they are subject to increase or decrease; that he will take in full payment therefore the amount and the summation of the actual quantities, as finally determined, multiplied by the unit prices shown in the schedule of prices contained herein.

6. The undersigned further agrees that the unit prices submitted herewith are for the purpose of obtaining a gross sum, and for use in computing the value of extras and deductions; if there is a discrepancy between the gross sum bid and that resulting from the summation of the quantities multiplied by their respective unit prices, the latter shall apply.

7. The undersigned further agrees that if the Owner decides to extend or shorten the improvement, or otherwise alter it by extras or deductions, including the elimination of any one or more of the items, as provided in the specifications, he will perform the work as altered, increased or decreased at the contract unit prices.

8. The undersigned further agrees that the Owner may at any time during the progress of work covered by this contract order other work or materials incidental thereto and that all such work and materials as do not appear in the proposal or contract as a specific item accompanied by a unit price, and which are not included under the bid price for other items in this contract, shall be performed as extra work, and that he will accept as full compensation therefore the actual cost plus fifteen per cent (15%), the actual cost to be determined as provided in the specifications.

9. The undersigned further agrees to execute a contract for this work and present the same to the Owner within fifteen (15) days after the date of notice of the award of the contract to him.

10. The undersigned further agrees that he and his surety will execute and present within fifteen (15) days after the date of notice of the award of contract, a contract bond satisfactory to and in the form prescribed by the Owner, in the penal sum of the full amount of the contract, guaranteeing the faithful performance of the work in accordance with the terms of the contract.

11. The undersigned further agrees to begin work not later than ten (10) days after the execution and approval of the contract and contract bond, unless otherwise provided, and to prosecute the work in such manner and with sufficient materials, equipment, labor and safety precautions as will insure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the contract. The undersigned agrees to complete the work within n/a calendar days after the date of the execution of the contract by both parties, or by May 14, 2027 if this is a completion day contract, unless additional time shall be granted by the Engineer in accordance with the provisions of the specifications. In case of failure to complete the work within the time names herein or within such extra time as may have been allowed by extensions, the undersigned agrees that the Owner shall withhold from such sums as may be due him under the terms of this contract, the costs set forth in the specifications, which cost shall be considered and treated not as a penalty, but as damages due the Owner form the undersigned by reason of inconvenience to the public, added cost of engineering and construction observation, maintenance of detours, and other items which have caused an expenditure of public funds resulting from the failure of the undersigned to complete the work within the time specified in the contract.

12. Accompanying this proposal is a bank draft, bank cashier's check, certified check or bid bond, complying with the requirements of the specifications, made payable to: BID BOND

The amount of the bond, check or draft is BID BOND = 10% of TOTAL BID ($).

If the proposal and the undersigned shall fail to execute a contract and contract bond as required herein, it is hereby agreed that the amount of the check or draft substituted in lieu thereof, shall become the property of the Owner, and shall be considered as payment of damages due to delay and other causes suffered by the Owner because of the failure to execute said contract and contract bond; otherwise said check or draft substituted in lieu thereof shall be returned to the undersigned.

ATTACH BANK DRAFT, BID BOND, BANK CASHIER'S CHECK OR CERTIFIED CHECK HERE

In the event that one check, bond, or draft is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guarantees of the individual sections covered.

13. The undersigned submits herewith his schedule of prices covering the work to be performed under this contract; he understands that he must show in the schedule the unit prices for which he proposes to perform each item of work; that the extensions must be made by him; and that if not so done, his proposal may be rejected as irregular.

14. The undersigned firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

CONTRACTOR'S STATEMENT

1. Do you have sufficient knowledge of Drawings and Specifications of the work covered by this Contract to warrant submitting a Proposal for this work? YES

2. (a) Have you done work of this nature? YES

   (b) To what extent? (Dollar value) Millions

   (c)For whom? Lockport, Joliet, Will County DOT, IDOT, Romeoville, Frankfort, Crestline

3. Do you have sufficient equipment to perform this work? Yes

   If so, list major items: Excavators, Loaders, Skidsteer, Pavers, Rollers, Graders, Grinders, Semi trucks

4. Give Bank reference: Busey Bank

   Address: P.O Box 14054 St. Louis, MO 63178

5. List names and addresses of major suppliers:

   Mid American Water - 1500 E. Mountain Aurora, IL 60505
   Wetsel Rock Mix - 806 Gardner St. Joliet IL 60433
   Vulcan Materials - P.O Box 75219 Charlotte, NC 28275

6. Have you ever had, or do you now have, funds withheld for non-completion of work to the satisfaction of any municipality? NO

   (a) If so where? N/A

   (b) For what reason? N/A

7. Have you ever been disqualified by a Governmental Agency for failure to satisfactorily complete a public improvement? NO

CONTRACTOR'S STATEMENT (cont.)

8. Have you ever been cited for failing to withhold or report payroll deductions for Federal Income Tax? NO

9. Have you ever been cited by the Federal Government for any violation of the Copeland Act (Anti-kick-back Law)? NO

10. If awarded contract, work will begin in 30 calendar days.

CERTIFICATE OF ELIGIBILITY TO BID

I, Gary S. Schumal (contractor), pursuant to section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he , she, it) nor any of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Date: 9/10/26

By: G. S. Schumal
(Name of Contractor)

President
(Title)

SIGNATURES

(If an individual)

Signature of Bidder .....

Business Address .....

(If a co-partnership)

Firm Name ..... (SEAL)

Signed by ..... (SEAL)

Business Address .....

Insert Names and Addresses of All Members of the Firm .....

.....

.....

.....

(If a corporation)

Corporate Name Austin Tyler Construction Inc

Signed By ..... President

Business Address 23343 S Ridge Road
Elwood, IL 60421

AUSTIN TYLER CONSTRUCTION, INC. SEAL ELWOOD, IL

(Corporate Seal)

Insert Names of Officers

President Gary S. Schumal

Secretary Tina M. Wildrick

Treasurer .....

Attest: .....

Attestor's Title: Secretary

Phone Number (815) 726-1090

BIDDER'S CERTIFICATE

The undersigned, having executed the attached bid for the construction of:

Crest Hill Commons, Phase 1

Name of Project

for the Village/City/Town of Crest Hill, County of Will,

State of Illinois hereby certifies that he has read all of the Contract Documents, including the Notice to Bidders, Instructions to Bidders, Proposal Forms, General conditions of the contract, Detail Specifications, Forms of contract, Form of Performance Bond and Form of Maintenance Bond, and that he has examined the plans and that his proposal for the work is based on the conditions and requirements therein; and should the contract be awarded to him, he agrees to execute the work in strict accordance therewith, including compliance with the Insurance Requirements of the General Conditions.

Name of Bidder

By: _____
Company Name

Date: 9/11/26

Crest Hill
CITY OF NEIGHBORS

To: ALL BIDDERS ON THE FOLLOWING PROJECT

From: Ronald J Wiedeman, Director of Engineering

Bid Date: September 11, 2026

Re: City of Crest Hill-Crest Hill Commons, Phase 1 Project

ADDENDUM No. 1

Addendum No. 1 consists of two (2) pages including Questions and Answers from Bidders and updates to the Special Provisions.

UPDATES TO SPECIAL PROVISIONS:

The following special provision shall be incorporated in the above-mentioned project:

CONTRACT TIME

The CONTRACTOR shall complete all mass grading, underground utility installation including lighting, sidewalk, concrete curb and curb and gutter construction, and playground and parking lot construction up to and including the aggregate base course by December 18, 2026. All remaining work is to be completed by May 14, 2027. Penalties shall be assessed at the rate of $1500.00 per working day. Working days shall be calculated as per Article 108 of the IDOT STANDARD SPECIFICATIONS.

Each Bidder must sign the acknowledgement below as proof of receipt of this Addendum No. 1 and include as part of their electronic Bid submittal.

Very truly yours,

Ronald J. Wiedeman, PE
Director of Engineering

ADDENDUM NO 1-ACKNOWLEDGEMENT OF RECEIPT

Printed Name: Thomas Pecsi

Signature: 

Date: 8/25/26

Crest Hill Commons (#10334415)
Owner: Crest Hill, City of
Solicitor: Crest Hill, City of
09/11/2026 10:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Austin Tyler Const. , Inc Unit Price	Extension
Base Bid							
	1	n/a	REMOVE CURB & GUTTER	L.F.	145	$25.00	$3,625.00
	2	n/a	REMOVE CONCRETE SIDEWALK	S.F.	95	$25.00	$2,375.00
	3	n/a	INLET EROSION CONTROL, CATCH-ALL	EACH	29	$195.00	$5,655.00
	4	n/a	SILT FENCING	L.F.	1690	$3.00	$5,070.00
	5	n/a	STABILZED CONSTRUCTION ENTRANCE, AGGREGATE	EACH	1	$4,000.00	$4,000.00
	6	n/a	CONCRETE WASHOUT	EACH	1	$1,200.00	$1,200.00
	7	n/a	EROSION CONTROL BLANKET, NORTH AMERICAN GREEN S-75-BN	S.Y.	10415	$1.00	$10,415.00
	8	n/a	STRIP AND HAUL OFF EX. SURFACE, 6"	C.Y.	2200	$32.00	$70,400.00
	9	n/a	CLAY CUT TO FILL	C.Y.	3100	$34.00	$105,400.00
	10	n/a	IMPORT AND SPREAD STRUCTURAL FILL	C.Y.	3800	$42.00	$159,600.00
	11	n/a	INLET, 24" DIA.	EACH	1	$2,000.00	$2,000.00
	12	n/a	CATCH BASIN, 48" DIA.	EACH	5	$3,500.00	$17,500.00
	13	n/a	CATCH BASIN, 60" DIA.	EACH	1	$5,400.00	$5,400.00
	14	n/a	MANHOLE, 48" DIA.	EACH	1	$4,000.00	$4,000.00
	15	n/a	CLEANOUT, 6" PVC	EACH	4	$1,050.00	$4,200.00
	16	n/a	CLEANOUT, 4" PVC	EACH	3	$1,000.00	$3,000.00
	17	n/a	RECONSTRUCT EX. CATCH BASIN, RAISE FRAME	EACH	1	$1,500.00	$1,500.00
	18	n/a	REMOVE EX. GRATE & REPLACE W/ FRAME & GRATE	EACH	2	$700.00	$1,400.00
	19	n/a	PERFORATED UNDERDRAIN, 4" HDPE WITH SOCK	L.F.	80	$40.00	$3,200.00
	20	n/a	PERFORATED UNDERDRAIN, 6" HDPE WITH SOCK	L.F.	80	$38.00	$3,040.00
	21	n/a	STORM SEWER, 6" PVC SDR 26	L.F.	77	$42.00	$3,234.00
	22	n/a	STORM SEWER, 12" RCP, CL IV	L.F.	460	$60.00	$27,600.00
	23	n/a	STORM SEWER, 15" RCP, CL IV	L.F.	291	$65.00	$18,915.00
	24	n/a	STORM SEWER, 18" RCP, CL IV	L.F.	196	$72.00	$14,112.00
	25	n/a	CONNECT TO EX. MH	EACH	1	$1,500.00	$1,500.00
	26	n/a	STORM TRENCH BACKFILL, < 18" DIA.	L.F.	200	$50.00	$10,000.00
	27	n/a	STORM TRENCH BACKFILL, > 18" DIA.	L.F.	190	$60.00	$11,400.00
	28	n/a	SANITARY MANHOLE, TYPE A, 48" DIA.	EACH	1	$6,000.00	$6,000.00
	29	n/a	SANITARY SEWER, 6" PVC SDR 26	L.F.	130	$94.00	$12,220.00
	30	n/a	SANITARY TRENCH BACKFILL, <10' DEEP	L.F.	115	$60.00	$6,900.00
	31	n/a	DISCONNECT EX. 6" SERVICE FROM SAN MH	EACH	1	$1,400.00	$1,400.00
	32	n/a	CONNECT TO EX. SAN MH	EACH	1	$3,000.00	$3,000.00
	33	n/a	2" HMA SURFACE COURSE, MIX "C", N50	S.Y.	1570	$20.00	$31,400.00
	34	n/a	2" HMA BINDER COURSE, IL 19.0, N50	S.Y.	1570	$18.00	$28,260.00
	35	n/a	8" AGGREGATE BASE, CA-6	S.Y.	1570	$21.00	$32,970.00
	36	n/a	5" P.C. CONCRETE SIDEWALK	S.F.	5805	$14.00	$81,270.00
	37	n/a	4" AGGREGATE BASE, CA-6	S.F.	5805	$3.25	$18,866.25
	38	n/a	CURB AND GUTTER, B.6.12, WITH AGGREGATE	L.F.	808	$60.89	$49,199.12
	39	n/a	CURB AND GUTTER, VARIABLE HEIGHT, WITH AGGREGATE	L.F.	74	$65.00	$4,810.00
	40	n/a	CONCRETE RIBBON CURB, 6", PLAYGROUND	L.F.	200	$65.00	$13,000.00
	41	n/a	1" CA-16 (CLASS A) STONE CAP, PLAYGROUND	S.Y.	541	$8.00	$4,328.00
	42	n/a	8" COMPACTED CA-7, PLAYGROUND	S.Y.	541	$42.00	$22,722.00
	43	n/a	GEOTEXTILE FABRIC, PLAYGROUND	S.Y.	541	$3.00	$1,623.00
	44	n/a	DETECTABLE WARNING TILE, TRUNCATED DOMES	S.F.	70	$30.00	$2,100.00
	45	n/a	THERMALPLASTIC PAVEMENT MARKING, LINE 4", PARKING STALL	L.F.	900	$4.70	$4,230.00
	46	n/a	THERMALPLASTIC PAVEMENT MARKING, LINE 6", CROSSWALK	L.F.	96	$6.60	$633.60
	47	n/a	THERMALPLASTIC PAVEMENT MARKING, LINE 24", STOP BAR	L.F.	16	$18.00	$288.00
	48	n/a	TRAFFIC CONTROL SIGN, METAL POST AND PANEL	EACH	7	$600.00	$4,200.00
	49	n/a	CONSTRUCTION FENCE, 6' TALL CHAIN LINK	L.F.	870	$40.00	$34,800.00
	50	20800150	TRENCH BACKFILL	CU YD	33	$75.00	$2,475.00
	51	81028230	UNDERGROUND CONDUIT, GALVANIZED, STEEL, 3 1/2" DIA.	FOOT	482	$58.00	$27,956.00
	52	81028320	UNDERGROUND CONDUIT, PVC, 1" DIA.	FOOT	1687	$24.00	$40,488.00
	53	81028340	UNDERGROUND CONDUIT, PVC 1 1/2" DIA.	FOOT	2238	$25.00	$55,950.00
	54	81028350	UNDERGROUND CONDUIT, PVC 2" DIA.	FOOT	3570	$27.00	$96,390.00
	55	81028370	UNDERGROUND CONDUIT, PVC 3" DIA.	FOOT	2391	$36.00	$86,076.00
	56	81400730	HANDHOLE, COMPOSITE CONCRETE	EACH	18	$1,600.00	$28,800.00
	57	84500120	REMOVAL OF ELECTRIC SERVICE INSTALLATION	EACH	1	$1,460.00	$1,460.00
	58	X8360110	LIGHT POLE FOUNDATION (SPECIAL)	FOOT	69	$345.00	$23,805.00
	59	X8780105	CONCRETE FOUNDATIONS (SPECIAL)	EACH	5	$1,675.00	$8,375.00
	60	n/a	REMOVE AND RELOCATE EXISTING MONUMENT SERVICE	EACH	1	$2,840.00	$2,840.00

	61	n/a	Thickened Edge Concrete Paving	L.F.	70	$100.00	$7,000.00
	62	n/a	Cast-in-Place Concrete Seatwall/Column Foundations (inc reinf)	C.Y.	140	$1,200.00	$168,000.00
	63	n/a	Stone Veneer (Seatwall/Columns)	S.F.F.	980	$75.00	$73,500.00
	64	n/a	Pre-Cast Concete Column Cap	S.F.	15	$800.00	$12,000.00
	65	n/a	Pre-Cast Concete Seatwall Coping	S.F.	810	$100.00	$81,000.00
	66	n/a	Turf Grass seeding (Gameday)	S.Y.	8667	$0.50	$4,333.50
	67	n/a	Salt Tolerant Roadside Seeding (IDOT 2A)	S.Y.	1035	$0.50	$517.50
	68	n/a	Planting Soil Mix 6"	C.Y.	675	$55.00	$37,125.00
	69	n/a	Planting Soil Mix 12"	C.Y.	280	$50.00	$14,000.00
	70	n/a	Planting Soil Mix 24"	C.Y.	155	$45.00	$6,975.00
Fixed							$100,000.00
	71	n/a	Cash Allowance	L.Sum	1	$100,000.00	$100,000.00
Alt. No 1							$40,960.00
	72	n/a	Turf Grass Sodding	S.Y.	5120	$8.00	$40,960.00
Base Bid Total w/o Turf Grass Sodding:							$1,743,026.97

CITY OF CREST HILL

CREST HILL COMMONS, PHASE 1

CREST HILL
WILL COUNTY, ILLINOIS
NOTICE TO CONTRACTORS

City of Crest Hill (OWNER) is requesting Bids for the construction of the following Project:

Crest Hill Commons, Phase 1

Bid proposals will be received via electronic bid through QuestCDN by the City of Crest Hill until 10:00 A.M. September 11, 2026.

The City of Crest Hill is accepting proposals to perform grading, underground utility installation, parking lot construction, playground infrastructure and concrete flatwork, seat wall construction and seed restoration at 20650 City Center Blvd (Between City Hall and the White Oak Library)

The Contract Documents may be examined without charge at the office Spaceco at 9575 W. Higgins Road, Suite 700, Rosemont, IL 60018 Contact Jim Kapustiak at jckapustiak@spacecoinc.com QuestCDN #10334415

Complete digital Project Bidding Documents are available at Public Bidding Opportunities | Crest Hill, IL, or at www.questcdn.com. To be considered a plan holder for bids, register with QuestCDN.com for a free Regular membership and download the digital Bidding Documents for $42 by inputting Quest project number (10334415) on the website's project search page. Downloading the documents and becoming a plan holder is recommended as plan holder's receive automatic notice of addenda, other bid updates and access to vBid, online bidding via QuestCDN.

Please contact QuestCDN.com at (952) 233-1632 or info@questcdn.com for assistance with free membership registration, downloading digital bidding documents and vBid questions.

To access the electronic bid form, download the digital bidding documents and click the 'Online Bid' button or Online Bidding 'Available' button on the bid posting page. Bids will ONLY be received and accepted through vBid via QuestCDN.com. Prospective bidders must be on the plan holder list through QuestCDN for bids to be accepted

A bid bond in an amount not less than 10% shall be submitted with each proposal, as a guarantee that, if the proposal is accepted, a contract will be entered into, and the performance of the contract is properly secured.

A performance and payment bond in a sum equal to 100% of the amount authorized with sureties to be approved by the Mayor and City Council for the faithful performance of the contract must be furnished by the successful bidder. All bids or proposals shall contain an offer to furnish bond upon acceptance of such bid or proposal.

The right is reserved to reject any or all proposals, to waive technicalities, to postpone the bid opening, or to advertise for new proposals, if in the judgment of the Engineering Department or Mayor and City Council their best interests will be promoted thereby.

The Contractor will be required to pay not less than the prevailing wage rates on this project as established by the Illinois Department of Labor. The Contractor shall also comply with all applicable Federal, State and local regulations.

Prequalification will be required to be submitted to the engineer by all potential bidders. If in the opinion of the City Engineer and the Mayor and City Council, an applicant would not be able to serve the best interest of the City, a proposal will not be issued to the applicant.

City of Crest Hill
Engineering Department

INSTRUCTIONS TO BIDDERS

GENERAL

Proposals will be received by the City of Crest Hill's Engineering Department, for the construction of,

CREST HILL COMMONS, PHASE 1

In accordance with the legal advertisement attached hereto entitled "Notice to Contractors".

The Notice to Contractors, Instructions to Bidders, Contractor's Proposal, Certificate as to Corporate Principal, Certified Check/Bid Bond, Specifications, Plans, Contract, the Performance Bond and the Maintenance Bond, shall be considered in every bid submitted and will become a part of every contract subsequently entered into for doing the work referred to herein.

EXAMINATION OF PLANS, SPECIFICATIONS AND SITE OF WORK

See Division 100, General Requirements and Covenants, Section 2, 2-3

PRE-QUALIFICATION

Proposers must be experienced in the construction of the type of facilities to be constructed under the contract for which a proposal is submitted. Which for the improvement is upgrading chemical feed system for water distribution systems.

DOCUMENTS OBTAINED FROM OTHER SOURCES

The City of Crest Hill is the only official source for the bid packages and supporting materials.

PROPOSALS

Proposals are solicited on the basis of a unit price bid for the work completed. They shall be made on the printed forms herewith attached. The blank spaces must be filled in correctly where indicated. The amount of the proposal must include all work necessary to make the project ready for operation, as shown on the plans and called for in the specifications. The proposal shall be for the work complete.

In the event of any difference or discrepancy in any amount or amounts which is set out both in words and in figures, in any of the contract documents or in the formal proposal of the Contractor, the written word or words shall not be construed to either limit or destroy the legal status of a unit price Contract.

Proposals that contain any omissions, erasures, or alterations or that contain additions or items not called for in the Contract Specifications and Plans, or that are deemed by the City of Crest Hill to contain irregularities of any kind may be rejected as informal.

No proposals will be accepted unless the bidder submitting it furnishes evidence satisfactory to the City of Crest Hill of his experience and familiarity with work of the character specified and of the legal status of the bidder, that is, as a corporation, partnership, or an individual which must be stated in the proposal. A corporation bidder must name the state in which its articles of incorporation are

held. A partnership proposer must give the full name and address of all partners. When a firm submits a proposal, the individual names of all its members shall be written and shall be signed in full but the signers may, if they choose, describe themselves, in addition as doing business under a firm name and style.

In cases where a corporation submits a proposal, the proposal must be signed in the name of and under the seal of the corporation by a duly authorized officer or agent of the corporation and his address given. Such officer or agent must present legal evidence that he or she has lawful authority to sign said proposal and that the signature is binding upon the corporation and that the corporation has a legal existence. In the event that any corporation organized and doing business under the laws of any foreign state, is the successful proposer, such corporation shall present evidence before a contract of said work is executed that it is authorized to do business in the State of Illinois.

Decisions on the acceptance or rejection of the various proposals will be made as soon as practicable after proposals are received, but the right is reserved by the City of Crest Hill to reject any or all proposals and to defer action on awarding a contract for sixty (60) days after proposals are received and opened.

THE PROPOSAL MUST NOT BE DETACHED HEREFROM OR FROM THE CONTRACT BY ANY PROPOSER WHEN SUBMITTING A PROPOSAL.

SOURCE AND NATURE OF FUNDS AVAILABLE

The payment for the proposed improvement referred to herein shall be made by the City of Crest Hill only after it has received a properly executed claim and approved pay estimate.

MATERIAL GUARANTEE

Before any proposal is awarded, the proposer may be required to furnish a complete statement of the original composition and manufacturer of any or all the materials to be used in the construction of the work along with any required samples. These samples will be subjected to the requirements spelled out in the contract documents to determine their quality and if the samples meet the requirements as specified. When the Contractor orders materials which will be subject to the tests as required by the contract documents, he shall state clearly to the Vendor that the material ordered is subject to such tests and the samples will not be used for the completion of work under this contract.

CONSIDERATION OF PROPOSALS/PROPOSAL

See Division 100, General Requirements and Covenants, Section 2, and Section 3, 3-1

BASIS OF AWARD

The award of the proposal will be made based on the summation of unit prices multiplied by the number of units for the entire improvement unless otherwise specified in the project special provisions. The contract for the construction of the work will be awarded based on the lowest total monetary Proposal Price for the entire improvement unless otherwise specified in the project special provisions, submitted by a qualified and responsible proposer. See Division 100, Section 3-2 for additional information.

In determining the most responsive and responsible proposer, , the City reserves the right to take into account and give responsible weight to the items listed in Division 100, Section 2-13.

No proposal will be awarded to any proposer whose work and/or equipment and materials as proposed do not, in the opinion of , the City, conform to the intent of the specifications.

The City reserve the right to award in part or in whole, or to not award whatever is deemed in the best interest of the Municipality. The city of Crest Hill further reserves the right to reject any or all bids.

See Division 100, General Requirements and Covenants, Section 3, 3-2 for timing of award.

PERFORMANCE AND PAYMENT BOND

The successful Contractor shall furnish to the city within ten (10) days after the successful proposer has been notified of the acceptance of his proposal;

1. A performance bond satisfactory to the city, executed by a surety company authorized to do business in the State of Illinois, in an amount equal to 100 percent (100%) of the amount authorized or a purchased order issued by the municipality conditioned to guarantee the full and complete performance of the work, according to the terms of the specifications, plans, and contract. The performance bond shall be properly executed and signed at the time of filing of said bonds. Said bonds are to remain in full force and effect up to and including the final acceptance of the work.
2. A payment bond satisfactory to the city executed by surety company authorized to do business in the State of Illinois, for the protection of all persons supplying labor and materials to the Contractor or Subcontractors for the performance of the work provided for in the contract, in the amount 100 percent (100%) of the amount authorized or a purchased order issued by the city In no case shall the bond be in an amount less than one Thousand Dollars ($1,000).
3. Documents required by this section must be received and approved by the city before a written contract will be issued.

All bonds must be from companies having of at least A-minus and of a class size of at least X as determined by A.M. Best Rating. The cost of acquiring these bonds shall be incidental to the construction contract.

MAINTENANCE BOND

Before the construction bond shall be released, the Contractor shall file a maintenance bond in an amount equal to ten percent (10%) of the amount the contract price prior to completion and final payment of the contract, as a guarantee that all workmanship and material furnished by the Contractor under the Contract shall be kept in satisfactory condition for a period of one (1) year, after the date of acceptance of the work by the City of Crest Hill. The surety required upon such maintenance bond shall be any surety company legally authorized to transact business in the State of Illinois. Said bond to be subject to the approval of the City of Crest Hill.

The cost of acquiring this bond shall be incidental to the construction contract.

RETAINAGE

Retainage will be held based on Public Act 103-0570. 10% will be held up to 50% completion of the project. When more than 50% of the contract is completed 5% will be withheld.

SUBCONTRACTORS

If any Bidder submitting a bid intends on subcontracting out all of any portion of the engagement, that fact, and the **name of the proposed subcontracting firm(s) must be clearly disclosed in the bid on the forms provided herein** (use additional forms if necessary).

In the event the Contractor requires a change of the subcontractor(s) identified, a written request from the Contractor and a written approval from the City of Crest Hill is required.

Notwithstanding written consent to subcontract approved by the City, the Contractor shall perform the Contractor's own organization, work amount to not be less than fifty (50%) percent of the total contract cost, and the materials purchased or produced by the Contractor.

Failure to identify subcontractors could result in disqualification.

SERVICEMEN'S EMPLOYEES TENURE ACT

The Contractor shall abide by the Servicemen's Employees Tenure Act, as amended, 330 ILCS 60/2, "safeguarding the employment and the rights and privileges inhering in the employment contract, of servicemen."

CHILD LABOR LAW

The Contractor shall abide by the Child Labor Law, as amended, 820 ILCS 205/1, which provides: "No minor under 16 years of age…at any time shall be employed, permitted or suffered to work in any gainful occupation…in any type of construction work within the state."

DRUG FREE WORK PLACE

The Contractor, as a party to a public contract, certifies and agrees that it will provide a drug free workplace through the Drug Free Workplace Act. A copy of this policy shall be included with the executed contract to each Municipality.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECT ACT

The Contractor agrees to comply with the Substance Abuse Prevention on Public Works Project Act, as amended, 620 ILCS 265/1 et Seq., and further agrees that all of its subcontractors shall comply with such Act.

PREVAILING WAGE RATES

The contractor shall follow the Prevailing Wage Act, as amended, 820 ILCS 130/0.01 et seq. on this project.

The current Prevailing Wages Rates for this project are for Will and Grundy County and they can be found at: http://www.state.il.us/agency/idol/rates/rates.HTM

NUMBER OF COPIES OF CONTRACT

See Division 100, General Requirements and Covenants Section 3-5

FAILURE TO EXECUTE CONTRACT

See Division 100, General Requirements and Covenants Section 3-6.

ESTIMATE OF QUANTITIES

The attention of all prospective proposers on the construction improvement provided for herein is also directed to the following:

An Estimate of Quantities for the proposed improvement is included herein. The Estimate of Quantities shown is believed to be substantially correct, but is not guaranteed as to correctness by either the City of Crest Hill, or by the Engineer, or by any representative of the City of Crest Hill or of the Engineer.

INSURANCE

See Division 100, General Requirements and Covenants Section 7-2.

A **Certificate of Insurance** that states **the City** has been endorsed as an "additional insured" by the Contractor's **Insurance carrier. Specifically, this Certificate must include the following language: "The (municipality's name inserted). And their respective elected and appointed officials, employees, agents, consultants, attorneys and representatives, are, and have been endorsed, as an additional insured under the above referenced policy number_____ on a primary and non-contributory basis for general liability insurance and automobile liability coverage for the duration of the contract term."**

In the event the Contractor fails to obtain or maintain any insurance coverages required under this agreement each municipality may purchase such insurance coverages and charge the expense thereof to the Contractor.

CHANGE IN STATUS

The Contractor shall notify the city immediately of any change in its status resulting from any of the following: (a) Contractor is acquired by another party; (b) change of greater than 5% ownership interest; (c) Contractor becomes insolvent; (d) Contractor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (e) Contractor ceases to conduct its operations in the normal course of business. The city shall have the option to terminate this agreement with the Contractor immediately on written notice based on any such change in status.

INVOICES, PAYMENTS, AND QUANTITIES

The Contractor shall submit invoices the city or their authorized representavice detailing the services provided directly to the City. All services shall be invoiced based on unit pricing and quantities used. The City shall only pay for quantities used or ordered. Quantities may be adjusted up or down based on the needs of the City. Payment shall be made in accordance with the Local Government Prompt Payment Act.

Invoices shall be delivered to:

City of Crest Hill
Ronald J Wiedeman
City Engineer
2090 Oakland Avenue
Crest Hill Illinois 60403

AUDIT/ACCESS TO RECORDS

A. The Contractor shall maintain books, records, documents and other evidence directly pertinent to performance of the work under this agreement consistent with generally accepted accounting standards in accordance with the American Institute of Certified Public Accountants Professional Standards. The Contractor shall also maintain the financial information and data used by the contractor in the preparation or support of any cost submissions required under this subsection, (Negotiation, of Contract Amendments, Change Orders) and a copy of the cost summary submitted to the Municipality. The Municipality or any of its duly authorized representatives shall have access to the books, records, documents, and other evidence for purposes of inspection, audit, and copying. The Contractor will provide facilities for such access and inspection.

B. If this contract is a formally advertised, competitively awarded, fixed price contract, the contractor agrees to include access to records as specified above. This requirement is applicable to all negotiated change orders and contract amendments in excess of $25,000, which affect the contract prices. In all other prime contracts, the contractor also agrees to include access to records as specified above in all its contracts and all tier subcontracts or change orders thereto directly related to project performance, which are in excess of $25,000.

C. Audits conducted in pursuant to this provision shall be consistent with accepted auditing standards in accordance with the American Institute of Public Accountants Professional Standards.

D. The contractor agrees to the disclosure of all information and reports resulting from access to records pursuant to the subsection above. Where the audit concerns the contractor, the auditing agency will afford the contractor an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report will include the written comments, if any, of the audited parties.\

E. Records under the subsection above shall be maintained and made available during performance of the work under this agreement and until three years from the date of final audit for the project. In addition, these records with relate to any dispute or litigation or the settlement of claims arising out of such performances, costs or items to which an audit exception has been taken, shall be maintained and made available for three years after the date of resolution of such dispute, appeal, litigation, claim or exception.

F. The right of access conferred by this clause will generally be exercised (with respect to financial records) under:
   a. Negotiated prime contractor
   b. Negotiated change orders or contract amendments in excess of $25,000 affecting the price of any formally advertised, competitively awarded, fixed rate contract; and
   c. Subcontracts or purchase orders under any contract other than a formally advertised, competitively awarded, fixed price contract.

G. The right of access will generally not be exercised with respect to the prime contract, subcontract or purchase order awarded after effective price competition. In any event, the right of access shall be exercised under any type of contract of subcontract:
   a. With respect to records pertaining directly to contract performance, excluding any financial records of the contractor; and
   b. If there is any indication that fraud, gross abuse, or corrupt practices may be involved.

COOPERATION WITH FOIA COMPLIANCE

Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the municipality in its efforts to comply with the freedom of information Act. 5 ILCS 140/1 et.seq.

LICENSE

The successful contractor and all sub-contractors shall have a license to work in the City of Crest Hill.

PROPOSAL and CONTRACT

PROPOSAL

TO THE OWNER, _____

1. Proposal of _____
(name and address of bidder)

_____

_____
(email address of bidder)

for the improvement described in the NOTICE TO CONTRACTORS.

2. In submitting this proposal, the undersigned declares that the only persons or parties interested in the proposal as principals are those named herein; and that proposal is made without collusion with any other person, firm or corporation.

3. The undersigned further declares that he has carefully examined the proposal, plans, specifications, form of contract and contract bond, and special provisions (if any), and that he has inspected in detail the site of the proposed work, and that he has familiarized himself with all of the local conditions affecting the contract and the detailed requirements of construction, and understands that in making this proposal he waives all right to plead any misunderstanding regarding the same.

4. The undersigned further understands and agrees that if this proposal is accepted, he is to furnish and provide all necessary machinery, tools, apparatus and other means of construction, and to do all of the work, and to furnish all of the materials specified in the contract, except such materials as are to be furnished by the Owner, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth, and is fully responsible for the construction means, methods, techniques, sequences and safety procedures and programs incident thereto.

5. The undersigned declares that he understands that the quantities mentioned are approximate only and that they are subject to increase or decrease; that he will take in full payment therefore the amount and the summation of the actual quantities, as finally determined, multiplied by the unit prices shown in the schedule of prices contained herein.

6. The undersigned further agrees that the unit prices submitted herewith are for the purpose of obtaining a gross sum, and for use in computing the value of extras and deductions; if there is a discrepancy between the gross sum bid and that resulting from the summation of the quantities multiplied by their respective unit prices, the latter shall apply.

7. The undersigned further agrees that if the Owner decides to extend or shorten the improvement, or otherwise alter it by extras or deductions, including the elimination of any one or more of the items, as provided in the specifications, he will perform the work as altered, increased or decreased at the contract unit prices.

8. The undersigned further agrees that the Owner may at any time during the progress of work covered by this contract order other work or materials incidental thereto and that all such work and materials as do not appear in the proposal or contract as a specific item accompanied by a unit price, and which are not included under the bid price for other items in this contract, shall be performed as extra work, and that he will accept as full compensation therefore the actual cost plus fifteen per cent (15%), the actual cost to be determined as provided in the specifications.

9. The undersigned further agrees to execute a contract for this work and present the same to the Owner within fifteen (15) days after the date of notice of the award of the contract to him.

10. The undersigned further agrees that he and his surety will execute and present within fifteen (15) days after the date of notice of the award of contract, a contract bond satisfactory to and in the form prescribed by the Owner, in the penal sum of the full amount of the contract, guaranteeing the faithful performance of the work in accordance with the terms of the contract.

11. The undersigned further agrees to begin work not later than ten (10) days after the execution and approval of the contract and contract bond, unless otherwise provided, and to prosecute the work in such manner and with sufficient materials, equipment, labor and safety precautions as will insure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the contract. The undersigned agrees to complete the work within n/a calendar days after the date of the execution of the contract by both parties, or by May 14, 2027 if this is a completion day contract, unless additional time shall be granted by the Engineer in accordance with the provisions of the specifications. In case of failure to complete the work within the time names herein or within such extra time as may have been allowed by extensions, the undersigned agrees that the Owner shall withhold from such sums as may be due him under the terms of this contract, the costs set forth in the specifications, which cost shall be considered and treated not as a penalty, but as damages due the Owner form the undersigned by reason of inconvenience to the public, added cost of engineering and construction observation, maintenance of detours, and other items which have caused an expenditure of public funds resulting from the failure of the undersigned to complete the work within the time specified in the contract.

12. Accompanying this proposal is a bank draft, bank cashier's check, certified check or bid bond, complying with the requirements of the specifications, made payable to:_____

_____

The amount of the bond, check or draft is_____

_____($_____).

If the proposal and the undersigned shall fail to execute a contract and contract bond as required herein, it is hereby agreed that the amount of the check or draft substituted in lieu thereof, shall become the property of the Owner, and shall be considered as payment of damages due to delay and other causes suffered by the Owner because of the failure to execute said contract and contract bond; otherwise said check or draft substituted in lieu thereof shall be returned to the undersigned.

ATTACH BANK DRAFT, BID BOND, BANK CASHIER'S CHECK OR CERTIFIED CHECK HERE

In the event that one check, bond, or draft is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guarantees of the individual sections covered.

13. The undersigned submits herewith his schedule of prices covering the work to be performed under this contract; he understands that he must show in the schedule the unit prices for which he proposes to perform each item of work; that the extensions must be made by him; and that if not so done, his proposal may be rejected as irregular.

14. The undersigned firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

CONTRACTOR'S STATEMENT

1. Do you have sufficient knowledge of Drawings and Specifications of the work covered by this Contract to warrant submitting a Proposal for this work? _____

2. (a) Have you done work of this nature? _____

   (b) To what extent? (Dollar value) _____

   (c)For whom? _____

   _____

3. Do you have sufficient equipment to perform this work?_____

   If so, list major items: _____

   _____

4. Give Bank reference: _____

   Address:

   _____

5. List names and addresses of major suppliers:

   _____

   _____

   _____

6. Have you ever had, or do you now have, funds withheld for non-completion of work to the satisfaction of any municipality?_____

   (a) If so where?_____

   (b) For what reason?_____

7. Have you ever been disqualified by a Governmental Agency for failure to satisfactorily complete a public improvement?_____

CONTRACTOR'S STATEMENT (cont.)

8. Have you ever been cited for failing to withhold or report payroll deductions for Federal Income Tax? _____

9. Have you ever been cited by the Federal Government for any violation of the Copeland Act (Anti-kick-back Law)? _____

10. If awarded contract, work will begin in _____ calendar days.

CERTIFICATE OF ELIGIBILITY TO BID

I, _____ (contractor), pursuant to section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he , she, it) nor any of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Date: _____ By: _____
(Name of Contractor)

_____
(Title)

SIGNATURES

(If an individual)

Signature of Bidder .....

Business Address .....

(If a co-partnership)

Firm Name ..... (SEAL)

Signed by ..... (SEAL)

Business Address .....

Insert Names and Addresses of All Members of the Firm .....

.....

.....

.....

(If a corporation)

Corporate Name .....

Signed By .....
President

Business Address .....

(Corporate Seal)

Insert Names of Officers

President .....

Secretary .....

Treasurer .....

Attest: .....

Attestor's Title:

Phone Number _____

BIDDER'S CERTIFICATE

The undersigned, having executed the attached bid for the construction of:

_____

Name of Project

for the Village/City/Town of _____, County of _____, State of _____ hereby certifies that he has read all of the Contract Documents, including the Notice to Bidders, Instructions to Bidders, Proposal Forms, General conditions of the contract, Detail Specifications, Forms of contract, Form of Performance Bond and Form of Maintenance Bond, and that he has examined the plans and that his proposal for the work is based on the conditions and requirements therein; and should the contract be awarded to him, he agrees to execute the work in strict accordance therewith, including compliance with the Insurance Requirements of the General Conditions.

Name of Bidder

By: _____

Company Name

Date: _____

August 2026

CITY OF CREST HILL
DIVISION 100

GENERAL REQUIREMENTS AND COVENANTS

TABLE OF CONTENTS

ITEM **PAGE**

SECTION 1. DEFINITION OF TERMS 1
1-1 DESCRIPTION 1
1-2 ABBREVIATIONS 1
1-3 ADDENDA 2
1-4 AWARD 2
1-5 BASE COURSE 2
1-6 BITUMINOUS PAVEMENT 2
1-7 BIDDER 2
1-8 CONTRACT 2
1-9 CONTRACTOR 3
1-10 CONTRACT BOND 3
1-11 CORPORATION 3
1-12 CULVERT 3
1-13 ENGINEER 3
1-14 FORCE MAIN 3
1-15 ENGINEERING OBSERVER 3
1-16 LABORATORY 3
1-17 MANHOLE 4
1-18 NOTICE TO BIDDERS 4
1-19 CITY 4
1-20 PAVEMENT STRUCTURE 4
1-21 PLANS 4
1-22 PLUMBING 4
1-23 PROPOSAL {BID} 4
1-24 PROPOSAL GUARANTY 4
1-25 RAILROAD 4
1-26 RIGHT-OF-WAY AND EASEMENTS 4
1-27 SEWER, COMBINED 5
1-28 SEWER, SANITARY 5
1-30 SEWER, STORM 5
1-31 SPECIAL PROVISIONS 5

1-32 SPECIFICATIONS 5
1-33 STATE SPECIFICATIONS 5
1-34 SUBCONTRACTOR 5
1-35 SUB-BASE 6
1-36 SUB-GRADE 6
1-37 SUPPLEMENTAL AGREEMENT 6
1-38 SUPPLIER 6
1-39 SURETY 6
1-40 SURFACE COURSE 6
1-41 WATER MAIN 6
1-42 WATER SERVICE LINE 6
1-43 THE WORK 6
SECTION 2. PROPOSAL REQIREMENT AND CONDITIONS 7
2-1 CONTENTS OF THE PROPOSAL FORM 7
2-2 INTERPRETATION OF ESTIMATE OF QUANTITIES 7
2-3 EXAMINATION OF PLANS, SPECIFICATIONS, SPECIAL PROVISIONS, AND SITE OF WORK 7
2-4 ENGINEER'S ESTIMATE 8
2-5 PREPARATION OF THE PROPOSAL 8
2-6 MULTIPLE BIDS 8
2-7 REJECTION OF PROPOSALS 8
2-8 PROPOSAL GUARANTY 8
2-9 DELIVERY OF PROPOSALS 9
2-10 WITHDRAWAL OF PROPOSALS 9
2-11 WITHDRAWAL OF PROPOSAL GUARANTY 9
2-12 PUBLIC OPENING OF PROPOSALS 9
2-14 COMPETENCY OF BIDDERS 10
2-15 MATERIAL SUBSTITUTIONS 10
2-16 CONTRACTOR'S UNDERSTANDING 11
2-17 STATUS OF RIGHT-OF-WAY, EASEMENT AND CONSTRUCTION EASEMENT ACQUISITION 11
SECTION 3. AWARD AND EXECUTION OF CONTRACT 11
3-1 CONSIDERATION OF PROPOSALS 11
3-2 AWARD OF CONTRACT 11
3-3 RETURN OF PROPOSAL GUARANTY 12

3-4 REQUIREMENT OF CONTRACT BOND 12
3-5 EXECUTION OF THE CONTRACT 12
3-6 FAILURE TO EXECUTE CONTRACT 12
SECTION 4. SCOPE OF WORK 13
4-1 INTENT OF THE PLANS AND SPECIFICATIONS 13
4-2 SPECIAL WORK 13
4-3 CHANGES 13
4-4 PERIODIC AND FINAL CLEANUP 14
4-5 LUMP SUM CONTRACTS 15
4-6 LOCAL ORDINANCES AND REGULATIONS 15
4-7 PREFERENCE TO VETERANS 15
SECTION 5. CONTROL OF THE WORK 16
5-1 PLANS AND WORKING DRAWINGS 16
5-2 CONFORMITY WITH PLANS AND SPECIFICATIONS 16
5-3 COORDINATION OF COMPONENT PARTS OF THE CONTRACT 16
5-4 COOPERATION BY CONTRACTOR 17
5-5 UTILITIES 17
5-6 COOPERATION BETWEEN CONTRACTORS 17
5-7 CONSTRUCTION STAKES 17
5-8 AUTHORITY AND DUTIES OF OBSERVERS 18
5-9 ENGINEER'S FIELD OFFICE AND/OR LABORATORY 18
5-10 CONSTRUCTION OBSERVATION 18
5-11 REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK 20
5-12 FINAL ACCEPTANCE 20
5-13 PUBLIC CONSTRUCTION BID ACT, 30 ILCS 557—1-DELETED. 20
SECTION 6. CONTROL OF MATERIAL 21
6-1 QUALITY OF MATERIALS 21
6-2 DEFECTIVE MATERIALS 21
6-3 TESTING MATERIALS 21
6-4 SAND, GRAVEL AND CRUSHED STONE 21
6-5 CONCRETE 21
6-6 MISCELLANEOUS MATERIALS 21
6-7 JOB SITE OBSERVATION 22
6-8 STORED MATERIALS 22
6-9 "OR EQUAL" CLAUSE 22

SECTION 7. LEGAL REGULATIONS AND RESPONSIBILITY TO PUBLIC 23
7-1 LAWS TO BE OBSERVED 23
7-1.01 INDEMNIFICATION 23
7-2 INSURANCE REQUIREMENTS 24
7-3 PERMITS AND LICENSES 30
7-4 PATENTS AND ROYALTIES 30
7-5 STATE AND FEDERAL PARTICIPATION 30
7-6 SANITARY PROVISIONS 30
7-7 PUBLIC CONVENIENCE AND SAFETY 30
7-8 BARRICADES AND WARNING SIGNS 31
7-9 DEBRIS ON TRAVELED SURFACE OR STRUCTURES 31
7-10 EQUIPMENT ON TRAVELED SURFACE AND STRUCTURES 31
7-11 USE OF EXPLOSIVES 32
7-12 USE OF FIRE HYDRANTS 32
7-13 PROTECTION AND RESTORATION OF PROPERTY 32
7-14 PROTECTION AND RESTORATION OF TRAFFIC SIGNS 33
7-15 CONTRACTOR'S RESPONSIBILITY FOR WORK 33
7-17 PERSONAL LIABILITY OF CITY'S AGENTS 34
7-18 NO WAIVER OF LEGAL RIGHTS 34
7-19 SAFETY 34
7-20 USE OF PRIVATE LAND 35
7-21 USE OF WATER 35
7-22 COST OF SERVICES 35
7-23 WORK IN BAD WEATHER 35
7-24 SUNDAY WORK 35
7-25 WATCHMEN 35
7-26 CONSTRUCTION DEBRIS 35
7-27 SAMPLE INSURANCE CERTIFICATE 37
SECTION 8. PROSECUTION AND PROGRESS 38
8-1 SUBLETTING OR ASSIGNMENT OF CONTRACT 38
8-2 PROGRESS SCHEDULE 38
8-3 PRE-CONSTRUCTION CONFERENCE 38
8-4 PROSECUTION OF THE WORK 38
8-5 COMPLETION DATE 38
8-6 LIMITATIONS OF OPERATIONS 39

8-7 SUSPENSION OF WORK 39
8-8 DETERMINATION AND EXTENSION OF CONTRACT TIME FOR COMPLETION 39
8-9 FAILURE TO COMPLETE THE WORK ON TIME 39
8-10 DEFAULT ON CONTRACT 40
8-11 TERMINATION OF THE CONTRACTOR'S RESPONSIBILITY 41
SECTION 9. MEASUREMENT AND PAYMENT 41
9-1 MEASUREMENT OF QUANTITIES 41
9-2 SCOPE OF PAYMENT 41
9-3 INCREASED OR DECREASED QUANTITIES 41
9-4 PAYMENT FOR EXTRA WORK 42
9-5 PAYMENT FOR SUBCONTRACTING, EXTRA WORK 43
9-6 PARTIAL PAYMENTS 43
9-7 ACCEPTANCE AND FINAL PAYMENT 43
9-8 CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS 44
9-9 RELEASE OF CLAIMS AND LIENS 44

August 2026

SECTION 1. DEFINITION OF TERMS

1-1 DESCRIPTION

When a standard specification number is used in the Specifications it shall be taken to mean the latest revision of that Standard Specification at the time of the Bid.

Whenever in the specifications and Contract the following terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as follows:

1-2 ABBREVIATIONS

The following organizations are referred to in this specification by abbreviations of the titles. Additional information noted but not detailed can be obtained from these organizations by writing to them.

ASTM	American Society for Testing and Materials 1916 Race Street Philadelphia, Pennsylvania 19103
ASSHTO	The American Association of State Highway and Transportation Officials 917 National Press Building Washington, D.C. 20004
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, Colorado 80235
NSF	National Sanitation Test Laboratory Foundation Box 1478 Ann Arbor, Michigan
ANSI	American National Standards Institute 1430 Broadway New York, New York 10018
IDOT	Illinois Department of Transportation 2300 South Dirksen Parkway Springfield, Illinois 62764
FHWA	Federal Highway Administration DOT Building, 400 Seventh St., S.W. Washington, D.C. 20590
OSHA	Occupational Safety and Health Act
MWRDGC	The Metropolitan Water Reclamation District of Greater Chicago 100 East Erie Street Chicago, Illinois 60611

CONSULTANT ENGINEERING CONSULTANT

ISO Insurance Services Office

1-3 ADDENDA

Written or graphic instruments issued prior to the execution of the Agreement, which modify or interpret the Contract Documents, Drawings, and Specifications by additions, deletions, clarifications or corrections.

1-4 AWARD

The decision of the City to accept the proposal of the lowest responsive, responsible bidder for the work, subject to the execution of and approval of a satisfactory Contract therefore, and bond to secure the performance thereof, and to such other conditions as may be specified or otherwise required by law.

1-5 BASE COURSE

The layer or layers of specified or selected material of designed thickness placed on a sub-base or a subgrade to support the surface course.

1-6 BITUMINOUS PAVEMENT

A pavement structure which maintains intimate contact and distributes loads to the subgrade and depends upon aggregate interlock particle friction and cohesion for stability, and a pavement structure which includes a bituminous concrete surface course over a bituminous concrete base course or a portland cement concrete base course.

1-7 BIDDER

Any individual, firm, partnership or corporation submitting a proposal for the Work contemplated, acting directly or through a duly authorized representative.

1-8 CONTRACT

The written agreement between the City and the Contractor setting forth the obligations of the parties thereunder, including, but not limited to, the performance of the Work (the furnishing of labor and materials, and the basis of payment).

The Contract includes such of the following document parts as may be utilized. These document parts so utilized will be as fully part of the Contract as if therein set out verbatim, or, if not attached, as if attached thereto. The controlling order of priority for these documents on the project is as follows (e.g., A is controlling over B-N, etc.):

A. Supplemental Agreements (Change Order)
B. Addenda
C. Special Conditions of Contract
D. General Conditions of Contract

E. Special Provisions to the Specifications
F. Detailed Specifications
G. Complete Project Plans or Drawings
H. General Specifications
I. Contract
J. Contractor's Contract Bond
K. Contractor's Proposal
L. Notice to Proceed
M. Notice of Award
N. Notice to Bidders

1-9 CONTRACTOR

The Bidder awarded the Contract for the Work.

1-10 CONTRACT BOND

The approved form of security furnished by the Contractor and his surety as a guaranty that he will execute the Work in accordance with the terms of the Contract.

1-11 CORPORATION

With respect to the execution and performance of the Contract, a corporate body authorized or licensed to do business in the State of Illinois

1-12 CULVERT

A drainage structure extending across and beneath a traveled way and having a tubular or box-type cross-section open on both ends.

1-13 ENGINEER

CONSUTING ENGINEER. or an engineer of a municipality, including such assistants as are authorized to represent them, who represents the City during the construction phase activities of the Work.

1-14 FORCE MAIN

A pipe constructed or used to carry sewage under pressure.

1-15 ENGINEERING OBSERVER

The authorized representative of the City or of the Engineer assigned to observe the progress of the Work to determine only if the Work is proceeding in accordance with the technical plans and specifications.

1-16 LABORATORY

An established testing laboratory approved by the Engineer.

1-17 MANHOLE

A vertical enclosed structure providing access to a pipe line or other structure.

1-18 NOTICE TO BIDDERS

The official notice, included in the proposal form, inviting bids for the proposed improvement, including a brief description of the Work.

1-19 CITY

The governmental body, corporation, partnership or individual initiating the project, acting through its legally constituted officials, officers or employees. The Department as referenced in the State Specifications.

1-20 PAVEMENT STRUCTURE

The combination of sub-base, base course and surface course placed on a sub-grade to support the traffic load and distribute it to the roadbed.

1-21 PLANS

All official drawings or reproductions of drawings pertaining to the Work provided for in the contract.

1-22 PLUMBING

Plumbing shall be as defined in the latest adopted Illinois State Plumbing Code, copies of which are available from the Illinois Department of Public Health, Division of Engineering and Sanitation, 535 West Jefferson Street, Springfield, Illinois 62706.

1-23 PROPOSAL {BID}

The written offer of the Bidder to perform the proposed Work.

1-24 PROPOSAL GUARANTY

The security designated in the proposal to be furnished by the Bidder as a guaranty that said Bidder will enter into a Contract with the City for the acceptable performance of the Work and will furnish the required Contract Bond, if the Work is awarded to him.

1-25 RAILROAD

The Railroad or Railway Company whose property is involved in the Work.

1-26 RIGHT-OF-WAY AND EASEMENTS

The areas owned, or acquired by permanent easement; also, the areas acquired by temporary easement during the time the easement is in effect.

1-27 SEWER, COMBINED

Any sewer constructed or used for the purpose of carrying both storm water and waterborne wastes to a treatment facility.

1-28 SEWER, SANITARY

Any sewer constructed or used for the purpose of carrying waterborne wastes to a treatment facility.

1-29 SEWER, SERVICE

A branch sanitary sewer line constructed from the main sanitary sewer line to a point described in the Special Provisions or Plans or to a point established by the Engineer.

1-30 SEWER, STORM

A sewer constructed or used for carrying storm water or sub-surface water to a storm water outlet.

1-31 SPECIAL PROVISIONS

Specific directions, provisions, requirements and revisions of the Specifications peculiar to the Work under consideration which are not satisfactorily provided for in the Specifications. The Special Provisions set forth the final contractual intent as to the matter involved. The Special Provisions included in the Contract shall not operate to annul those portions of the Specifications with which they are not in conflict.

1-32 SPECIFICATIONS

The body of directions, provisions and requirements contained herein, or in any supplement to this document referred to in the Special Provisions, together with written agreements and all documents of any description made or to be made pertaining to the method or manner of performing the Work, the quantities or the quality of materials to be furnished under the contract.

1-33 STATE SPECIFICATIONS

IDOT, Standard Specifications for Road and Bridge Construction, latest edition at the time of Bid. This book outlines the general requirements and covenants to all improvements, as well as provisions referring to materials, equipment and construction requirements for individual items of work.

1-34 SUBCONTRACTOR

The individual, firm, partnership or corporation to whom the Contractor, with the written consent of the Engineer, sublets, assigns, or otherwise disposes of any part of the Work covered by the contract.

1-35 SUB-BASE

The layer or layers of specified or selected material of designed thickness placed on a sub-grade to support a base course.

1-36 SUB-GRADE

The top of surface of a roadbed upon which the pavement structure and shoulders are constructed.

1-37 SUPPLEMENTAL AGREEMENT

The written agreement executed by the City and the Contractor, with the assent of the Contractor's surety, covering modifications or alterations of the terms of the original Contract.

1-38 SUPPLIER

Any person or organization who supplies materials or equipment for the Work including that fabricated to a special design.

1-39 SURETY

The corporate body, individual or individuals which engage to be responsible for the Bidder's acts in the execution of the Contract in the event of its being awarded to him; or, which are bound with and for the Contractor to insure his acceptable performance of the Contract, his payment of all obligations pertaining to the Work, and his fulfillment of such other conditions as may be specified or otherwise required by law.

1-40 SURFACE COURSE

One or more layers of a pavement structure designed to accommodate the traffic load, the top layer of which resists skidding, traffic abrasion, and the disintegrating effects of climate. The top layer is sometimes called "wearing course".

1-41 WATER MAIN

A pipe constructed or used to carry potable water under pressure.

1-42 WATER SERVICE LINE

That line connected to the water main, which delivers potable water to the user's facilities.

1-43 THE WORK

The improvement advertised for bids, described in the Proposal form, indicated on the Plans and covered in the Specifications, Special Provisions, Contract, authorized alterations, extensions and deductions, and supplementary agreements, or any part or parts thereof.

SECTION 2. PROPOSAL REQIREMENT AND CONDITIONS

2-1 CONTENTS OF THE PROPOSAL FORM

Bidders will be furnished with forms stating the location and description of the Work contemplated, the approximate quantities of Work to be performed, the amount of the Proposal Guarantee, requirements pertaining to labor, and the date, time and place of filing and opening Proposals. All documents bound with or attached to the proposal shall be considered a part thereof, and shall not be detached or altered.

2-2 INTERPRETATION OF ESTIMATE OF QUANTITIES

An estimate of quantities of Work to be done and materials to be furnished under the Specifications is given in the Proposal. It is given as a basis for comparison of Proposals and the award of the Contract. The City and Engineer do not expressly or by implication agree that the actual quantities involved will correspond therewith; nor shall the Bidder plead misunderstanding or deception because of such estimate of quantities pertaining to the Work.

Payment will be based on the actual quantities of Work performed in accordance with Contract, at the Contract unit prices specified. No allowance will be made for any change in anticipated profits due to an increase or decrease in the original estimate of quantities. The City reserves the right to omit any item or items, or to increase or decrease any or all items as provided in Section 4-3.

2-3 EXAMINATION OF PLANS, SPECIFICATIONS, SPECIAL PROVISIONS, AND SITE OF WORK

The bidder shall, before submitting his bid, carefully examine the Proposal, Plans, Specifications, Special Provisions, and form of Contract and bond. He shall inspect in detail the site of the proposed Work and familiarize himself with all the local conditions affecting the Contract and the detailed requirements of construction. If his Bid is accepted, he will be responsible for all errors in his Proposal resulting from his failure or neglect to comply with these instructions. The City or Engineer will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

When the Plans or Special Provisions include information pertaining to sub-surface exploration, borings, test pits, and other preliminary investigations, such information is included only for the convenience of the Bidder. The City or Engineer assumes no responsibility whatever in respect to the sufficiency of the information, and there is no guaranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the Work, or that unanticipated developments may not occur.

When the Plans or Special Provisions include information pertaining to the location of underground utility facilities, such information is only included for the convenience of the Bidder. The City or Engineer assumes no responsibility whatever in respect to the sufficiency or accuracy of the information, or lack of information, shown on the Plans relative to the location of underground utility.

facilities. It shall be the Contractor's responsibility to obtain from the respective utility companies detailed information of the location of their facilities and the work schedules of the utility companies for removing or adjusting them.

2-4 ENGINEER'S ESTIMATE

The Engineer's "Estimate of Cost" as prepared for the City for the work to be completed under this contract may or may not be available to the Bidders at the discretion of the City or the Engineer. If the "Estimate of Cost" is available, it shall be given to all prospective bidders upon request.

2-5 PREPARATION OF THE PROPOSAL

The Bidder shall submit his Proposal on the form furnished by the City. The Proposal shall be executed properly, and Bids shall be made for all items indicated in the proposal form, except that when alternate bids are asked, a Bid on more than one alternate for each item is not required, unless the Special Provisions provide otherwise. The Bidder shall indicate, in figures, a unit price or lump sum for each of the separate items called for in the Proposal; he shall show the products of respective quantities and unit prices in the column provided for that purpose, and the gross sum shown in the place indicated in the Proposal shall be the summation of said products. All writing shall be with ink or typewriter, except the signature of the bidder, which shall be written with ink.

If the Proposal is made by an individual, his name and post office address shall be shown. If made by a firm, joint venture, or partnership, the name and post office address of each member of the firm, joint venture, or partnership shall be shown. If made by a corporation, the Proposal shall show the names, titles, and business addresses of the president, secretary, and treasurer, certified to by the secretary.

2-6 MULTIPLE BIDS

If multiple Bids are to be received, bidding shall be in accordance with the instructions in the Special Provisions

2-7 REJECTION OF PROPOSALS

Proposals that contain omissions, erasures, alterations, additions not called for, conditional or alternate bids unless called for, irregularities of any kind, or proposals otherwise regular which are not accompanied by the proper proposal guaranty shall be rejected as informal or insufficient. However, the City reserve the right to reject any or all Proposals and to waive such technical error as may be deemed best for the interest of the City.

2-8 PROPOSAL GUARANTY

Each proposal shall be accompanied by a bid bond, bank draft, bank cashier's check, or properly certified check for not less than ten per cent (10%) of the amount Bid unless otherwise specified in the Special Provisions.

If a multiple Bid is submitted, the bid bond, bank draft, bank cashier's check, or certified checks, which accompany the individual Proposals making up the combination, will be considered as also covering the multiple Bid.

See Paragraph 3-3 regarding return of Proposal Guaranty.

The bid bond, bank draft, cashier's checks, or certified checks accompanying Proposals shall be made payable to the City.

2-9 DELIVERY OF PROPOSALS

The City will receive bids electronically through QuestCDN and the Quest vBid (VirtuBid) online bidding system. Bidders must be registered with QuestCDN, download the bidding documents, and submit bids electronically through vBid prior to the stated closing time. Bidders must establish an "On-Line Bid ID Code" to submit bids and may be required to download all addenda prior to bid submission.

The City is not responsible for a bidder's failure to submit an electronic bid due to bidder-side hardware, software, internet connectivity, or account issues. Bidders are encouraged to submit bids well in advance of the deadline.

2-10 WITHDRAWAL OF PROPOSALS

Permission will be given a Bidder to withdraw a Proposal if he makes his request in writing before the time for opening Proposals. If a Proposal is withdrawn, the Bidder will not be permitted to submit another Proposal for the same Work at the same letting.

2-11 WITHDRAWAL OF PROPOSAL GUARANTY

See Paragraphs 3-2 and 3-3 on award of Contract and return of Proposal Guaranty.

2-12 PUBLIC OPENING OF PROPOSALS

Electronic bids shall be securely stored within QuestCDN until the bid deadline. At the bid closing time, authorized City staff will access QuestCDN letting functions to view submissions and proceed with acceptance/review and display as appropriate. City staff may mark bids as Accepted/Rejected/Under Review based on responsiveness checks before displaying bid tabs. Bid prices and tabulations may be released following an initial responsiveness review and in accordance with City award procedures. No live, in person, or virtual bid opening shall be conducted.

2-13 DISQUALIFICATION OF BIDDERS

Any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and rejection of his Proposal.

A. More than one Proposal for the same Work from an individual, firm, partnership, or corporation under the same or different names.

B. Evidence of collusion among bidders.

C. Unbalanced Proposals in which the prices for some items are substantially out of proportion to the prices for other items.

D. Failure to submit a unit price for each item of Work listed in the Proposal.

E. If the Proposal form is other than that furnished by the City or if the form is altered or any part thereof is detached.

F. If there are omissions, erasures, alterations, unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the Proposal incomplete, indefinite or ambiguous as to its meaning.

G. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

H. If the Proposal is not accompanied by the proper proposal guaranty.

I. If the Proposal is prepared with other than ink or typewriter.

J. Lack of competency as revealed by financial statement or experience questionnaire.

K. Unsatisfactory performance record as shown by past work judged from the standpoint of workmanship and progress.

L. Uncompleted work, which, in the judgment of the City, might hinder or prevent the prompt completion of additional work.

M. False information provided on a Bidder's "Contractor's Statement."

N. Failure to comply with any prequalification regulations of the City.

O. Default under previous contracts.

2-14 COMPETENCY OF BIDDERS

The Bidder, if a corporation, shall show the name of the State in which the corporation is chartered. Each Bidder shall furnish the City within two (2) weeks after request, with satisfactory evidence of his competency to perform the Work contemplated. When requested, he shall submit to the City a financial statement prepared by a Certified Public Accountant showing his financial condition at the end of his past fiscal year. The accountant who prepares the statement shall certify that he holds a valid and unrevoked certificate as a Certified Public Accountant, issued in accordance with the laws of the State in which he is licensed. The Bidder, if requested, shall also answer and submit questionnaires relating to his experience and available equipment for performing construction work similar to that for which he is offering a proposal, and shall do so within the same two weeks from the time of request.

Before an award is made, the Bidder may, at the option of the City be required to furnish a statement showing the value of all uncompleted work for which he has entered into contracts.

2-15 MATERIAL SUBSTITUTIONS

If restrictions of any governmental authority prohibit the use of certain items that are required by the Plans and Specifications, substitution for such items will be determined by the City.

Each Bidder shall base his bid on the furnishing of all items exactly as shown on the Plans and as described in the Specifications. The successful Bidder will not be authorized to make any substitutions

on his own volition, but in each and every case must obtain a properly authorized change order from the City on his Contract before installing any work in variance with the Contract requirements.

2-16 CONTRACTOR'S UNDERSTANDING

It is understood and agreed that the Contractor has, by careful examination, satisfied himself as to the nature and location of the work, the conformation of the ground, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the Work, the general and local conditions, and all other matters which can in any way affect the Work under this Contract. No verbal agreement or conversation with any officer, agent, or employee of the City and Engineer, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

2-17 STATUS OF RIGHT-OF-WAY, EASEMENT AND CONSTRUCTION EASEMENT ACQUISITION

Each bidder is instructed to fully acquaint himself with the status of the right-of-way, easement and construction easement acquisition at the time of submission of his proposal and the possibility of the acquisition of the parcels remaining to be acquired, if any, in time so as not to interfere with the progress of his work under this contract, and the City shall not be liable to any damage that may occur to him for any and all delay through delay of the City in securing the necessary right-of-way, easement and construction easement.

The City agrees that it will make every effort to acquire any right-of-way, easement and construction easement with all speed and diligence possible.

SECTION 3. AWARD AND EXECUTION OF CONTRACT

3-1 CONSIDERATION OF PROPOSALS

The proposals received will be compared on the basis of the summation of the products of the items of Work listed and the unit prices offered. In case of discrepancy between the gross sum shown in the Proposal prices, the unit prices shall govern, and any errors found in said products shall be corrected. In awarding Contracts, the City will, in addition to considering the amounts stated in the Proposals, take into consideration the responsibility of the various Bidders as determined from a study of the data required under the previous article and from other investigations, which the City may elect to make.

3-2 AWARD OF CONTRACT

Except in cases where the City exercises the right reserved to reject any or all Proposals, the Contract will be awarded by the City, as soon as practicable after the opening of Proposals.

Unless otherwise specified, if a Contract is not awarded within forty- five (45) days after the opening of Proposals, a Bidder may file a written request with the City for the withdrawal of his bid or award date may be extended by mutual consent of the City and Bidder. The City will have a maximum of ten (10) days after the receipt of such request to award the Contract or release the Bidder from further obligation by return of the Bidder's Proposal Guaranty.

3-3 RETURN OF PROPOSAL GUARANTY

The Proposal Guaranties of all except the two lowest Bidders will be returned promptly after the Proposals have been checked. Proposal Guaranties of the two lowest Bidders will be returned as soon as the Contract and Bond of the successful bidder have been properly executed and approved.

If Contracts cannot be awarded promptly, the City shall permit the two (2) lowest Bidders to substitute for the bank cashier's checks, or certified checks which they may have submitted with their Proposals as Proposal Guaranties, a bid bond executed by a corporate surety company satisfactory to the City, but such substitutions shall not be made until a period of three (3) days has elapsed after the date of opening Proposals.

3-4 REQUIREMENT OF CONTRACT BOND

The successful Bidder, at the time of the execution of the Contract, shall deposit with the City a surety bond for the full amount of the Contract. The form of bond shall be that furnished by the City, and the surety shall be acceptable to the City.

3-5 EXECUTION OF THE CONTRACT

The contract shall be executed by the successful Bidder. The bond, when required, shall be executed by the principal and the sureties, and executed Contract and Contract Bond shall be presented to the City within fifteen (15) days after the date of notice of the award of the Contract.

Each Contract must be executed in three (3) original counterparts, and there shall be executed original counterparts of the Contract Bond in equal number to the executed original counterparts of the Contract. One (I) copy each of such executed documents will be retained by the City and the Engineer, the third will be delivered to the Contractor.

3-6 FAILURE TO EXECUTE CONTRACT

Failure on the part of the successful Bidder to execute a Contract and an acceptable Contract Bond and acceptable insurance certificates as provided herein, within fifteen (15) days from the date of receipt of Contract documents from the City will be considered as just cause for the annulment of the award and the forfeiture of the proposal guaranty to the City, not as a penalty but in payment of liquidated damages sustained as a result of such failure.

SECTION 4. SCOPE OF WORK

4-1 INTENT OF THE PLANS AND SPECIFICATIONS

The intent of the contract is to prescribe a complete outline of work which the Contractor undertakes to do in full compliance with the contract, plans and specifications. The Contractor shall furnish all required materials, equipment, tools, labor, and incidentals, unless otherwise provided in the contract, and shall include the cost of these items in the unit prices bid for the several units of work. Contractor shall be solely responsible for all safety procedures and safety violations. The quantities appearing in the bid schedule of prices are estimates prepared for the establishment of pay item prices and the comparison of bids. Payment to the Contractor will be made for the actual measured quantities performed and accepted or material furnished and accepted according to the contract, and the scheduled quantities may be increased, decreased, or omitted as herein provided.

Under no circumstances shall the Contractor exceed any established pay item quantity without notification to the Engineer and receipt of written authorization as provided herein.

The latest edition of the State Specifications and Standard Specifications for Water and Sewer Construction in Illinois shall be the basis and govern this contract unless otherwise provided by special provision or exception.

4-2 SPECIAL WORK

Should any construction or requirement not covered by the Specifications be anticipated on any proposed Work, Special Provisions for the same will be prepared and included in the Proposal form, which Special Provisions shall be considered as a part of the Specifications the same as though contained fully herein.

4-3 CHANGES

The City reserves the right to make, in writing, at any time during work, changes in quantities, alterations in work, and the performance of extra work to satisfactorily complete the project. Such changes in quantities, alterations, and extra work shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered.

If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the City may determine to be fair and equitable.

If alterations or changes in quantities do not significantly change the character of the work to be performed under contract, the altered work will be paid for as provided elsewhere in the contract.

The term "significant change" shall be construed to apply only when the character of the work as altered differs materially in kind or nature from that involved or included in the original proposed construction or when a major item, defined as an item whose total original contract costs exceeds ten percent of the total original contract amount, is increased in excess of 125 percent or decreased below 75 percent of the original contract quantity.

All alterations, cancellations, extensions, and deductions shall be authorized in writing by the City before work is started. Such authorizations shall set up the items of work involved and the method of payment for each item.

The Contractor shall accept payment for alterations which result in an increase or decrease in the quantities of work to be performed according to the following:

A. All increases in work of the type which appear in the contract as pay items accompanied by unit prices will, except as provided under paragraph (C) herein, be paid for at the contract unit prices. Decreases in quantities included in the contract will be deducted from the contract at the unit bid prices. No allowance will be made for delays or anticipated profits.

B. Major items of work for which the quantities are increased by not more than 125 percent or reduced to not less than 75 percent of the original contract quantities will be paid for as specified in paragraph (a) above. Any adjustments for increased quantities for major items of work increased more than 125 percent shall only apply to that portion in excess of 125 percent of original contract quantities. Any adjustments made for major items of work which are decreased to less than 75 percent of the original contract quantities shall apply to the actual amount of work performed.

C. Extra work which is not included in the contract as pay items at unit prices and is not included in other items of the contract will be paid for according to Section 9-4.

4-4 PERIODIC AND FINAL CLEANUP

From time to time or as may be ordered by the City and immediately after completion of the Work, the Contractor shall at his own expense clean up and remove all refuse and unused materials of any kind resulting from the Work. Upon failure to do so within five (5) working days after receipt of written request from the City, the Work may be done by the City and the cost thereof be charged to the Contractor and be deducted from his Contract price. Upon completion of the Work, the Contractor shall remove all his equipment and put the area of the Work in a neat and clean condition and do all other cleaning required to complete the Work in a workmanlike manner, ready for use and satisfactory to the City.

All Cleanup shall be performed as specified in the various sections of these Specifications or in the Special Provisions.

4-5 LUMP SUM CONTRACTS

On lump sum Contract, when specified in Special Provisions, or Contracts containing lump sum items, the lump sum contract price shall include the furnishing and installation of all Work described in the Specifications and/or shown on the Plans.

4-6 LOCAL ORDINANCES AND REGULATIONS

The Contractor shall keep himself fully informed of all existing laws, ordinances, and regulations of the municipality affecting the work and/or material of this Contract. If any inconsistency is discovered between the Plans, Specifications and those covered by local municipal laws, ordinances, or regulations, it shall be reported to the City and Engineer.

4-7 PREFERENCE TO VETERANS

Attention is called to assure compliance with Illinois Revised State Chapter 126 Section 23. Preference to veterans upon public works: "In the employment and appointment to fill positions in the construction, addition to, or alteration of all public works undertaken or contracted for by the state, or by any political subdivision thereof, preference shall be given to persons who were engaged in the military or naval service of the United States in time of war".

SECTION 5. CONTROL OF THE WORK

5-1 PLANS AND WORKING DRAWINGS

The Contractor shall submit to the Engineer such shop, working, or layout drawings pertaining to the construction of the Work, as may be required. These drawings shall be reviewed by Engineer for general conformance with the design concept only. This review by the Engineer does not relieve the Contractor and/or fabricator/vendor of responsibility for conformance with the Contract documents (see 1-8) and applicable codes, all of which have priority over these shop, working and layout drawings. Corrections or comments made on the shop drawings by the Engineer during this review process do not relieve the Contractor from compliance with the requirements of the Contract documents (1-8) and applicable codes.

When the Contract includes Work adjacent to a railroad and false work, cofferdams, or sheeting is required, the Contractor shall submit to the Engineer for his approval and the Railroad Engineer's approval, plans for the false work, cofferdams, or sheeting by a Registered Structural Engineer. It shall be the responsibility of the Contractor to contact the railroad to determine how to meet their requirements. The cost of meeting those requirements shall be borne by the Contractor. The plans shall be submitted sufficiently in advance of the time the Contractor intends to start work to permit checking. No such work shall be started prior to receipt by the Contractor of approval of the Plans for the false work, cofferdams, or sheeting.

The cost of furnishing such Drawings shall be incidental to the contract and no additional compensation will be allowed the Contractor for any delays resulting therefrom.

5-2 CONFORMITY WITH PLANS AND SPECIFICATIONS

It is the intent of the Specifications that all Work performed, and all materials furnished shall be in conformity with the lines, grades, cross section, dimensions and material requirements shown on the Plans or indicated in the Specifications.

In the event the Engineer finds the materials or the finished product in which the materials are used or the Work performed are not in conformity with the Engineering Plans and technical Specifications including tolerances and have resulted in an inferior or unsatisfactory product, the Work or material shall be removed and replaced or otherwise corrected by and at the expense of the Contractor.

5-3 COORDINATION OF COMPONENT PARTS OF THE CONTRACT

The Specifications, the accompanying Plans, the Proposal, the Special Provisions, and all other contract documents are intended to describe a complete Work and are essential parts of the Contract. A requirement occurring in any of them is binding. In case of discrepancy, figured dimensions shall govern over scaled dimensions, Plans shall govern over Specifications, Special Provisions shall govern over both Specifications and Plans, and quantities shown on the plans shall govern over those shown in the Proposal. Neither the City, Engineer, nor the Contractor shall take advantage of any apparent error or omission in the Plans or Specifications, and the City shall be permitted to make such minor changes or alterations as may be deemed necessary for the fulfillment of the intent of the Plans and Specifications. Any corrections or alterations so made shall be subject to the provisions of Section 4-3.

5-4 COOPERATION BY CONTRACTOR

The Contractor will be furnished necessary copies of the Plans and Special Provisions, and he shall have one copy of each available on the work at all times during its prosecution. He shall give the work his constant attention to facilitate the progress thereof, and shall cooperate with the City and Engineer in every way possible. He shall have on the Work site at all times a competent, English-speaking representative authorized to receive orders and act for him and shall not replace him without prior written notification to the City.

5-5 UTILITIES

Not all of the gas, power, telephone or cable television lines, whether above or below ground, have been shown on the drawings. The location of existing underground utilities, such as water mains, sewers gas mains, etc., as shown on the drawings, have been determined form the best available information and are given for the convenience of the Contractor. The Contractor must assume responsibility for location and protection of all utilities, whether shown or not, and must realize that the actual locations of the utilities shown on the drawings may be different from the location indicated.

It is the responsibility of the Contractor to phone the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours before excavation starts (except Saturday, Sunday and Holidays) phone toll free 1-800-892-0123. The Contractor shall also be responsible for having the "Dig Number" assigned as a result of the phone request available at the construction site and at his office.

It is understood and agreed that the Contractor has considered in his Proposal all of the permanent and temporary utility appurtenances shown or otherwise indicated on the Plans in their present positions and that no additional compensation will be allowed for any delays, inconvenience, or damage sustained by him due to any interference from the said utility appurtenances of the operation of moving them either by the utilities company or by the Contractor; or on account of any special construction methods required in prosecuting his work due to the existence of said appurtenances.

5-6 COOPERATION BETWEEN CONTRACTORS

If separate contracts are let for Work comprising an entire improvement, each Contractor shall conduct his Work so as not to interfere with or hinder the progress or completion of the Work being performed by other Contractors.

The Contractor shall as far as possible arrange his Work, and place and dispose of the materials being used so as not to interfere with the operations of the other contractors within the limits of the same improvement. He shall join his work with that of the others in an acceptable manner and shall perform it in proper sequence to that of the others. In case of dispute, the latest approved progress schedule shall govern.

5-7 CONSTRUCTION STAKES

Construction stakes and/or paint will be furnished and set by the Engineer to mark the general location, alignment, elevation and grade of the Work. The Contractor shall exercise proper care in the preservation of stakes set for his use or the use of the Engineer. The Contractor shall pay for the cost of replacing stakes damaged by his operation or those stolen by others.

5-8 AUTHORITY AND DUTIES OF OBSERVERS

Observers employed by the City or by the Engineer shall be authorized to observe the progress of the Work to determine if the Work is proceeding in accordance with the technical Plans and Specifications, and to perform such other duties as may be designated by the Engineer. However, the Engineer shall not be responsible for the construction means, methods, techniques, sequences or safety procedures and precautions in connection with the work by the contractors.

5-9 ENGINEER'S FIELD OFFICE AND/OR LABORATORY

When required by the Special Provisions, the Contractor shall furnish a field office and laboratory. The field office and/or laboratory shall be a weatherproof building for the exclusive use of the Engineer. It shall be independent of any building used by the Contractor. All keys to the building shall be turned over to the Engineer. The Engineer shall designate the location of the building and it shall remain on the site until released by the Engineer.

The building shall conform to the following requirements:

Floor space, not less than	120 square feet
Height of ceiling, not less than	8 feet
Windows, not less than	3
Door, with lock approved by the Engineer	1
Instrument locker, 2 feet x 3 feet x 4 feet, with adjustable shelves	
Hinged wall table	3 feet x 6 feet

The Contractor shall provide lights, heat, and when electric power is available, summer air conditioning for the building. The conditions shall be acceptable to the Engineer.

When shown on the plans or specified in the Special Provisions, the Contractor shall furnish two (2) buildings conforming to the above requirements, one to be used as a field laboratory, and each to be located where designated by the Engineer.

With the approval of the Engineer, a mobile building or buildings of approximately the same dimensions and having similar facilities may be substituted for the above described building or buildings.

The cost of furnishing the building or buildings, light, heat, and air conditioning shall be paid for at the contract lump sum price for "FIELD OFFICE AND/OR LABORATORY". The office and/or laboratory shall remain the property of the Contractor when the Work is completed.

5-10 CONSTRUCTION OBSERVATION

All materials and each part or detail of the Work may be subject at all times to observation by the Engineer and the City, or their authorized representatives, and the Contractor will be held strictly to the true intent of the Contract documents in regard to quality of materials, workmanship and the

diligent execution of the Contract. Observations may be made at the site or at the source of material supply whether mill, plant or shop. The Engineer, or his representatives, shall be allowed access to all parts of the Work and shall be furnished with such information and assistance by the Contractor as is required to make his observations and construction review. The duty of the Engineer to conduct observations and construction review of the Contractor's performance shall not include review of the adequacy of the Contractor's safety measures in, on, or near the construction site.

Engineer shall not at any time supervise, direct, or have control over any contractors' work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, nor for safety precautions and programs in connection with the contractors' work, nor for any failure of any Contractor to comply with laws and regulations applicable to contractors' work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work. Engineer shall have no authority to stop the work of any contractor on the Project. The Engineer's efforts will be directed toward providing assurance for the City that the completed project will conform to the Plans and Specifications as prepared by the Engineer, to safeguard the City against variances and deviations from the Plans and Specifications, and to assist in a correct interpretation of the Plans and Specifications.

The Engineer shall not have control of the construction and does not have a right, duty or responsibility to stop work for any reason including any contractor's failure to follow proper safety precautions or any acts or omissions. The Engineer shall not be responsible for the acts, errors or omissions of any contractor or any of their agents or employees or any other person performing any of the Work under the Contract.

The Contractor shall, upon written notice from the City, remove or uncover such portions of the finished Work as he may direct, before the final acceptance of the same. After examination, the Contractor shall restore said portion of the Work to the standard required by the Contract documents. If the Work thus exposed or examined proves acceptable, the expenses of uncovering or removing and the replacing of the parts removed shall be paid for as Extra work, unless otherwise provided in the Contract documents, but if the Work so exposed or examined is unacceptable, the expense of uncovering or removing and the replacing of the same in accordance with the Contract documents shall be borne by the Contractor.

The Contractor shall supervise and direct the Work. He will be solely responsible for the means, methods, techniques, sequences and procedures of construction.

Any reference to "supervision" by the Engineer in the Illinois Department of Transportation, Standard Specifications for Road and Bridge Construction or any other referenced documents shall be changed to "observation."

When the State and/or Federal Government is to pay a portion of the cost of the Work covered by the Contract, the Work shall be subject to the observation of the representatives of those Governments, but such observation shall in no sense make those Governments a part of the Contract.

5-11 REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK

Work done without lines and grades being given, or beyond the lines shown on the Plans or as given, except as herein provided, or any extra work done without authority will be considered as unauthorized and at the expense of the Contractor, and will not be measured or paid for. Work so done may be ordered by the City to be removed or replaced at the Contractor's expense.

All work, which has been rejected, shall be remedied or removed and replaced so as to comply with the Plans and Specifications by the Contractor at his own expense. Upon failure on the part of the Contractor to comply promptly with any order of the City made under the provisions of this article, the City shall, after giving written notice to the Contractor, have the authority to cause defective work to be remedied, or removed and replaced, or to cause unauthorized work to be removed, and to deduct the cost thereof from the contract price due or become due to the Contractor.

5-12 FINAL ACCEPTANCE

The Engineer shall make final acceptance of all Work included in the Contract, as soon as practicable after notification by the Contractor that the Work is completed. If the Work is not acceptable to the Engineer, he shall inform the Contractor in writing as to the particular defects to be remedied before final acceptance can be made.

The Contractor shall be relieved of normal maintenance responsibilities for any sections of the work, which are completed and accepted by the City prior to project completion. For the remainder of the Work, the guarantee period shall be as stated in Section 7-16.

When the Contract includes work for which the County, State and/or Federal Government is to pay a portion of the cost thereof, such work shall also be subject to the inspection and approval of the representatives of those governments.

5-13 PUBLIC CONSTRUCTION BID ACT, 30 ILCS 557—1-Deleted.

SECTION 6. CONTROL OF MATERIAL

6-1 QUALITY OF MATERIALS

It is the intent of the Specifications that first-class materials shall be used throughout the Work, and that they shall be incorporated as to produce completed construction, which is workmanlike and acceptable in every detail. The cost or collecting and furnishing of samples of all test material shall be borne by the Contractor. The cost of all testing shall be borne by the City. Only materials, which conform to the requirements of these Specifications, shall be incorporated in the Work.

6-2 DEFECTIVE MATERIALS

All materials not conforming to the requirements of the Specifications shall be considered as defective and shall be removed from the Work; if in place, they shall be removed by the Contractor at his expense and replaced with acceptable materials. No defective materials, the defects of which have been subsequently corrected, shall be used until approval has been given. Upon failure of the Contractor to comply forthwith with any written order of the City pursuant to the provisions of this article, the City shall have authority to remove and replace defective materials and to deduct the cost of removal and replacement from any monies due to become due the Contractor.

6-3 TESTING MATERIALS

All materials should be tested and approved by the Engineer before incorporation in the Work. The Contractor shall give sufficient advance notice of placing orders to permit tests to be completed before the materials are incorporated in the Work and the Contractor shall afford such facilities as the Engineer may require for collecting and forwarding samples and making observations.

6-4 SAND, GRAVEL AND CRUSHED STONE

The source of sand, gravel and crushed stone construction shall be approved by the Engineer prior to usage. The approval shall be based upon testing of samples furnished by the Contractor and tested by the Engineer for conformance with Specifications. Approval shall be contingent upon the Contractor using materials on the job, which conform with the samples satisfactorily tested.

6-5 CONCRETE

Samples of concrete used in construction shall be taken by the Contractor and made into test cylinders in conformance with ASTM C31. The City shall provide the services of an independent testing laboratory to collect and test the cylinders in conformance with ASTM C39, and furnish a copy of test results to the Engineer. Any concrete, which tests indicate failed to conform to the Specifications, shall be removed and replaced at Contractor's expense. At the option of the City, the concrete may be accepted and agreed upon adjustment in payment.

6-6 MISCELLANEOUS MATERIALS

Fittings, valves, castings, hydrants, house service pipes, masonry blocks, bricks, manhole sections or other miscellaneous manufactured materials used in water and sewer construction shall be furnished

with the implied guarantee that such materials conform with the requirements of the Specifications. The Engineer reserves the right to require a certified statement from the manufacturer of such materials that the specific materials have been inspected and tested and conform with the Specifications.

6-7 JOB SITE OBSERVATION

Regardless of any tests of materials made at the source, the Contractor shall carefully inspect all materials before installation and reject any materials, which have been damaged or have visible flaws. The Engineer also reserves the right to make such observation, but failure to detect irregularities does not relieve the Contractor of responsibility to remove and replace materials, which are found to be defective after installation.

6-8 STORED MATERIALS

If it is necessary to store materials, they shall be protected in such a manner as to insure the preservation of their quality and fitness for the Work. All stored materials shall be inspected at the time of use in the Work, even though they may have been inspected and approved before being placed in storage. The Contractor may use the right-of-way for storage of materials. If stockpiling is done outside the right-of-way, the additional space required shall be provided by the Contractor at his expense.

6-9 "OR EQUAL" CLAUSE

Whenever, in any of the Contract Documents, an article, material or equipment is defined by describing a proprietary product, or by using the name of a manufacturer, or vendor, the term "or equal", if not inserted shall be implied except where the Proposal provides for alternate bids. The specific article, materials, or equipment mentioned shall be understood as indication of the type function, minimum standard or design, efficiency and quality desired and shall not be construed in such a manner as to exclude manufacturer's products of comparable quality, design and efficiency. The Contractor shall comply with the requirements of the Contract Documents and City's approval of materials and equipment before they are incorporated in the project.

SECTION 7. LEGAL REGULATIONS AND RESPONSIBILITY TO PUBLIC

7-1 LAWS TO BE OBSERVED

The Contractor shall at all times observe and comply with all Federal laws, State laws, County laws, local laws, ordinances, and regulations which in any manner affect the conduct of the Work, and all such orders or decrees as exist at the time Bids are advertised, of legislative bodies or tribunals having legal jurisdiction or authority over the work and no plea of misunderstanding or ignorance thereof will be considered. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these laws, ordinances and regulations.

The Contractor shall indemnify and save harmless the City, the Engineer, and all of their officers, agents, employees and servants against any claim or liability, including legal fees, arising from or based on the violation of such law, ordinance, regulation, order or decree, whether by themselves or their employees.

7-1.01 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless City and Consultants and their respective officers, agents and employees, from and against all claims, damages, losses, costs, expenses, judgments and liabilities, including but not limited to attorney's fees, costs and expenses, arising out of or in connection with Contractor's performance of or failure to perform this Agreement, provided that any such claim, damage, loss, costs, expenses, judgments or liabilities are attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible personal property, including the loss of use resulting therefrom, that is caused in whole or in part by any act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder.

Contractor shall defend, indemnify and hold harmless City, Consultants, and their respective officers, agents and employees from and against all claims, damages, losses, costs and expenses arising out of, relating to, or incurred in connection with the use by Contractor, its officers, agents, subcontractors and employees of any equipment, materials, tools, construction equipment, machinery, and/or motor vehicles owned or leased by City. The indemnification provided by this Section shall apply regardless of whether City consents to the use of equipment by Contractor.

In the event such indemnity as described above is prohibited by law, then said indemnity shall only be to the extent caused by the negligent acts or omissions of the Contractor, subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, or to the extent allowed by applicable law.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Contractor or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Contractor further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Contractor agrees that a similar waiver of liability limitation will be incorporated in its agreements with subcontractors or anyone directly or indirectly employed by them. Contractor agrees that in the event it

fails to incorporate such a waiver of liability limitation in its agreements with said subcontractors and others, then it will be responsible for any additional liability arising out of said failure. The defense and indemnification obligations set forth in this provision shall survive the termination or expiration of this Agreement.

Contractor further agrees that all future contracts in furtherance of this contract between Contractor and any of its subcontractors will designate City and CONSULTANTS as intended third party beneficiaries of that contract. Contractor hereby agrees to specifically label City and CONSULTANTS as an "intended third party beneficiaries" in all contracts entered in furtherance of this contract.

7-2 INSURANCE REQUIREMENTS

7-2.01 GENERAL

The Contractor and any Subcontractors shall obtain and thereafter keep in force for the term of the contract the insurance coverage specified in 7-2.02 MINIMUM INSURANCE REQUIREMENTS.

The Contractor shall not commence work under the Contract until all the insurance required by this section or any Special Provisions has been obtained. The insurance companies must be authorized to do business in the State of Illinois.

The insurance companies providing coverage shall have a standard and poor's rating of A++ or better.

Any deductibles will be the responsibility of the Contractor and Subcontractor. The Contractor will need to demonstrate the financial capacity to fund a $50,000 deductible amount.

The Contractor shall be solely responsible for enforcing compliance with these insurance requirements by all Subcontractors of any tier.

A. ***PRIMARY INSURANCE***

All insurance required of the Contractor shall be specifically endorsed so that it is Primary Insurance as to all additional insureds with respect to all claims arising out of operations by or on their behalf. If additional insureds have other applicable insurance coverage, those coverages shall be deemed to be on an excess or contingent basis.

B. ***NO WAIVER OF INSURANCE REQUIREMENT BY CITY***

Under no circumstances shall the City be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:

1. Allowing work by Contractor or any Subcontractor of any tier to start before receipt of certificates of insurance, endorsements, and other required insurance documents; or

2. Failure to examine, or to demand correction of any deficiency of, any certificate of insurance received.

The Contractor agrees that the obligation to provide insurance is solely the Contractor's responsibility and cannot be waived by any act or omission of the City.

C. INSURANCE DOES NOT LIMIT LIABILITY

The purchase of insurance by the Contractor under this Contract shall not be deemed to limit the liability of the Contractor in any way for damages suffered by City (e.g., in excess of policy limits, because of deductibles, or not covered by the policies purchased).

D. NOTIFICATION OF PERSONAL INJURY/PROPERTY DAMAGE

The Contractor shall notify the City, in writing, of any possible or potential claim for personal injury or property damage arising out of the work of this Contract promptly whenever the occurrence giving rise to such a potential claim becomes known to the Contractor.

7-2.02 MINIMUM INSURANCE REQUIREMENTS

The insurance coverage required of the Contractor and any Subcontractors shall be written for not less than the following, or greater if required by law:

A. ***Workers' Compensation and Occupational Disease Insurance*** in accordance with applicable state and federal laws, and Employer's Liability Insurance with a bodily injury per accident limit of liability of at least $ 500,000, bodily injury by disease limit each employee of $500,000 and bodily injury by disease policy limit of $500,000 or such greater sum as may be reasonably required by City.

B. ***Commercial General Liability Insurance*** provided by ISO form CG 0001 with a combined Bodily Injury and Property Damage limit of at least $1,000,000 per occurrence, $2,000,000 products and completed operations aggregate and $2,000,000 general aggregate, or such greater sum as may be reasonably required by City. This shall include a 2-year tail for completion operations.

1. Completed Operations and Products liability insurance shall be maintained for a period of 2-years after completion and acceptance of the Project by City, or such longer period as may be reasonably required by the City.

2. The above policy shall include an endorsement identifying City, and any other parties as may be reasonably required by City or CONSULTANTS as Additional Insured. ISO endorsements CG 2010 and CG 2037 any edition, or equivalent forms, must be used to provide this coverage. Copies of the endorsements must be included with the certificate of insurance as required in paragraph L.

3. Claims-Made coverage triggers are not acceptable to City.

4. ISO form CG2503, Designated Construction Project(s) General Aggregate Limit or an equivalent form must be endorsed to the policy and identified on the certificate of insurance. City's and Contractors Protective Liability policy can be utilized in lieu of aggregate limits per project, (see 7-2.02O for OCP requirements)

5. The policy shall not contain a sunset provision, commutation clause or any other provision which would prohibit the reporting of a claim and the subsequent defense and indemnity that would normally be provided by the policy.

6. The policy shall not contain any provision, definition or endorsement which would serve to eliminate third party action over claims.

7. Residential Work exclusions or limitations, in any form, are not acceptable to Contractor.

C. ***Comprehensive Automobile Liability Insurance*** covering use of all owned, non-owned and hired vehicles with Bodily Injury and Property Damage limit of at least $1,000,000 Combined Single Limit, or such greater sum as may be reasonably required by the City. This policy shall include coverage for City, CONSULTANTS, and any other parties as may be reasonably required by City, for liability arising out of the actions of Contractor, whether by endorsement or otherwise. This policy must also include provisions that cover the vehicle and employers liability.

D. ***Excess or Umbrella Liability Insurance.*** (a) for any Contractor and any Subcontractors who perform any excavation, underground utility, trucking, directional boring, environmental/remediation or significant amount of work on the project, limits shall be not less than $10,000,000 per occurrence for Employer's Liability, Commercial General Liability and Comprehensive Automobile Liability, in excess of the minimum policy limits. (b) for all other Contractors and Subcontractors, limits shall be at least $5,000,000 per occurrence for Employer's Liability, Commercial General Liability and Comprehensive Automobile Liability, in excess of the minimum policy limits. All contractors and subcontractors shall also have excess coverage as follows:

Employer's Liability $1,000,000/ $1,000,000 / $1,000,000

Commercial General Liability $1,000,000 per occurrence

Commercial General Liability $2,000,000 general aggregate

Commercial General Liability $2,000,000 completed operations aggregate

Comprehensive Auto Liability single limit	$1,000,000 combined

Excess/Umbrella coverage shall be provided as no less than Follow Form and shall name City, Consultants, and any other parties as may be reasonably required by City, as Additional Insured on a Primary and Non-Contributory basis.

E. ***Pollution Liability*** in the amount of $2,000,000 per occurrence and $2,000,000.00 in the aggregate or such higher sum as may be reasonably required by the City. This requirement covers the Contractor's use of, transportation, removal and/or disposal of hazardous materials and/or pollutants. Additionally, this requirement must apply to any disposal site receiving hazardous materials and/or pollutants. Pollution means the actual or alleged discharge, dispersal, release, seepage, migration, growth, or escape of smoke, soot, fumes, acids, alkalis, toxic chemicals, mold, mildew, spores, fungi, microbes, bacterial matter, legionella pneumophila, asbestos, lead, silica, liquids or gases, waste materials, contaminants, or other irritants, into or upon land, the atmosphere, any structure on land, the atmosphere contained within that structure, or any watercourse or body of water, including groundwater. Radioactive matter shall also be considered a pollutant, except as otherwise covered or protected by insurance or protections provided pursuant to 42 U.S.C. § 2014(w), as amended, or Section 170 of the Atomic Energy Act of 1954, as amended.

F. ***Professional Liability*** in the amount of $5,000,000 per occurrence and in the aggregate or such sum as may be reasonably required by the City. This requirement covers the Contractor's duties that involve professional architectural, engineering, design or consultation work. Any applicable deductibles and/or retention's must be noted on the Certificate of Insurance. Policy exclusions are not allowed for pollution, including mold, fungi or bacteria including the vapor produced or arising therefrom. Please see the project *Special Provisions* for the project specific needs of this policy. This shall include a 2-year completion operations tail.

G. ***Property and Equipment*** Contractor shall purchase and maintain at its own discretion and expense, Builder's Risk/Installation Floater Insurance in an amount equal to the insurable value of the Contractor's property, whether off site or in transit, to cover any equipment, tools or tangible personal property. Contractor assumes all liability and risks, and agrees to waive all claims against City and CONSULTANTS for damage to or loss of equipment, machinery, tools, supplies and other tangible personal property owned or supplied by Contractor and utilized or intended to be utilized during the course of Contractor's Work. Any insurance carried by Contractor covering such damage or loss shall be endorsed with a waiver of subrogation in favor of City and CONSULTANTS. Any and all subcontractors agree to assume the same liabilities and risks as Contractor.

H. ***Each of Contractor's*** General Liability, Auto Liability, Pollution Liability, Professional Liability and Excess/Umbrella Liability policies must be endorsed as Primary and Non• Contributory as to any insurance maintained by the Additional Insured(s) and shown on the certificate of insurance.

I. ***An endorsement*** in favor of the Additional insured(s) waiving the Contractor's and its insurer's rights of subrogation shall be issued with respect to the Commercial General Liability, Comprehensive Auto Liability, Pollution Liability, Professional Liability and Workers' Compensation and Employers Liability policies. Evidence of this endorsement must be noted on the certificate of insurance.

J. ***Self-funded*** or other non-risk transfer insurance mechanisms or deductibles/self-insured retentions greater than $25,000 per occurrence are not acceptable to City on any insurance coverage required in this agreement. If the Contractor has such a program, full disclosure must be made to City and CONSULTANTS prior to any consideration being given.

K. ***Any subcontractor*** employed by Contractor shall have equivalent coverage.

L. ***A Certificate of Insurance,*** including copies of the Additional Insured endorsements, shall be sent to City or CONSULTANTS prior to the commencement of any Work (please see the sample attached at the end of Section 7). All Certificates of Insurance and Endorsements verifying the existence of the above required insurance shall be in form and content satisfactory and acceptable to City and CONSULTANTS and shall be submitted to City or CONSULTANTS in a timely manner so as to confirm Contractor's full compliance with these insurance requirements stated herein, throughout the entire term of this Agreement.

M. Contractor shall provide written notice via email of any cancellation notice received by Contractor from any insurer providing insurance as required in this Agreement within two (2) business days of Contractor's receipt of such notice.

N. ***Permitting Contractor*** to commence Work prior to CONSULTANTSs receipt of the required certificate shall not be a waiver of the Contractor's obligation to provide all of the above insurance. Acceptance by City or CONSULTANTS of insurance submitted by Contractor shall not relieve or decrease in any manner the liability of the Contractor for its performance under this Agreement.

In the event Contractor fails to obtain or maintain any of the foregoing required coverage, the City may purchase such coverage and charge the expense thereof to the Contractor, or may terminate this Agreement.

These Insurance provisions are intended to be a separate and distinct obligation on the part of Contractor. Therefore, these provisions shall be enforceable and Contractor shall be bound thereby regardless of whether or not the Indemnity provisions of this Agreement are determined at any time to be enforceable in the jurisdiction in which the Work covered by this Agreement is performed. The obligation of the Contractor to provide the insurance herein specified shall not limit in any way the liability or obligations assumed by the Contractor elsewhere in this Agreement.

In the event Contractor or its insurance carrier(s) defaults on any obligations under this Insurance provision, Contractor agrees that it will be liable for all reasonable expenses and attorneys' fees incurred by City in the enforcement of the terms of this provision.

O. ***City and Contractor's Protective Liability Insurance***

If the Contractor is unable or unwilling to provide the required General Liability Additional Insured forms, a City's and Contractor's Protective Policy can be purchased as an acceptable alternate; Required limits of insurance;

1. Bodily Injury and Property Damage Combined

   $5,000,000 Each Occurrence

   $10,000,000 Annual Aggregate

2. The Contractor will furnish and maintain during the entire period of construction a City and Contractor's Protective Liability policy written in the name of the City and CONSULTANTS with not less than the limits indicated. The named insureds shall be:
   a. City
   b. Consultant, If Required.

3. Proof of insurance for the coverages required to be purchased by the Contractor, including the City's and Contractor's Protective Policy shall be submitted to CONSULTANTS for transmittal to the City for his approval prior to the start of construction. Proof of the City's Protective Policy shall consist of providing an entire copy of that policy to CONSULTANTS. With respect to all other coverages required to be purchased by the Contractor, proof of insurance shall consist of a Certificate of Insurance issued by the Contractor's insurance agency.

4. It is further understood that any insurance maintained or carried by City shall be in excess of any coverage provided by any Contractor or Subcontractor.

P. ***Railroad Protective Insurance*** will be required by Special Provisions if needed.

Q. ***Builder's Risk Insurance*** is not provided by the City unless specified on the Contract.. The Contractor is responsible for any loss that would be insured by such coverage. On

Contracts for construction of buildings, bridges, or other structures, all Builder's Risk coverage may be required by Special Provisions. Such coverage shall name the City, Contractor, subcontractors, and suppliers, as their interests may appear as named insureds.

7-3 PERMITS AND LICENSES

The Contractor, prior to commencing work, shall at his own expense procure all permits, licenses, and bonds necessary for the prosecution of the work, required by Municipal, County, State and Federal regulations, unless specifically provided otherwise in the Special Conditions of the Contract.

The Contractor shall also give all notice, pay all fees, and comply with all Federal, State, County and Municipal laws, ordinances, rules and regulations and building and construction codes bearing on the conduct of the Work.

7-4 PATENTS AND ROYALTIES

If any design, device, material or process covered by letters patent or copyright is used by the Contractor, he shall provide for such use by legal agreement with the City of the patent or a duly authorized licensee of such City, and shall save harmless the City and the Engineer from any and all loss or expense on account thereof, including its use by the City.

7-5 STATE AND FEDERAL PARTICIPATION

When the County, State, and/or the Federal Government pays all or any portion of the cost of the Work, the Work shall be subject to the inspection of the appropriate agency.

7-6 SANITARY PROVISIONS

The Contractor shall comply with all rules and regulations of the Federal, State, County, and local health departments, and shall take precautions to avoid creating unsanitary conditions. The City or Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-7 PUBLIC CONVENIENCE AND SAFETY

The Contractor shall notify the City at least five (5) days in advance of the starting of Work, which might in any way inconvenience or endanger traffic, so that arrangements may be made, if necessary, for closing the road and providing suitable detours. The Contractor shall at all times conduct the Work as to insure the least obstruction to vehicular and pedestrian traffic. The convenience of the general public and of residents along the roadway shall be provided for in an adequate and satisfactory manner. (See also 7-9, 7-14 and 8-6.)

If a temporary road is required for the convenience of the general public and/or residents along the roadway, temporary road requirements will not be paid for separately, but will be incidental to the Contract and no extra compensation will be allowed.

7-8 BARRICADES AND WARNING SIGNS

When any section of road is closed to traffic, the Contractor shall provide, erect, and maintain barricades, red flags, signs and lights at each end of the closed section and at all intersecting roads in accordance with the Illinois Manual of Uniform Traffic Control Devices.

If during the progress of the work, it is necessary to provide access to private property along the road, the Contractor shall provide, erect, and maintain within the closed portion of the road, such barricades, signs, flags and lights as may be necessary to protect the Work and to safeguard local traffic.

When traffic is to be permitted to use the road during construction, the Contractor shall protect the work and provide for safe and convenient public travel by providing, erecting, and maintaining such barricades, red flags, and lights as are necessary.

The Contractor's responsibility for the work, as provided in Section 7-15, shall apply, even though barricades, signs, red flags, and lights are installed as required above.

The cost of furnishing and maintaining barricades, warning signs, red flags, and lights as required herein shall be incidental to the Contract and no extra compensation will be allowed. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-9 DEBRIS ON TRAVELED SURFACE OR STRUCTURES

Where the Contractor's equipment is operated on any portion of the traveled surface or structures used by traffic on or adjacent to the section under construction, the Contractor shall clean the traveled surface of all dirt and debris at the end of each day's operation.

The cost of this work shall be included in the unit prices bid and no additional compensation will be allowed. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-10 EQUIPMENT ON TRAVELED SURFACE AND STRUCTURES

The traveled surface and structures on or adjacent to the work shall be protected, from damage by lugs or cleats on treads or wheels of equipment.

All equipment used in the prosecution of the work shall comply with the legal loading limits established by the statutes of the State of Illinois or local regulations when moved over or operated on any traveled surface or structure unless permission in writing has been issued by the City. Before using any equipment, which may exceed the legal loading, the Contractor shall secure a permit, allowing ample time for making an analysis of stresses to determine whether or not the proposed loading would be within safe limits. The City will not be responsible for any delay in construction operations or for any costs incurred by the Contractor as a result of compliance with the above requirements. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-11 USE OF EXPLOSIVES

When the use of explosives is necessary for the prosecution of the Work, the Contractor shall be governed by the rules and regulations of the Department of Mines and Minerals of the State of Illinois and any local regulations, which govern the use of explosives. The Engineer shall not be responsible for determining whether the Contractor is in compliance with these rules and regulations.

7-12 USE OF FIRE HYDRANTS

If the Contractor desires to use water from hydrants, he shall make application to the proper authorities, and shall conform to the municipal ordinances, rules or regulations concerning their use. Water from hydrants or other sources shall be at the Contractor's expense unless otherwise provided in the Special Provisions

Fire hydrants shall be accessible at all times to the Fire Department. No material or other obstructions shall be placed closer to a fire hydrant than permitted by municipal ordinances, rules or regulations, or within ten feet (10') of a fire hydrant, in the absence of such ordinances, rules or regulations.

7-13 PROTECTION AND RESTORATION OF PROPERTY

If corporate or private property interferes with the Work, the Contractor shall notify, in writing, the City of such property, advising them of the nature or disposition of such property. The Contractor shall furnish the City with copies of such notifications and with copies of any agreements between him and the property Owners concerning such protection or disposition.

The Contractor shall take all necessary precautions for the protection of corporate or private property, such as walls and foundations of buildings, vaults, underground structures of public utilities, underground drainage facilities, overhead structures of public utilities, trees, shrubbery, crops and fences contiguous to the Work, of which the Contract does not provide for removal. The Contractor shall protect and carefully preserve all official survey monuments, property marks, section markers, and Geological Survey monuments, or other similar monuments, until the City or an authorized surveyor or agent has witnessed or otherwise referenced their location or relocation. The Contractor shall take reasonable precautions to avoid disturbing any archeological and other historic remains encountered during construction. The Contractor shall notify the City of the presence of an such survey or property monuments or archeological and other historic remains as soon as they are discovered.

The Contractor shall be responsible for the damage or destruction of property of any character resulting from error, neglect, misconduct or omission in his manner or method of execution or non-execution of the Work, or caused by defective Work or the use of unsatisfactory materials, and such responsibility shall not be released until the Work shall have been completed and accepted and the requirements of the Specifications complied with.

Whenever public or private property is so damaged or destroyed, the Contractor shall at his own expense, restore such property to a condition equal to that existing before such damage or injury was done by repairing, rebuilding, or replacing it as may be directed, or he shall otherwise make good such damage or destruction in an acceptable manner. If he fails to do so, the City may, after the expiration of a period of forty-eight (48) hours after giving him notice in writing, proceed to repair, rebuild, or

otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any compensation due, or which may become due the Contractor under his contract.

The Contractor shall remove all mailboxes within the limits of construction, which interfere with construction operations and shall erect them at temporary locations. As soon as construction operations permit, he shall set the mailboxes at their permanent locations. The Contractor shall replace at his own expense any mailbox or post which has been damaged by his operations.

The cost of all materials required and all labor necessary to comply with the above provisions will not be paid for separately, but shall be considered as incidental to the Contract, unless otherwise specified in the Special Provisions.

7-14 PROTECTION AND RESTORATION OF TRAFFIC SIGNS

Any traffic sign within the limits of construction, which interferes with construction operations, may be removed by the Contractor when authorized by the traffic sign City. Any traffic sign, which has been removed, shall be re-erected immediately by the Contractor at the temporary location designated by the traffic sign City, and as soon as construction operations permit, the sign shall be set at its permanent location. The cost of all materials required and all labor necessary to comply with this provision will not be paid for separately, but shall be considered as incidental to the contract.

The Contractor shall replace at his own expense any traffic sign or post which has been damaged due to his operations.

Any traffic sign designated as critical by the traffic sign City shall not be disturbed and no additional compensation will be allowed the Contractor for any delays, inconvenience, or damage sustained by him due to any special construction methods required in prosecuting his work due to the existence of such traffic signs.

7-15 CONTRACTOR'S RESPONSIBILITY FOR WORK

The Work shall be under the control and care of the Contractor until final acceptance or use or occupancy by the City. The Contractor shall assume all responsibility for injury or damage to the Work by action of the elements or from any other cause whatsoever, and shall rebuild, repair, restore, and make good, at his expense, all injuries or damages to the Work, except that when the Work is opened to usage by written order of the City, the provisions of this article shall not apply to damage caused by such use and not due to the Contractor's fault or negligence.

When materials are furnished to the Contractor by the City for inclusion in the work, the Contractor's responsibility for handling and installation of all such materials shall be the same as for materials furnished by him.

In case of suspension of Work by the Contractor, the Contractor shall be responsible for the Work and shall take such precautions as may be necessary to prevent damage to the Work, provide for normal drainage and shall erect any necessary temporary structures, signs, or other facilities at his expense.

7-16 GUARANTEE PERIOD

The Contractor shall warrant all Work performed for a period of one (1) year from the date of final acceptance in writing by the Engineer. In case of acceptance of a part of the work for use or occupancy prior to final acceptance of the entire Work, the guarantee for the part so accepted shall be for a period of one year from the date of such partial acceptance, in writing, by the Engineer.

In placing orders for equipment, the Contractor shall purchase same only under a written guarantee from the respective manufacturers that the equipment supplied will function satisfactorily as an integral part of the completed Work in accordance with the Plans and Specifications, and that the manufacturer will repair or otherwise make good any defects in workmanship or materials which may develop within a period of one (1) year from the date of final acceptance. Furthermore, the Contractor shall require that the manufacturer agree in writing at the time the order for equipment is placed that he will be responsible for the proper functioning of the equipment in cooperation with the Contractor, and that whenever necessary during the installation period or tuning up period following construction period, the manufacturer will supply without additional cost to the City, such superintendence and mechanical labor and any adjustments and additional parts and labor needed to make the equipment function satisfactorily, even if same was not shown on the approved shop drawings.

7-17 PERSONAL LIABILITY OF CITY'S AGENTS

In carrying out the provisions of this contract, or in exercising any power or authority granted to the City, there shall be no personal liability upon any officer or authorized agent of the City provided the City is a governmental body, it being understood that all such persons act as agents and representatives of the City.

7-18 NO WAIVER OF LEGAL RIGHTS

The City and the Engineer shall not be precluded by any measurement, estimate, or certificate made either before or after the completion and acceptance of the Work and payment therefor, from showing the true amount and character of the Work performed and materials furnished by the Contractor, or from showing that any such measurement, estimate, or certificate is untrue or incorrectly made, or that the Work or materials do not conform in fact to the Contract. The City shall not be precluded, notwithstanding any such measurement, estimate, or certificate and payment in accordance therewith, from recovering from the Contractor and his sureties such damages as if it may sustain by reason of his failure to comply with the terms of the Contract. Neither the acceptance by the City, nor any representative of the City, nor any payment for or acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the City, shall operate as a waiver of any portion of the Contract, or of any power herein reserved, or any right to damages herein provided. A waiver of any breach of the Contract shall not be held to be a waiver of any other or subsequent breach.

7-19 SAFETY

Contractor shall comply with State and Federal Safety regulations as outlined in latest revision of Federal Construction Safety Standards (Series 1926) and with applicable provisions and regulation of Occupation Safety and Health Administration (OSHA) Standards of the Williams-Steiger Occupational Health and Safety Act of 1970 (rev.). The City or Engineer shall not be responsible for determining the Contractor's compliance with these regulations.

The Contractor is solely responsible for the safety procedures, programs and methods of its employees, subcontractors of every tier, and agents. Contractor shall hold the City and the Engineer harmless for any and all damages resulting from violations thereof.

7-20 USE OF PRIVATE LAND

The Contractor shall not use any vacant lot or private land as a plant site, depository for materials, or as a spoil site without the written authorization of the City of the land (or his agent), a copy of which authorization shall be filed with the City.

7-21 USE OF WATER

Contractors desiring to use water furnished by the City will be required to make application for extension to the proper authorities and conform to the rules and regulations provided in such cases by the municipal ordinances and pay the usual water rates or fees.

7-22 COST OF SERVICES

The Contractor will be required to pay the established water rates for water obtained from the City. Large quantities of water for flushing trenches, filling mains, testing or other operations shall be drawn only at night or at times specifically authorized by the City.

The cost of all power, lighting and heating required during construction shall be paid by the Contractor and its costs merged in the contract price.

7-23 WORK IN BAD WEATHER

No construction work shall be done during stormy, freezing or inclement weather, except such as can be done satisfactorily, and to secure first-class construction throughout, and then only subject to permission of the City.

7-24 SUNDAY WORK

No work shall be performed under these specifications at night or on Sunday and legal holidays without the approval of the City. If it is found necessary to continue the work at night or on Sunday or on a legal holiday, the Contractor will be charged for the Engineering and observation at such times at the rate of Seven Hundred Fifty Dollars ($750.00) per day of eight (8) working hours for each person doing such work on the job, and the amount will be deducted from money due to the Contractor at the time of settlement.

7-25 WATCHMEN

Watchmen are to be provided by the Contractor at the site of the project to prevent loss, damage to property, or accidents.

7-26 CONSTRUCTION DEBRIS

The Contractor shall not conduct any generation, transportation, or recycling of construction or demolition debris, clean or general or uncontaminated soil generated during construction, remodeling, repair, and demolition of utilities, structures, and roads that is not commingled with any waste, without the maintenance of documentation identifying the hauler, generator, place of origin of the debris or soil, the weight or volume of the debris or soil, and the location, City, and operator of the facility where the

debris or soil was transferred, disposed, recycled or treated. This documentation must be maintained by the Contractor for 3 years.

7-27 SAMPLE INSURANCE CERTIFICATE

Email all Certificates to the City or designated Consultants



ACORD

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
YOUR INSURANCE AGENT

CONTACT NAME:
PHONE (A/C, No, Ext):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE — NAIC #
INSURER A : CARRIERS MUST BE RATED
INSURER B : A- VII OR BETTER
INSURER C :
INSURER D :
INSURER E :
INSURER F :

INSURED
YOUR NAME AND ADDRESS

COVERAGES — CERTIFICATE NUMBER: — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR	Y	Y	POLICY NUMBER	EFF DATE	EXP DATE	EACH OCCURRENCE $ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $ ANY LIMIT MED EXP (Any one person) $ ANY LIMIT PERSONAL & ADV INJURY $ 1,000,000 GENERAL AGGREGATE $ 2,000,000 PRODUCTS - COMP/OP AGG $ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO- JECT LOC						$
	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS NON-OWNED AUTOS	Y	Y	POLICY NUMBER	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident) $ 1,000,000 BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $
	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	Y	Y	POLICY NUMBER	EFF DATE	EFF DATE	EACH OCCURRENCE $ 5,000,000 AGGREGATE $ 5,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X/N N/A	Y	POLICY NUMBER	EFF DTE	EFF DATE	X PER STATUTE OTH-ER E.L. EACH ACCIDENT $ 500,000 E.L. DISEASE - EA EMPLOYEE $ 500,000 E.L. DISEASE - POLICY LIMIT $ 500,000
	POLLUTION PROFESSIONAL			POLICY NUMBER	EFF DATE	EFF DATE	$1,000,000/$1,000,000 AGG $1,000,000/2,000,000 AGG

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: JOB NUMBER AND PROJECT NAME AND ADDRESS:
Additional Insured with respect to General Liability, Auto Liability and Umbrella/Excess Liability on a primary and noncontributory basis when required by written contract (Owner and Robinson Engineering ltd.) Owner is Certificate Holder. Waiver of Subrogation in favor of listed additional insureds with respect to General Liability, Auto Liability, Umbrella/Excess Liability and Workers' Compensation policies. Additional insured with respect to General Liability coverage per ISO forms CG2010 and CG2037 or equivalent forms. Umbrella/Excess is on a follow form basis and is primary and non-contributory.

CERTIFICATE HOLDER

OWNER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05) — The ACORD name and logo are registered marks of ACORD

SECTION 8. PROSECUTION AND PROGRESS

8-1 SUBLETTING OR ASSIGNMENT OF CONTRACT

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract or Contracts or any portion thereof, or of his right, title, or interest therein, without written consent of the City. In case such consent is given, the Contractor will be permitted to sublet a portion thereof, but shall perform with his own organization, Work amounting to not less than 50 per cent of the total Contract, except that any items designated in the Contract as "specialty items" may be performed by subcontract and may be deducted from the total Contract price before computing the amount of work required to be performed by the Contractor with his own organization. No subcontracts, or transfer of Contract, shall in any case release the Contractor of his liability under the Contract. All transactions of the City shall be with the Contractor; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence.

8-2 PROGRESS SCHEDULE

Promptly after the award of the contract, if requested, the Contractor shall submit to the City a satisfactory progress schedule, which shall show the proposed sequence of work, and how the Contractor proposes to complete the various items of work within the number of days set up on the contract. The progress schedule shall be reviewed and revised periodically as working conditions warrant. The Contractor shall confer with the City in regard to the prosecution of the Work in accordance with this schedule. This schedule shall be used as a basis for establishing major construction operations, and for checking progress of the Work.

8-3 PRE-CONSTRUCTION CONFERENCE

Unless the need for a preconstruction conference is waived by the Engineer, the Contractor shall make himself and his representatives available to meet with the Engineer and other representatives of the City, prior to the start of construction to discuss scheduling, handling of materials, payments, etc.

8-4 PROSECUTION OF THE WORK

The Contractor shall begin the Work to be performed under the contract not later than ten (10) days after the execution and acceptance of the Contract, unless otherwise provided, but not prior to the execution of the Contract.

8-5 COMPLETION DATE

The Contractor shall complete all Work on or before the stipulated completion date, or on or before a later date determined as specified herein; otherwise, the City may proceed to collect liquidated damages described hereinafter.

When a delay occurs due to unforeseen causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of the public enemy, governmental acts, fires, floods, epidemics, strikes, extraordinary delays in delivery of materials caused by strikes, lockouts, wrecks, freight embargoes, governmental acts, or acts of God, the time of completion shall be extended in whatever amount is determined by the City.

An "Act of God" means an earthquake, flood, cloudburst, cyclone, or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or make preparation in defense against. A rain, windstorm or other natural phenomenon of normal intensity, based on U.S. Weather Bureau reports, for the particular locality and for the particular season of the year in which the work is being prosecuted, shall not be construed as an "Act of God", and no extension of time will be granted for the delays resulting therefrom.

8-6 LIMITATIONS OF OPERATIONS

The Contractor shall conduct his work so as to create a minimum amount of inconvenience to vehicular and pedestrian traffic. At any time when, in the judgment of the City, the Contractor has obstructed or closed the road or is carrying on operations on a greater portion of a street than is necessary for the proper prosecution of the Work, the City may require the Contractor to finish the section on which Work is in progress before the Work is started on any additional section. (See also Section 7-7).

8-7 SUSPENSION OF WORK

The City shall have authority to suspend the Work wholly or in part, for such period of time as he may deem necessary, due to conditions unfavorable for the satisfactory prosecution of the Work, or to conditions which in his opinion warrant such action; or for such time as is necessary by reason of failure on the part of the Contractor to carry out orders given, or to perform any or all provisions of the Contract. No additional compensation will be paid the Contractor because of any costs caused by such suspension, except when the suspension is ordered for reasons not resulting from any act or omission on the part of the Contractor. If it becomes necessary to stop Work for an indefinite period of time, the Contractor shall store all material in such manner that they will not obstruct or impede the traveling public unnecessarily or become damaged in any way, take every precaution to prevent damage or deterioration of the Work performed, provided suitable drainage of the roadway, and erect temporary structures where necessary. The Contractor shall not suspend Work without written authority from the City. (See also Section 7-15).

8-8 DETERMINATION AND EXTENSION OF CONTRACT TIME FOR COMPLETION

When the time for completion of the Work contemplated is specified in the Contract, it is understood that the completion of the Work within the time specified is an essential part of the Contract. If the Contractor finds it impossible to complete the Work within the time specified in the Contract, he may, at any time prior to the last thirty (30) days of the Contract time specified, make written request to the City for an extension of Contract time. He shall set forth in full in his request the reasons, which he believes justify the granting of his request. If the City finds that the Work is delayed because of conditions beyond the control of the Contractor, or that the quantities of work done, or to be done, are in excess, he shall promptly grant an extension of time for completion, which appears reasonable and proper. The extended time for completion shall then be considered as in effect the same as if it were the original Contract time for completion.

8-9 FAILURE TO COMPLETE THE WORK ON TIME

Should the Contractor fail to complete the Work within the Contract time the Contractor shall be liable to the City in the amount shown in the following schedule of deductions, as liquidated damages, and not

as a penalty, for each day of overrun in the Contract time or such extended time as may have been allowed.

SCHEDULE OF DEDUCTIONS FOR EACH DAY OF OVERRUN IN CONTRACT TIME

Original Contract Amount From more than	To and Including	Daily Charge Calendar Day	Work Day
$ 0	100,000	$ 475	$ 1,050
100,000	500,000	750	1,425
500,000	1,000,000	1,025	1,725
1,000,000	3,000,000	1,275	2,000
3,000,000	6,000,000	1,425	3,450
6,000,000	12,000,000	2,300	8,125
12,000,000	And over	5,800	

8-10 DEFAULT ON CONTRACT

If the Contractor fails to begin the Work under Contract within the time specified, or fails to perform the Work with sufficient workmen and equipment or with sufficient materials to insure the completion of said Work within the Contract time, or shall perform the Work unsuitable, or shall neglect or refuse to remove materials or perform anew such Work as shall be rejected as defective and unsuitable, or shall discontinue the prosecution of the Work, or if the Contractor shall become insolvent or be declared bankrupt, or shall commit any act of bankruptcy or insolvency, or shall make an assignment for the benefit of creditors, the City shall give notice in writing to the Contractor and his surety of such delinquency, said notice to specify the corrective measures required.

If the Contractor, within a period of ten (10) days after said notice, shall not proceed in accordance therewith, the City shall have full power and authority to forfeit the rights of the Contractor and at its option to call upon the surety to complete the Work in accordance with the terms of the contract, or it may take over the Work, including any or all materials and equipment on the ground as may be suitable and acceptable, and may complete the Work with his own forces, or may enter into a new agreement for the completion of said Contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of said Contract in an acceptable manner.

All costs and charges incurred by the City, together with the cost of completing the work under Contract, shall be deducted from the Contract amount. In case the expense so incurred by the City shall be less than the sum which would have been payable under the Contract if it had been completed by the Contractor, the Contractor shall be entitled to receive the difference subject to any claims for liens thereon in case such expense shall exceed the sum which would have been payable under the Contract, the Contractor and the surety shall be liable and shall pay to the City the amount of such excess.

8-11 TERMINATION OF THE CONTRACTOR'S RESPONSIBILITY

Whenever the Work called for by the Contract shall have been completely performed on the part of the Contractor and all parts of the Work have been approved and deemed to be in compliance with the Technical Plans and Specifications by the Engineer, according to the Contract, and the final estimate paid, the Contractor's obligations shall be considered fulfilled, except as set forth in his Bond, in Section 7-18 and his one-year guarantee, in Section 7-16.

SECTION 9. MEASUREMENT AND PAYMENT

9-1 MEASUREMENT OF QUANTITIES

All Work completed under the Contract will be measured by the Engineer according to United States Standard Measures. The method of measurement shall be described in the Specifications or the Special Provisions.

9-2 SCOPE OF PAYMENT

The Contractor shall receive and accept the compensation as herein provided, in full payment for furnishing all materials, labor, tools and equipment; for performing all Work contemplated and embraced under the Contract; for all loss or damage arising out of the nature of the Work or from action of the elements; for any unforeseen difficulties or obstructions which may arise or be encountered during the prosecution of the Work until its final acceptance by the City; for all risks of every description connected with the prosecution of the Work; also, for all such expenses incurred by or in consequence of suspension or discontinuance of such prosecution of the work as herein specified, or for any infringement of patents, trademarks, or copyrights, and for completing the Work in an acceptable manner according to the Contract Documents.

Contractor will be paid in cash and/or negotiable warrants at intervals, and in accord with the terms of the Contract. Except for subdivision contracts, the City will retain ten percent (10%) of each periodic payment until final completion and acceptance by the City of all Work included in the Contract.

The payment of any current estimate prior to final acceptance of the Work by the City shall in no way constitute an acknowledgment of the acceptance of the Work, nor in any way prejudice or affect the obligation of the Contractor, at his expense, to repair, correct, renew, or replace any defects or imperfections in the construction or in the strength or quality of the materials used in or about the construction of the Work under Contract and its appurtenances, nor any damage due or attributable to such defects, which defects, imperfections, or damage shall have been discovered on or before the final inspection and acceptance of the Work. Defects, imperfections, or damage, shall be determined by the Engineer observing the work for compliance with the Plans and Specifications, and the Contractor shall be liable to the City for failure to correct the same as provided herein.

9-3 INCREASED OR DECREASED QUANTITIES

Whenever the quantity of any item of Work as given in the Proposal shall be increased or decreased, payment shall be made on the basis of the actual quantity completed at the unit price for such item named in the Proposal, except as otherwise provided in Sections 4-3 or in the detailed specifications for each class of Work.

9-4 PAYMENT FOR EXTRA WORK

Extra Work which results from any of the changes as specified in Section 4-3 shall not be started, except in case of an emergency, until receipt of a written authorization or Work order from the City, which authorization shall state the items of work to be performed and the method of payment for each item. Work performed without such order will not be paid for.

Extra work will be paid for:

A. Either at a lump sum price or at unit prices agreed upon by the Contractor and the City. {In case a Supplemental Agreement is signed between the Contractor and the City, the agreed prices pertaining thereto shall prevail).

B. If acceptable to the Engineer, on the following force account basis:

1. Labor. The Contractor will be paid the actual amount of wages for all labor and foreman in direct charge of the specific Work for each hour that said labor and foreman are actually engaged in such Work, to which cost shall be added twenty percent (20%) of the sum thereof.

2. Bond, Insurance, Tax, Welfare Fund and other Payments. The Contractor will receive the actual cost of Contractor's bond, public liability and property damage insurance, workmen's compensation insurance, social security tax, welfare fund and other payments, if any, in accordance with agreements applicable to the Contract, required for force account work, to which no percentage shall be added. The Contractor shall furnish satisfactory evidence of the rate or rates paid for such bond, insurance tax, welfare fund and other payments.

3. Materials. The Contractor will receive the actual cost for all materials which are an integral part of the finished Work, including freight charges as shown by the original receipted bills, to which shall be added fifteen percent (15%) of the sum thereof.

   The Contractor will be reimbursed for any materials used in the construction of the Work, such as sheeting, false work, form lumber, curing materials, etc., which are not an integral part of the finished Work. The amount of reimbursement shall be agreed upon in writing before such Work is begun, and no percent shall be added. The salvage value of such materials shall be taken into consideration in the reimbursement agreed upon.

4. Equipment. Machinery and equipment, which the Contractor has on the job for use on contract items, shall be used on extra Work as deemed necessary or desirable. The Contractor will be paid for all machinery and equipment used on extra work in accordance with the latest revision of "SCHEDULE OF AVERAGE ANNUAL EQUIPMENT CITYSHIP EXPENSE WITH OPERATING COST" as issued by the Department of Transportation, State of Illinois, for the period that said machinery and equipment are in use on such Work, to which no percent shall be added. In the event that

equipment is used which is not included in aforesaid publication, the latest edition of the "Compilation of Nationally Averaged Rental Rates for Construction Equipment" complied by Equipment Distributors, 615 West 22nd Street, Oak Brook, Illinois 60521, shall be used to determine equipment rental rates and no percent shall be added to the rates indicated in such publication.

9-5 PAYMENT FOR SUBCONTRACTING, EXTRA WORK

Where an authorized subcontractor performs some or all of the Work qualifying as an Extra Work item and compensation is to be based on the terms of paragraph 9-4 (2), the cost of labor, bonds, material and equipment shall be the cost to the subcontractor on these items and an additional allowance to the prime Contractor of five percent (5%) of all costs as determined in paragraph 9-4 (2) shall be made in such instances.

9-6 PARTIAL PAYMENTS

Once each month, the Contractor will make an approximate estimate, in writing, of the materials in place complete, the amount of Work performed, and the value thereof, at the contract unit prices. From the amount so determined of completed work there shall be deducted ten percent (10%) to be retained until after the completion of the entire Work to the satisfaction of the City, and the balance certified to the City for payment.

In addition, an estimate may, at the discretion of the City and upon presentation of receipted bills and freight bills, be made for payment of the value of acceptable non-perishable materials delivered at the Work site or in acceptable storage places and not used at the time of such estimate. The care and storage of such material shall be the Contractor's responsibility. In the absence of receipted bills, an estimate may, at the request of the Contractor and at the discretion of the City, be made for payment of the value of materials in acceptable storage places and not used at the time of the estimate, but in such an event payment shall be made of such amounts by a check requiring the endorsement of both the Contractor and materials supplier. Endorsement of such a check by the material supplier shall be construed a waiver of lien for the cost of materials covered by the check. Such materials, when so paid for by the City, shall become the property of the City, and in the event of default on the part of the Contractor, the City may use or cause to be used such materials in the construction of the Work provided for in the Contract. The amount thus paid by the City shall be deducted from estimates due the Contractor as the material is used in the Work.

9-7 ACCEPTANCE AND FINAL PAYMENT

Whenever the Work provided for by the Contract shall have been completely performed on the part of the Contractor, and all parts of the Work have been deemed to be in substantial compliance with the Plans and Specifications by the Engineer and accepted by the City, a final estimate showing the value of the Work will be prepared by the Engineer as soon as the necessary measurements and computations can be made, all prior estimates upon which payments have been made being approximate only and subject to correction in the final payment. The amount of this estimate, less any sums that have been deducted or retained under the provisions of the Contract, will be paid to the Contractor as soon as practicable after the final acceptance, provided the Contractor has furnished to the City satisfactory evidence that all sums of money due for any labor, materials, apparatus, fixtures, or machinery furnished for the

purpose of such Work have been paid or that the person or persons to whom the same may be due have consented to such final payment.

Neither the final payment on this contract by the City nor any provisions in the contract documents shall relieve the Contractor of the responsibility for negligence in the furnishing and installation of faulty materials or for faulty workmanship which shows up within the extent and period provided by law or within the guarantee period of one (1) year from final acceptance of the work performed under this Contract, whichever is greater, nor of the responsibility of remedying such faulty workmanship and materials.

The acceptance by the Contractor of the final payment shall constitute a release and waiver of all claims by the Contractor except those previously made and still unsettled.

9-8 CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS

The City may withhold, in addition to retained percentages, from payment to the Contractor, such an amount or amounts as may be necessary to cover:

A. Payments that may be earned or due for just claims for labor and materials furnished in and about the Work.
B. For defective Work not remedied.
C. For failure of the Contractor to make proper payments to his subcontractors.
D. For reasonable doubt that the contract can be completed for the balance then unpaid.

The City will disburse and shall have the right to act as agent for the Contractor in disbursing such funds as have been withheld pursuant to this paragraph to the party or parties who are entitled to payment therefrom. The City will render to the Contractor a proper accounting of all such funds disbursed on behalf of the Contractor.

The City also reserves the right, even after full completion and acceptance of the Work, to refuse payment of the final ten percent (10%) due the Contractor, until it is satisfied that all subcontractors, material suppliers, and employees of the Contractor have been paid in full.

9-9 RELEASE OF CLAIMS AND LIENS

Neither the final payment nor any part of the retained percentage shall become due until the Contractor shall deliver to the City a complete release of all claims or liens arising out of this contract, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as he has knowledge or information the release and receipts include all the labor and materials for which a lien or claim could be filed; but the Contractor may, if a subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the City to indemnify the City against any claim or lien (in cases where such payment is not already guaranteed by surety bond). If any claim or lien remains unsatisfied after all payments are made, the Contractor shall refund to the City all monies that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

Crest Hill
CITY OF NEIGHBORS

SITE IMPROVEMENT PLANS
for
CREST HILL COMMONS PHASE 1
CREST HILL, ILLINOIS
PROJECT NO:10656.04

CLIENT
CITY OF CREST HILL
20600 CITY CENTER BLVD,
CREST HILL, IL
PHONE 815-741-5122

CALL J.U.L.I.E. 1-800-892-0123
WITH THE FOLLOWING:
COUNTY: WILL
CITY, TOWNSHIP: CREST HILL, LOCKPORT
SEC. & ¼ SEC. NO.: 738N, R10E, SEC.29, SW 1/4
48 HOURS BEFORE YOU DIG.
EXCLUDING SAT., SUN. & HOLIDAYS

CITY OF CREST HILL CONTACTS:
CITY ENGINEER: RONALD J. WIEDEMAN, P.E.
PHONE: 815-741-5122

INDEX

SHEET #	SHEET I.D.	SHEET DESCRIPTION
CIVIL (SPACECO)		
1	C1	COVER SHEET
2	GN	TYPICAL SECTIONS AND GENERAL NOTES
3	ET1	EXISTING CONDITIONS
4	GM1	GEOMETRIC PLAN
5	GR1	GRADING PLAN
6	UT1	UTILITY PLAN
7-10	SE1-SE4	SOIL EROSION AND SEDIMENT CONTROL PLANS
11	S-1	SPECIFICATIONS
12-14	D1-D3	DETAILS
LIGHTING /ELECTRICAL (CIORBA GROUP)		
	E-1	LIGHTING LEGEND, GENERAL NOTES, AND BILL OF MATERIALS
	E-2	PROPOSED LIGHTING PLAN
	E-3	ENLARGED LIGHTING PLAN
	E-4	LIGHTING DETAILS
	E-5	LIGHTING DETAILS
	E-6	LIGHTING SPECIFICATIONS
LANDSCAPE /HARDSCAPE (RVI)		
	L0.0	SPECIFICATIONS
	L0.1	SPECIFICATIONS
	L1.0	LAYOUT AND MATERIALS PLAN - PHASE 1 ENLARGEMENT
	L2.0	PLANTING PLAN
	L2.1	PLANTING PLAN - PHASE 1 ENLARGEMENT
	L3.0	DETAILS
	L3.1	DETAILS

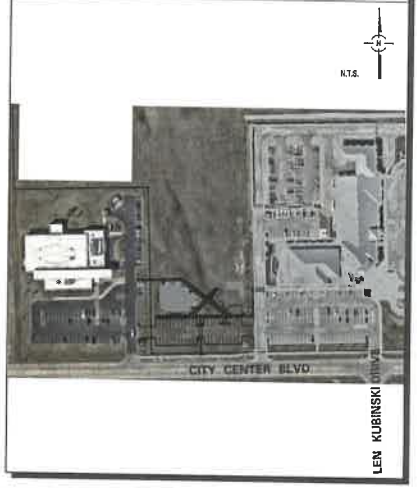
BENCHMARK
ELEVATION:
DESCRIPTION: SEE SHEET ET1 FOR BENCHMARK INFORMATION

NOTE:
SPACECO, INC. IS TO BE NOTIFIED AT LEAST THREE (3) DAYS PRIOR TO STARTING CONSTRUCTION AND SHALL BE INCLUDED IN THE PRECONSTRUCTION MEETINGS

LOCATION MAP



KEY MAP



REVISIONS
ORIGINAL PLAN DATE: AUGUST 21, 2026

#	SHEET #	REMARKS	DATE

ENGINEER: JAMES C. KAPUSTIAK, P.E.
ILLINOIS REGISTRATION NO.: 062-054842
EXPIRATION DATE: 11/30/2027
PROFESSIONAL DESIGN FIRM NO.: 184-001157
EXPIRATION DATE: 04/30/2027
08/21/26 DATE
LICENSED PROFESSIONAL ENGINEER JAMES C. KAPUSTIAK NO. 062-054842 ILLINOIS
THESE PLANS OR ANY PART THEREOF SHALL BE CONSIDERED NON-VERIFIED THE SIGNATURE, SEAL AND EXPIRATION DATE OF SEAL OF THE ENGINEER

APPLIES ONLY TO CIVIL SHEETS 1 - 14

08-21-26—ISSUED FOR BID

SITE IMPROVEMENT PLANS
CREST HILL COMMONS
PHASE 1

Rosemont Office
9575 W. Higgins Road, Suite 700
Rosemont, Illinois 60018
Phone: (847) 696-4060

Spaceco
Civil Engineering & Surveying
Rosemont, IL - Morris, IL - Indianapolis, IN
spacecoinc.com

FILENAME: 10656.04TITLE
DATE: 08/14/2026
JOB NO. 10656.04
SHEET C1 1 OF 14

GENERAL NOTES

1. REFERENCED CODES

A. ALL PAVEMENT AND STORM SEWER CONSTRUCTION SHALL CONFORM TO THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (SSRBC), AND SUPPLEMENTAL SPECIFICATIONS AND RECURRING SPECIAL PROVISIONS: ADOPTED APRIL 1, 2022 BY ILLINOIS DEPARTMENT OF TRANSPORTATION AND ALL AMENDMENTS THERETO; AND IN ACCORDANCE WITH THE LATEST EDITION OF THE CODE OF THE MUNICIPALITY, EXCEPT AS MODIFIED HEREIN. IN CASE OF CONFLICT, MUNICIPAL CODE SHALL TAKE PRECEDENCE.

B. ALL SANITARY SEWER AND WATERMAIN CONSTRUCTION SHALL CONFORM TO THE STANDARD SPECIFICATIONS FOR WATER AND SEWER MAIN CONSTRUCTION IN ILLINOIS, PUBLISHED JANUARY 2014, AND IN ACCORDANCE WITH THE CODE OF THE MUNICIPALITY; EXCEPT AS MODIFIED HEREIN OR BY ANY PUBLIC AGENCY PERMITS ISSUED FOR THIS WORK. IN CASE OF CONFLICT, THE MORE RESTRICTIVE PROVISIONS SHALL APPLY.

C. ALL SIDEWALK AND PUBLIC AREAS MUST BE CONSTRUCTED IN ACCORDANCE WITH CURRENT ADA, ILLINOIS HANDICAP ACCESSIBILITY AND ANY APPLICABLE LOCAL ORDINANCES. WHEN CONFLICTS EXIST BETWEEN THE GOVERNING AGENCIES, THE MORE STRINGENT SHALL GOVERN.

D. THE CITED STANDARD SPECIFICATIONS, CODES AND PERMITS, WITH THESE CONSTRUCTION PLANS AND DETAILS, ARE ALL TO BE CONSIDERED PART OF THE CONTRACT. INCIDENTAL ITEMS OR ACCESSORIES NECESSARY TO COMPLETE THIS WORK MAY NOT BE SPECIFICALLY NOTED BUT ARE CONSIDERED A PART OF THIS CONTRACT.

2. UTILITY LOCATIONS

A. THE UTILITY COMPANIES HAVE BEEN CONTACTED IN REFERENCE TO UTILITIES THEY OWN AND OPERATE WITHIN THE LIMITS FOR THIS PROJECT. DATA FROM THESE AGENCIES HAS BEEN INCORPORATED INTO THE PLANS. IT IS, HOWEVER, THE CONTRACTOR'S RESPONSIBILITY TO CONFIRM OR ESTABLISH THE EXISTENCE OF ALL UTILITY FACILITIES AND THEIR EXACT LOCATIONS, AND TO SAFELY SCHEDULE ALL UTILITY RELOCATIONS. FOR ADDITIONAL INFORMATION, THE AGENCIES LISTED ON THIS SHEET MAY BE CONTACTED.

B. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HAVING THE UTILITY COMPANIES LOCATE THEIR FACILITIES IN THE FIELD PRIOR TO CONSTRUCTION AND SHALL ALSO BE RESPONSIBLE FOR THE MAINTENANCE AND PRESERVATION OF THESE FACILITIES. THE ENGINEER DOES NOT WARRANT THE LOCATION OF ANY EXISTING UTILITIES SHOWN ON THE PLAN. THE CONTRACTOR SHALL CALL J.U.L.I.E. AT 800-892-0123 AND THE MUNICIPALITY, FOR UTILITY LOCATIONS. THE CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES AND THE MUNICIPALITY TWENTY-FOUR (24) HOURS PRIOR TO STARTING ANY CONSTRUCTION.

C. EASEMENTS FOR THE EXISTING UTILITIES, BOTH PUBLIC AND PRIVATE, AND UTILITIES WITHIN PUBLIC RIGHTS-OF-WAY ARE SHOWN ON THE PLANS ACCORDING TO AVAILABLE RECORDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION IN THE FIELD OF THESE UTILITY LINES AND THEIR PROTECTION FROM DAMAGE DUE TO CONSTRUCTION OPERATIONS. IF EXISTING UTILITY LINES OF ANY NATURE ARE ENCOUNTERED WHICH CONFLICT WITH LOCATIONS OF THE NEW CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED.

3. UTILITY COORDINATION

A. OWNER SHALL OBTAIN EASEMENTS AND PERMITS NECESSARY TO FACILITATE CONSTRUCTION OF THE PROPOSED UTILITIES. THE CONTRACTOR, HOWEVER, SHALL FURNISH ALL REQUIRED BONDS AND EVIDENCE OF INSURANCE NECESSARY TO SECURE THESE PERMITS.

B. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE NATURE AND STATUS OF ALL UTILITY RELOCATION WORK PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL TAKE APPROPRIATE MEASURES TO ENSURE THAT CONSTRUCTION OPERATIONS DO NOT INTERFERE WITH UTILITY FACILITIES AND RELOCATION WORK. THE SCHEDULE SHOULD REFLECT CONSTRUCTION SEQUENCING WHICH COORDINATES WITH ALL UTILITY RELOCATION WORK. THE CONTRACTOR SHALL BE REQUIRED TO ADJUST THE ORDER OF HIS WORK FROM TIME TO TIME, TO COORDINATE SAME WITH UTILITY RELOCATION WORK, AND SHALL PREPARE REVISED SCHEDULE(S) IN COMPLIANCE THEREWITH AS DIRECTED BY THE OWNER.

C. THE OWNER AND THE ENGINEER SHALL BE NOTIFIED IN WRITING BY THE CONTRACTOR AT LEAST 48 HOURS PRIOR TO THE START OF ANY OPERATION REQUIRING COOPERATION WITH OTHERS. AT&T SHALL BE CONTACTED ONE MONTH PRIOR TO START OF CONSTRUCTION IN ITS UTILITY AREAS. ALL OTHER AGENCIES, UNLESS OTHERWISE NOTED, SHALL BE NOTIFIED IN WRITING BY THE CONTRACTOR TEN (10) DAYS PRIOR TO THE START OF ANY SUCH OPERATION.

4. NO PLAN SHALL BE USED FOR CONSTRUCTION UNLESS SPECIFICALLY MARKED "FOR CONSTRUCTION". PRIOR TO COMMENCEMENT OF CONSTRUCTION THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AFFECTING THE WORK WITH THE ACTUAL CONDITIONS AT THE JOB SITE. IN ADDITION, THE CONTRACTOR MUST VERIFY THE ENGINEER'S LINE AND GRADE STAKES. IF THERE ARE ANY DISCREPANCIES WITH WHAT IS SHOWN ON THE CONSTRUCTION PLANS, HE MUST IMMEDIATELY REPORT SAME TO ENGINEER BEFORE DOING ANY WORK. OTHERWISE THE CONTRACTOR ASSUMES FULL RESPONSIBILITY. IN THE EVENT OF DISAGREEMENT BETWEEN THE CONSTRUCTION PLANS, SPECIFICATIONS AND/OR SPECIAL DETAILS, THE CONTRACTOR SHALL SECURE WRITTEN INSTRUCTION FROM THE ENGINEER PRIOR TO PROCEEDING WITH ANY PART OF THE WORK AFFECTED BY OMISSIONS OR DISCREPANCIES. FAILING TO SECURE SUCH INSTRUCTION, THE CONTRACTOR WILL BE CONSIDERED TO HAVE PROCEEDED AT HIS OWN RISK AND EXPENSE. IN THE EVENT OF ANY DOUBT OR QUESTIONS ARISING WITH RESPECT TO THE TRUE MEANING OF THE CONSTRUCTION PLANS OR SPECIFICATIONS, THE DECISION OF THE ENGINEER SHALL BE FINAL AND CONCLUSIVE.

5. ALL PROPOSED ELEVATIONS SHOWN ON THE PLANS ARE FINISHED SURFACE ELEVATIONS, UNLESS OTHERWISE SPECIFIED.

6. UPON AWARDING OF THE CONTRACT, AND WHEN REQUIRED BY THE MUNICIPALITY OR OWNER, THE CONTRACTOR SHALL FURNISH A LABOR, MATERIAL AND PERFORMANCE BOND IN THE AMOUNT REQUIRED GUARANTEEING COMPLETION OF THE WORK. THE UNDERWRITER SHALL BE ACCEPTABLE TO THE MUNICIPALITY OR OWNER, AS APPROPRIATE.

7. THE CONTRACTORS SHALL PLAN THEIR WORK BASED ON THEIR OWN BORINGS, EXPLORATIONS AND OBSERVATIONS TO DETERMINE SOIL CONDITIONS AT THE LOCATION OF THE PROPOSED WORK. HOWEVER, IF THE OWNER HAS A SOILS REPORT, THE RESULTS WILL BE AVAILABLE FROM THE OWNER UPON WRITTEN REQUEST.

8. CONTRACTOR SHALL VIDEO TAPE WORK AREA PRIOR TO CONSTRUCTION FOR THE PURPOSE OF DOCUMENTING EXISTING CONDITION.

9. COMMENCING CONSTRUCTION

A. THE CONTRACTOR SHALL NOTIFY THE OWNER AND/OR HIS REPRESENTATIVE AND THE AFFECTED GOVERNMENTAL AGENCIES IN WRITING AT LEAST THREE FULL WORKING DAYS PRIOR TO COMMENCEMENT OF CONSTRUCTION. IN ADDITION, THE CONTRACTOR SHALL NOTIFY AS NECESSARY, ALL TESTING AGENCIES, EITHER MUNICIPALITY'S OR THE OWNER'S, SUFFICIENTLY IN ADVANCE OF CONSTRUCTION. ALL MATERIAL TESTING SHALL BE THE RESPONSIBILITY AND EXPENSE OF THE CONTRACTOR. THE TESTING AGENCY SHALL MEET THE APPROVAL OF THE OWNER.

B. FAILURE OF CONTRACTOR TO ALLOW PROPER NOTIFICATION TIME WHICH RESULTS IN TESTING COMPANIES TO BE UNABLE TO VISIT SITE AND PERFORM TESTING WILL CAUSE CONTRACTOR TO SUSPEND OPERATION (PERTAINING TO TESTING) UNTIL TESTING AGENCY CAN SCHEDULE TESTING OPERATIONS. COST OF SUSPENSION OF WORK TO BE BORNE BY CONTRACTOR.

10. ALL CONTRACTORS SHALL KEEP ACCESS AVAILABLE AT ALL TIMES FOR ALL TYPES OF TRAFFIC. AT NO TIME SHALL ACCESS BE DENIED TO ADJACENT PROPERTIES.

11. THE CONTRACTOR SHALL PRESERVE ALL CONSTRUCTION STAKES UNTIL THEY ARE NO LONGER NEEDED. ANY STAKES DESTROYED OR DISTURBED BY THE CONTRACTOR PRIOR TO THEIR USE SHALL BE RESET BY THE DEVELOPER'S ENGINEER AT CONTRACTOR'S COST.

12. ANY EXISTING SIGNS, LIGHT STANDARDS AND UTILITY POLES WHICH INTERFERE WITH CONSTRUCTION OPERATIONS AND NOT NOTED FOR DISPOSAL SHALL BE REMOVED AND RESET BY THE CONTRACTOR AT HIS OWN EXPENSE AS SHOWN ON THE ENGINEERING PLANS OR AS DIRECTED BY THE DEVELOPER. ANY DAMAGE TO THESE ITEMS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AT HIS OWN EXPENSE TO THE SATISFACTION OF THE OWNER. ANY SIGNS NOT REQUIRED TO BE RESET, SHALL BE DELIVERED TO THE RESPECTIVE OWNERS.

13. REMOVAL OF SPECIFIED ITEMS, INCLUDING BUT NOT LIMITED TO, PAVEMENT, SIDEWALK, CURB, CURB AND GUTTER, CULVERTS, ETC. SHALL BE DISPOSED OF OFF-SITE BY THE CONTRACTOR AT HIS OWN EXPENSE. HE IS RESPONSIBLE FOR ANY PERMIT REQUIRED FOR SUCH DISPOSAL.

14. ALL FIELD TILE ENCOUNTERED DURING CONSTRUCTION OPERATIONS SHALL BE CONNECTED TO THE PROPOSED STORM SEWER SYSTEM OR SHALL BE RESTORED TO PROPER OPERATING CONDITION. A RECORD OF THE LOCATION OF ALL FIELD TILE OR DRAIN PIPE ENCOUNTERED SHALL BE KEPT BY THE CONTRACTOR AND TURNED OVER TO THE ENGINEER, DEVELOPER OR MUNICIPAL ENGINEER UPON COMPLETION OF THE PROJECT. THE COST OF THIS WORK SHALL BE CONSIDERED AS INCIDENTAL TO THE CONTRACT AND NO ADDITIONAL COMPENSATION WILL BE ALLOWED.

15. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR SAFETY ON THE JOB.

16. THE CONTRACTOR SHALL COLLECT AND REMOVE ALL CONSTRUCTION DEBRIS, EXCESS MATERIALS, TRASH, OIL AND GREASE RESIDUE, MACHINERY, TOOLS AND OTHER MISCELLANEOUS ITEMS WHICH WERE NOT PRESENT PRIOR TO PROJECT COMMENCEMENT AT NO ADDITIONAL EXPENSE TO THE OWNER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACQUIRING ANY AND ALL PERMITS NECESSARY FOR THE HAULING AND DISPOSAL REQUIRED FOR CLEAN-UP AS DIRECTED BY THE ENGINEER OR OWNER. BURNING ON THE SITE IS NOT PERMITTED.

17. ALL EXISTING UTILITIES OR IMPROVEMENTS, INCLUDING WALKS, CURBS, PAVEMENT AND PARKWAYS DAMAGED OR REMOVED DURING CONSTRUCTION SHALL BE PROMPTLY RESTORED TO THEIR RESPECTIVE ORIGINAL CONDITION. THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT UNLESS SPECIFICALLY NOTED ON THE PLANS.

18. TREES NOT MARKED FOR REMOVAL SHALL BE CONSIDERED AS DESIGNATED TO BE SAVED AND SHALL BE PROTECTED UNDER THE PROVISIONS OF (SSRBC) ARTICLE 201.05.

19. LIMB PRUNING SHALL BE PERFORMED UNDER THE SUPERVISION OF THE LANDSCAPE ARCHITECT MEETING THE OWNER'S APPROVAL AND SHALL BE UNDERTAKEN IN A TIMELY FASHION SO AS NOT TO INTERFERE WITH CONSTRUCTION.

20. ALL LIMBS, BRANCHES, AND OTHER DEBRIS RESULTING FROM THIS WORK SHALL BE DISPOSED OF OFF-SITE BY THE CONTRACTOR AT HIS OWN EXPENSE OFF-SITE.

21. ALL CUTS OVER 1" IN DIAMETER SHALL BE MADE FLUSH WITH THE NEXT LARGE BRANCH. WOUNDS OVER 1" IN DIAMETER SHALL BE PAINTED WITH AN APPROVED TREE PAINT.

22. GENERAL EXCAVATION/UNDERGROUND NOTES

A. SLOPE SIDES OF EXCAVATIONS TO COMPLY WITH CODES AND ORDINANCES HAVING JURISDICTION. SHORE AND BRACE WHERE SLOPING IS NOT POSSIBLE EITHER BECAUSE OF SPACE RESTRICTIONS OR STABILITY OF MATERIAL EXCAVATED. MAINTAIN SIDES AND SLOPES OF EXCAVATIONS IN A SAFE CONDITION UNTIL COMPLETION OF BACKFILLING.

B. PROVIDE MATERIALS FOR SHORING AND BRACING, SUCH AS SHEET PILING, UPRIGHTS, STRINGERS AND CROSS BRACES, IN GOOD SERVICEABLE CONDITION. PROVIDE MINIMUM REQUIREMENTS FOR TRENCH SHORING AND BRACING TO COMPLY WITH CODES AND AUTHORITIES HAVING JURISDICTION. MAINTAIN SHORING AND BRACING IN EXCAVATIONS REGARDLESS OF TIME PERIOD EXCAVATIONS WILL BE OPEN. CARRY DOWN SHORING AND BRACING AS EXCAVATION PROGRESSES IN ACCORDANCE WITH OSHA AND GOVERNING AUTHORITY.

C. PREVENT SURFACE WATER AND SUBSURFACE OR GROUNDWATER FROM FLOWING INTO EXCAVATIONS. REMOVE WATER TO PREVENT SOFTENING OF FOUNDATION BOTTOMS, UNDERCUTTING FOOTINGS, AND SOIL CHANGES DETRIMENTAL TO STABILITY OF SUBGRADES AND FOUNDATIONS. PROVIDE AND MAINTAIN PUMPS, SUMPS, SUCTION AND DISCHARGE LINES AND OTHER DEWATERING SYSTEM COMPONENTS NECESSARY TO CONVEY WATER AWAY FROM EXCAVATIONS. CONVEY WATER REMOVED FROM EXCAVATIONS AND RAINWATER TO COLLECTING OR RUN-OFF AREAS ACCEPTABLE TO AUTHORITIES HAVING JURISDICTION. PROVIDE AND MAINTAIN TEMPORARY DRAINAGE DITCHES AND OTHER DIVERSIONS OUTSIDE EXCAVATION LIMITS FOR EACH STRUCTURE. DO NOT USE TRENCH EXCAVATIONS AS TEMPORARY DRAINAGE DITCHES.

D. IMMEDIATELY REPORT CONDITIONS THAT MAY CAUSE UNSOUND BEARING TO THE OWNER/DEVELOPER BEFORE CONTINUING WORK.

23. FINAL ACCEPTANCE

A. BEFORE ACCEPTANCE BY THE OWNER AND FINAL PAYMENT, ALL WORK SHALL BE INSPECTED BY THE OWNER OR HIS REPRESENTATIVE. FINAL PAYMENT WILL BE MADE AFTER ALL THE CONTRACTOR'S WORK HAS BEEN APPROVED AND ACCEPTED.

B. NO UNDERGROUND WORK SHALL BE COVERED UNTIL IT HAS BEEN APPROVED BY THE MUNICIPALITY. APPROVAL TO PROCEED MUST BE OBTAINED FROM THE MUNICIPALITY PRIOR TO INSTALLING PAVEMENT BASE, BINDER, SURFACE, AND PRIOR TO PLACING ANY CONCRETE AFTER FORMS HAVE BEEN SET.

C. AT THE CLOSE OF EACH WORKING DAY AND AT THE CONCLUSION OF CONSTRUCTION OPERATIONS, ALL DRAINAGE STRUCTURES AND FLOW LINES SHALL BE FREE FROM DIRT AND DEBRIS.

24. UNDERGROUND NOTES

A. UNDERGROUND WORK SHALL INCLUDE TRENCHING, INSTALLATION OF PIPE, CASTINGS, STRUCTURES, BACKFILLING OF TRENCHES AND COMPACTION AND TESTING AS SHOWN ON THE CONSTRUCTION PLANS. FITTINGS AND ACCESSORIES NECESSARY TO COMPLETE THE WORK MAY NOT BE SPECIFIED, BUT SHALL BE CONSIDERED AS INCIDENTAL TO THE COST OF THE CONTRACT.

B. WHERE SHOWN ON THE PLANS OR DIRECTED BY THE ENGINEER, EXISTING DRAINAGE STRUCTURES AND SYSTEMS SHALL BE CLEANED OF DEBRIS AND PATCHED AS NECESSARY TO ASSURE INTEGRITY OF THE STRUCTURE. THIS WORK SHALL BE PAID FOR AT THE CONTRACT UNIT PRICE EACH FOR STRUCTURES AND CONTRACT UNIT PRICE PER LINEAL FOOT FOR SYSTEMS WHICH SHALL BE PAYMENT IN FULL FOR CLEANING, PATCHING, REMOVAL AND DISPOSAL OF DEBRIS AND DIRT. DRAINAGE STRUCTURES AND SYSTEMS CONSTRUCTED AS PART OF THIS PROJECT SHALL BE MAINTAINED BY THE CONTRACTOR AT HIS EXPENSE. NO PAYMENT WILL BE MADE FOR CLEANING STRUCTURES OR SYSTEMS CONSTRUCTED AS PART OF THIS PROJECT.

C. ANY DEWATERING OF SEWER AND WATER TRENCHES AS WELL AS TEMPORARY SHEETING OR BRACING THAT MAY BE REQUIRED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL NOT BE CONSIDERED EXTRA WORK UNLESS THERE IS A SPECIFIC LINE ITEM FOR DEWATERING. IN THE EVENT THAT SOFT MATERIALS WITH UNCONFINED COMPRESSIVE STRENGTH LESS THAN 0.5 TSF ARE ENCOUNTERED IN SEWER CONSTRUCTION, THE CONTRACTOR SHALL (UPON APPROVAL OF THE OWNER AND/OR ENGINEER) OVER-EXCAVATE TO A DEPTH OF ONE (1) FOOT BELOW THE BOTTOM OF THE PIPE AND BACKFILL WITH COMPACTED CRUSHED STONE, PROPERLY FORMED TO FIT THE BOTTOM OF THE PIPE.

D. TRENCH BACKFILL WILL BE REQUIRED FOR THE FULL TRENCH DEPTH WITHIN TWO (2) FEET OF PROPOSED OR EXISTING PAVEMENTS, UTILITIES, DRIVEWAYS AND SIDEWALKS AND EXTENDING A DISTANCE EQUAL TO A 1:1 SLOPE FROM SUBGRADE ELEVATION TO TOP OF PIPE. THE TRENCH BACKFILL SHALL CONSIST OF GRANULAR MATERIAL MEETING IDOT CA-6 GRADATION. THE TRENCH BACKFILL SHALL BE COMPACTED IN ACCORDANCE WITH (SSRBC) SPECIFICATIONS. JETTING WITH WATER SHALL NOT BE PERMITTED. THE COST OF SUCH CONSTRUCTION SHALL BE CONSIDERED INCIDENTAL TO THIS CONTRACT AND SHALL BE INCLUDED IN THE UNIT PRICE OF THE PIPE. NO SEPARATE PAYMENT SHALL BE MADE FOR THIS ITEM.

E. THE CONTRACTOR SHALL INSTALL A 4" X 4" X 8' (NOMINAL) POST AT THE TERMINUS OF THE SANITARY, WATER AND STORM SERVICE, SANITARY AND STORM MANHOLES, CATCH BASINS, INLETS AND WATER VAULTS. THE POST SHALL EXTEND 4' ABOVE THE GROUND. THE TOP 12" OF SAID POST SHALL BE PAINTED AS FOLLOWS: SANITARY - RED, WATERMAIN - BLUE, STORM - GREEN.

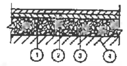
F. AFTER THE STORM SEWER SYSTEM HAS BEEN CONSTRUCTED, THE CONTRACTOR SHALL PLACE EROSION CONTROL AT REAR YARD INLET LOCATIONS AND AT OTHER LOCATIONS SELECTED BY THE ENGINEER, TO MINIMIZE THE AMOUNT OF SILTATION WHICH NORMALLY WOULD ENTER THE STORM SEWER SYSTEM.

G. ALL TOP OF FRAMES FOR STORM AND SANITARY SEWERS AND VALVE VAULT COVERS ARE TO BE ADJUSTED TO MEET FINAL FINISH GRADE. THIS ADJUSTMENT IS TO BE MADE BY THE SEWER AND WATER CONTRACTOR AND THE COST IS TO BE CONSIDERED INCIDENTAL. THESE ADJUSTMENTS TO FINISHED GRADE WILL NOT ALLEVIATE THE CONTRACTOR FROM ANY ADDITIONAL ADJUSTMENTS AS REQUIRED BY THE MUNICIPALITY UPON FINAL INSPECTION OF THE PROJECT. (FINAL GRADES TO BE DETERMINED BY THE MUNICIPALITY AT THE TIME OF FINAL INSPECTION AND MAY VARY FROM PLAN GRADE.) ALL FRAMES AND LIDS MUST BE PER CITY CONSTRUCTION DETAILS.

H. SLEEVES FOR UTILITY (COMED, TELEPHONE, ETC.) STREET CROSSING, SHALL BE INSTALLED WHERE DIRECTED BY THE OWNER. SLEEVES SHALL BE 6" PVC INSTALLED 36" BELOW THE TOP OF CURB AND EXTEND TWO FEET OUTSIDE THE CURB. TRENCH SHALL BE BACKFILLED WITH COMPACTED GRANULAR MATERIAL.

I. THE CONTRACTOR SHALL VERIFY THE SIZE AND INVERT ELEVATION OF ALL CONNECTIONS TO AVOID ANY CONFLICTS BEFORE STARTING WORK. NOTIFY OWNER OF ANY DISCREPANCIES.

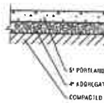
25. IT SHALL BE UNDERSTOOD THAT NEITHER THE MUNICIPALITY, ITS OFFICIALS, CONSULTANTS, NOR ITS EMPLOYEES ARE AGENTS OF OR REPRESENTATIVES OF THE OWNER. NONETHELESS, THE MUNICIPALITY, ITS OFFICIALS AND EMPLOYEES ARE TO BE PROVIDED SAFE ACCESS TO ALL PHASES OF ALL WORK PERFORMED ON THE PROJECT SITE TO MONITOR THE QUALITY OF THE WORK AND ASSURE ITS CONFORMITY WITH THE PLANS AND SPECIFICATIONS. THERE SHALL BE NO PERSONAL LIABILITY UPON ANY OFFICIAL OR EMPLOYEE OF THE MUNICIPALITY ON ACCOUNT OF ACTIONS TAKEN OR NOT TAKEN IN THE COURSE OF THEIR WORK. THE CONTRACTOR MUST AT ALL TIMES MAINTAIN A SAFE ACCESS TO THE WORK FOR INSPECTORS. "SAFE", MEANING CONDITIONS COMPLYING WITH ALL PROVISIONS OF ALL APPLICABLE AND RECOGNIZED SAFETY STANDARDS, FEDERAL, STATE AND LOCAL. IF ACCESS IS NOT SAFE AND INSPECTIONS CANNOT BE MADE UNDER SAFE CONDITIONS, THE INSPECTOR CAN ORDER CESSATION OF THE WORK SO AFFECTED UNTIL SUCH TIME AS CONTRACTOR PROVIDES SAFE ACCESS.



TYPICAL ASPHALT PAVEMENT SECTION

N.T.S.

1. 2" HMA SURFACE COURSE, MIX "C", N50
2. 2" HMA BINDER COURSE, IL 19.0, N50
3. 8" AGGREGATE BASE COURSE, CA-6
4. COMPACTED AND STABLE SUBGRADE



5" PORTLAND CEMENT CONCRETE*
4" AGGREGATE BASE COURSE, CA-6
COMPACTED AND STABLE SUBGRADE

TYPICAL SIDEWALK SECTION

N.T.S.

* SEE L3 IN PLANS BY NWTON CONCRETE PAVING PEDESTRIAN, EXPANSION JOINT, AND CONTROL JOINT DETAILS

LEGEND

EXISTING	DESCRIPTION	PROPOSED
	DRAIN TILE	
	STORM SEWER	
	SANITARY SEWER	
	SANITARY TRUNK SEWER	
	WATER MAIN (WITH SIZE)	
	PIPE TRENCH BACKFILL	
	GAS MAIN	
	TELEPHONE LINES	
	ELECTRIC LINE	
	FENCE	
	RIGHT-OF-WAY	
	EASEMENT	
	PROPERTY LINE	
	SETBACK LINE	
	CENTERLINE	
680	CONTOUR	680
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	INLET	
	FIRE HYDRANT	
	PRESSURE CONNECTION	
	PIPE REDUCER	
	VALVE AND VAULT, VALVE	
	FLARED END SECTION	
	STREET LIGHT	
	UTILITY POLE	
	CONTROL POINT	
	SIGN	
XXX.XX	SPOT ELEVATION	XXX.XX
	SOIL BORING	
	OVERLAND FLOW ROUTE	
	DRAINAGE SLOPE	DR
	GUARDRAIL	
	WATER'S EDGE	
	CONCRETE	
	REVERSE PITCH CURB	
	TREE, FIR TREE, BUSH, & PROPOSED TREE TO REMOVE	

ABBREVIATIONS

M = STORM MANHOLE
S = SANITARY MANHOLE
CB = CATCH BASIN
LP = LIGHT POLE
VV = VALVE VAULT
E = END SECTION
FH = FIRE HYDRANT
GR = GRADE RING (HYDRANT)
I = INVERT OR INLET
TF = TOP OF FOUNDATION
GF = GARAGE FLOOR
TC = TOP OF CURB
TD = TOP OF DEPRESSED CURB
TW = TOP OF RETAINING WALL
BW = BOTTOM OF RETAINING WALL
OP = OUTLET OF PIPE
T/P = TOP OF PIPE
B/P = BOTTOM OF PIPE
WM = WATERMAIN
SAN = SANITARY SEWER
STM = STORM SEWER
LO = LOOK OUT
PLO = PARTIAL LOOK OUT

PERMITS

DESCRIPTION	LOG NO.	PERMIT NO.	DATE ISSUED
IDNR- EcoCAT		2700375	07/07/2026
IHPA - SHPO	#005070726		08/04/2026

BENCHMARK

SEE SHEET ET1 FOR BENCHMARK INFORMATION.

NO.	DATE	REMARKS

NO.	DATE	REMARKS

TYPICAL SECTIONS AND GENERAL NOTES
SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL

Spaceco
Civil Engineering & Surveying
Rosemont, IL - Morris, IL - Indianapolis, IN
spacecoinc.com

FILENAME: 10656.04GN
DATE: 08/28/25
JOB NO. 10656.04
SHEET GN
2 OF 14

EXISTING CONDITIONS
SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL
Spaceco
Civil Engineering & Surveying
LEGEND
POLICE DEPARTMENT
CITY HALL
TWO AND THREE STORY BRICK BUILDING
EXISTING LIBRARY
CITY CENTER BLVD
LEN KUBINSKI DR
NOTE:
SCALE 1" = 30'

SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL
GEOMETRIC PLAN
spaceco
Civil Engineering & Surveying
LEN KUBINSKI DRIVE
POLICE DEPARTMENT
CITY HALL
PLAYGROUND
CITY CENTER BLVD
EXISTING LIBRARY
PHASE 1 - PLAYGROUND SECTION
NOTES:
LEGEND:

GRADING PLAN
SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL
Spaceco
Civil Engineering & Surveying
POLICE DEPARTMENT
CITY HALL
EXISTING LIBRARY
CITY CENTER BLVD
LEN KUBINSKI DRIVE
LEGEND
LOCAL DRAINAGE
OVERLAND FLOW ROUTE
TOP OF CURB
FLOW LINE
SPOT ELEVATION
NOTES:
1. ADD 500 TO ELEVATIONS SHOWN AS XX.XX
2. FUTURE CREST HILL COMMONS IMPROVEMENTS ARE SHOWN FOR REFERENCE ONLY. THESE IMPROVEMENTS ARE NOT A PART OF THIS PROJECT.
3. SEE "PHASE 1 - PLAN/GRADING SECTION" ON SHEET GR1.

SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL
UTILITY PLAN
spaceco
Civil Engineering & Surveying
POLICE DEPARTMENT
CITY HALL
EXISTING LIBRARY
CITY CENTER BLVD
LEN KUBINSKI DRIVE
LEGEND
STORM CLEANOUT (SEE DETAIL ON SHEET D1)
STORM MANHOLE
INLET
CATCH BASIN
STORM SEWER, CL-IV RCP
STORM SEWER, PVC SDR 26
PERFORATED HDPE UNDERDRAIN IN SOCK
SANITARY SEWER, PVC SDR 26
SANITARY MANHOLE
ABANDON EXISTING SANITARY SERVICE
REMOVE AND REPLACE EXISTING CONCRETE SIDEWALK
NOTES:
1. ADD 4'@ TO ELEVATIONS SHOWN AS XX.XX.
2. FUTURE CREST HILL COMMONS IMPROVEMENTS (NH-1) SHOWN FOR REFERENCE ONLY. THESE IMPROVEMENTS ARE NOT INCLUDED IN THIS CONTRACT.
STORM STRUCTURE LEGEND
SEWER STRUCTURE ABBREVIATIONS
STORM SEWER NOTES:
1. ALL STORM SEWERS SHALL BE RCP CL-IV UNLESS NOTED AS PVC OR HDPE.
2. ALL SANITARY SEWER SHALL BE PVC SDR-26.
3. ▽ INDICATES TRENCH BACKFILL REQUIRED.
4. FRAME AND GRATE USED FOR STORM SEWER STRUCTURES
5. UNDERGROUND CONTRACTOR TO FIELD VERIFY EXISTING SEWER MAIN AND WATER MAIN LOCATIONS AND INVERTS AT CONNECTION LOCATIONS PRIOR TO ANY PROPOSED SEWER CONSTRUCTION. NOTIFY SPACECO, INC. OF ANY DISCREPANCIES.
SCALE 1" = 30'
CONNECT TO EXISTING MANHOLE
CAUTION
EXISTING BURIED ELECTRIC, GAS, AND TELECOMMUNICATION LINES
REMOVE EXISTING FRAME AND GRATE AND REPLACE WITH IP FRAME & GRATE
REMOVE & REPLACE EXISTING SIDEWALK
DISCONNECT EXISTING STORM SERVICE FROM SANITARY MANHOLE
ABANDON EXISTING SANITARY SEWER SERVICE
RECONSTRUCT EX. CATCH BASIN
EXISTING FIRE HYDRANT
EXISTING WATERMAIN SERVICE STUB
EXISTING 6" WATER SERVICE LINE

This Soil Erosion & Sediment Control (SESC) Plan has been prepared to fulfill one of the requirements of the National Pollutant Discharge Elimination System (NPDES) General Permit No. ILR10______. The SESC Plan should be maintained on site as an integral component of the Storm Water Pollution Prevention Plan (SWPPP). The SWPPP, including the SESC Plan, should be amended whenever there is a change in design, construction, operation, or maintenance, which has a significant effect on the potential for the discharge of pollutants to the Waters of the State and which has not otherwise been addressed in the SWPPP. The SWPPP, shall also be amended if it proves to be ineffective in eliminating or significantly minimizing pollutants, or in otherwise achieving the general objectives of controlling pollutants in storm water discharges associated with construction site activity. In addition, the SWPPP shall be amended to identify any new contractor and/or subcontractor that will implement a measure of the SWPPP.

1. SITE DESCRIPTION

A. The following is a description of the nature of the construction activity: CREST HILL COMMONS - PHASE 1

B. The following is a description of the intended sequence of construction activities which will disturb soils for major portions of the construction site:

Describe proposed construction sequence, sample follows:

1) Install perimeter sediment control measures
   a) Selective vegetation removal for silt fence installation
   b) Silt fence installation
   c) Construction fencing around areas not to be disturbed
   d) Stabilized construction entrance
2) Clear and grub (as necessary)
3) Construct sediment trapping devices (sediment traps, sediment basins, etc.)
4) Strip surface material and grade site
5) Temporarily stabilize topsoil stockpiles (seed and silt fence around toe of slope)
6) Install storm sewer, sanitary sewer, watermain and associated inlet & outlet protection
7) Temporarily stabilize all areas including lots that have reached mass grade
8) Install roadways
9) Permanently stabilize all outlot areas
10) Install buildings
11) Permanently stabilize site
12) Remove all temporary soil erosion and sediment control measures after the site is stabilized with vegetation

C. The site has a total acreage of approximately 2.5 acres. Construction activity will disturb approximately 2.4 acres of the site.

D. 1) An estimated runoff coefficient of the site after construction activities are completed is 0.50.
   2) Existing data describing the soil or quality of any discharge from the site is included in [illegible]

E. Refer to Sheets [illegible] for a site plan indicating:
   1) drainage patterns,
   2) approximate slopes anticipated before and after major grading activities,
   3) locations where vehicles enter or exit the site and controls to minimize off-site sediment tracking;
   4) areas of soil disturbance;
   5) the location of major structural and nonstructural controls;
   6) the location of areas where stabilization practices are expected to occur;
   7) surface waters (including wetlands), and,
   8) locations where storm water is discharged to a surface water.

F. 1) The name of the receiving water(s) is(are): RAILROAD CREEK
   2) The name of the ultimate receiving water is: DES PLAINES RIVER
   3) The extent of wetland acreage at the site is: 0.0 ACRES

G. Potential sources of pollution associated with this construction activity may include:

- sediment from disturbed soils
- portable sanitary stations
- fuel tanks
- staging areas
- waste containers
- chemical storage areas
- oil or other petroleum products
- adhesives
- tar
- solvents
- detergents
- fertilizers
- raw materials (e.g., bagged portland cement)
- construction debris
- landscape waste
- concrete and concrete trucks
- litter

2. CONTROLS

This section of the SESC Plan addresses the various controls that should be implemented for each of the major construction activities described in the "Site Description" section. For each measure identified in the SWPPP, the contractor(s) or subcontractor(s) that will implement the measure should be identified. All contractors and subcontractors that are identified should be required to sign a copy of the certification statement from Part IV.F. of the ILR10 Permit (in accordance with Part VI.G - Signatory Requirements, of the ILR10 Permit). All signed certification statements should be maintained in the SWPPP.

A. Approved State or Local Plans

The management practices, controls and other provisions contained in the SWPPP should be at least as protective as the requirements contained in the Illinois Environmental Protection Agency's (IEPA) and the United States Department of Agriculture's Natural Resource Conservation Service Illinois Urban Manual, 2012. Requirements specified in sediment and erosion control site plans or site permits or storm water management site plans or site permits approved by local officials that are applicable to protecting surface water resources are, upon submittal of a Notice of Intent (NOI) to be authorized to discharge under the ILR10 permit, incorporated by reference and are enforceable under the ILR10 permit even if they are not specifically included in a SWPPP required under the ILR10 permit. This provision does not apply to provisions of master plans, comprehensive plans, non-enforceable guidelines or technical guidance documents that are not identified in a specific plan or permit that is issued for the construction site.

The soil erosion and sediment control measures for this site should meet the requirements of the following agencies:

B. Control Implementation Schedule

Best Management Practices will be implemented on an as-needed basis to protect water quality. Perimeter controls of the site should be installed prior to soil disturbance (excluding soil disturbance necessary to install the controls), including demolition activities. Perimeter controls, including the silt fence, should be actively maintained until final stabilization of those portions of the site upward of the perimeter control. Stabilized construction entrance(s) and sediment traps should be installed as described in the intended sequence of construction activities. The contractor is responsible for the adequate protection (including sediment control) of existing sewers and sewer structures during construction operations. As necessary, the appropriate sediment control measure should be installed prior to land disturbing activities.

Stabilization measures should be initiated where construction activities have temporarily or permanently ceased, in accordance with Local and State requirements, as described below. Once construction activity in an area has permanently ceased, that area should be permanently stabilized. Temporary perimeter controls should be removed after final stabilization of those portions of the site upward of the perimeter control.

C. Erosion and Sediment Controls

The appropriate soil erosion and sediment controls should be implemented on site and should be modified to reflect the current phase of construction. All temporary sediment and erosion control measures should be repaired or replaced as soon as practicable to maintain NPDES compliance. Permittee or an authorized agent is responsible for inspecting all sediment and erosion control measures at a minimum of every 7 calendar days and within 24 hours, or one working day, of the end of a 0.5-inch (or greater) rain event.

Unless otherwise indicated, all vegetative and structural erosion and sediment control practices should be installed to the Standard Practice. The contractor is responsible for the installation of any additional erosion and sediment control measures necessary to minimize erosion and sedimentation as determined by the Engineer or Primary Contact.

1) Stabilization Practices - Areas that will not be paved or covered with non-erosive material should be stabilized using procedures in substantial conformance with the Illinois Urban Manual. This SESC Plan includes site-specific soil erosion and sediment control measures. Additional erosion controls should be implemented as necessary as determined by the Engineer or Primary Contact.

The following temporary and permanent stabilization practices, at a minimum, are proposed:

- permanent seeding
- temporary seeding
- erosion control blanket
- other measures

Site-specific scheduling of the implementation of these practices is included in the Soil Protection Chart. A record of the dates when major grading activities occur, when construction activities cease on a portion of the site, and when stabilization measures are initiated should be included in the SWPPP.

Stabilization of disturbed areas must be initiated within 1 working day of permanent or temporary cessation of earth activities and shall be completed as soon as possible but not later than 14 days from the initialization of stabilization work in an area. Exceptions to these time frames are specified below.

a. Where the initiation of stabilization measures is precluded by snow cover, stabilization measures shall be initiated as soon as practicable.

b. On areas where construction activity has temporarily ceased and will resume after 14 days, a temporary stabilization method can be used. Temporary stabilization techniques and materials shall conform to the SWPPP.

2) Structural Practices - Provided below is a description of structural practices that should be implemented, to the degree attainable to divert flows from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. Structural practices should be placed on upland soils to the degree practicable. The installation of the following devices may be subject to Section 404 of the Clean Water Act:

- stabilized construction entrance
- silt fence
- sediment traps (provide locations and dimensions in plan set)
- other measures

D. Storm Water Management

Provided below is a description of measures that will be installed during the construction process to control the pollutants in storm water discharges that will occur after the construction operations have been completed. The installation of these devices may be subject to Section 404 of the Clean Water Act.

1) The practices selected for implementation were determined on the basis of technical guidance contained in IEPA's Illinois Urban Manual, Federal, State, and/or Local Requirements. The storm water management measures include:

- detention basins (wet basins, dry basins, etc.)
- retention basins
- vegetated swales
- infiltration trenches
- other measures

2) Velocity dissipation devices, such as rip-rap aprons at flared end sections or level spreaders, shall be placed at discharge locations and along the length of any outfall channel as necessary to provide a non-erosive velocity flow from the structure to a watercourse so that the natural physical, and biological characteristics and functions are maintained and protected (e.g., maintenance of hydrologic conditions, such as the hydroperiod and hydrodynamics present prior to the initiation of construction activities).

E. Waste Management

Solid waste materials including trash, construction debris, excess construction materials, machinery, tools and other items will be collected and disposed of off site by the contractor. The contractor is responsible to acquire the permit required for such disposal. Burning on site will not be permitted. No solid materials, including building materials shall be discharged to Waters of the State, except as authorized by a Section 404 permit. All waste materials should be collected and stored in approved receptacles. No wastes should be placed in any location other than in the approved containers appropriate for the materials being discarded. There should be no liquid wastes deposited into dumpsters or other containers which may leak. Receptacles with deficiencies should be replaced as soon as possible and the appropriate clean-up procedure should take place, if necessary. Construction waste material is not to be buried on site. Waste disposal should comply with all Local, State, and Federal regulations.

On-site hazardous material storage should be minimized and stored in labeled, separate receptacles from non-hazardous waste. All hazardous waste should be disposed of in the manner specified by Local or State regulation or by the manufacturer.

F. Concrete Waste Management

Concrete waste or washout should not be allowed in the street or allowed to reach a storm water drainage system or watercourse. When practicable, a sign should be posted at each location to identify the washout. To the extent practicable, concrete washout areas should be located a reasonable distance from a storm water drainage inlet or watercourse, and should be located at least 10 feet behind the curb, if the washout area is adjacent to a paved road. A stabilized entrance that meets Illinois Urban Manual standards should be installed at each washout area.

The containment facilities should be of sufficient volume to completely contain all liquid and concrete waste materials including enough capacity for anticipated levels of rainwater. The dried concrete waste material should be picked up and disposed of properly when 66% capacity is reached. Hardened concrete can be properly recycled and used again on site (as approved by the Engineer) or hauled off site to an appropriate landfill.

G. Concrete Cutting

Concrete waste management should be implemented to contain and dispose of saw-cutting slurries. Concrete cutting should not take place during or immediately after a rainfall event. Waste generated from

concrete cutting should be cleaned-up and disposed into the concrete washout facility as described above.

H. Vehicle Storage and Maintenance

When not in use, construction vehicles should be stored in a designated area(s) outside of the regulatory floodplain, away from any natural or created watercourse, pond, drainage-way or storm drain. Controls should be installed to minimize the potential of runoff from the storage area(s) from reaching storm drains or water courses. Vehicle maintenance (including both routine maintenance as well as on-site repairs) should be made within a designated area(s) to prevent the migration of mechanical fluids (oil, antifreeze, etc.) into watercourses, wetlands or storm drains. Drip pans or absorbent pads should be used for all vehicle and equipment maintenance activities that involve grease, oil, solvents, or other vehicle fluids. Construction vehicles should be inspected frequently to identify any leaks, leaks should be repaired immediately or the vehicle should be removed from site. Dispose of all used oil, antifreeze, solvents and other vehicle-related chemicals in accordance with United States Environmental Protection Agency (USEPA) and IEPA regulations and per Material Safety Data Sheet (MSDS) and/or manufacturer instructions. Contractors should immediately report spills to the Primary Contact.

I. Material Storage and Good Housekeeping

Materials and/or contaminants should be stored in a manner that minimizes the potential to discharge into storm drains or watercourses. An on-site area should be designated for material delivery and storage. All materials kept on site should be stored in their original containers with legible labels, and if possible, under a roof or other enclosure. Labels should be replaced if damaged or difficult to read. Bermed-off storage areas are an acceptable control measure to prevent contamination of storm water. MSDS should be available for referencing clean-up procedures. Any release of chemicals contaminants should be immediately cleaned up and disposed of properly. Contractors should immediately report all spills to the Primary Contact, who should notify the appropriate agencies, if needed.

To reduce the risks associated with hazardous materials on site, hazardous products should be kept in original containers unless they are not re-sealable. The original labels and MSDS should be retained on site at all times. Hazardous materials and all other material on site should be stored in accordance with manufacturer or MSDS specifications. When disposing of hazardous materials, follow manufacturer or Local and State recommended methods.

The following good housekeeping practices should be followed on site during the construction project:

- An effort should be made to store only enough product required to do the job.
- All materials stored on site should be stored in a neat, orderly manner in their appropriate containers and adequately protected from the environment.
- Products should be kept in their original containers with the original manufacturer's label.
- Substances should not be mixed with one another unless recommended by the manufacturer.
- Operations should be observed as necessary to ensure proper use and disposal of materials on site.
- Whenever possible, all of a product should be used up before disposing of the container.
- Manufacturer's recommendations for proper use and disposal should be followed.

J. Management of Portable Sanitary Stations

To the extent practicable, portable sanitary stations should be located in an area that does not drain to any protected natural areas, Waters of the State, or storm water structures and should be anchored to the ground to prevent from tipping over. Portable sanitary stations located on impervious surfaces should be placed on top of a secondary containment device, or be surrounded by a control device (e.g., gravel-bag berms). The contractor should not create or allow unsanitary conditions. Sanitary waste should be disposed of in accordance with applicable State and/or Local regulations.

K. Spill Prevention and Clean-Up Procedures

Manufacturer's recommended methods for spill clean-up should be available and site personnel should be made aware of the procedures and the location of the information and clean-up supplies. Materials and equipment necessary for spill clean-up should be kept in the material storage area on site. Equipment and materials should include, but are not limited to, brooms, dust pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust and plastic and/or metal trash containers specifically for this purpose. Discharges of a hazardous substance or oil caused by a spill (e.g., a spill of oil into a separate storm sewer or Waters of the State) are not authorized by the ILR10 permit. If a spill occurs, notify the Primary Contact immediately. The construction site should have the capacity to control, contain, and remove spills, if they occur. Spills should be cleaned up immediately (after discovery) in accordance with MSDS and should not be buried on site or washed into storm sewer drainage inlets, drainage-ways, or Waters of the State.

Spills in excess of Federal Reportable Quantities (as established under 40 CFR Parts 110, 117, or 302), should be reported to the National Response Center by calling (800) 424-8802. MSDS often include information on Federal Reportable Quantities for materials. Spills of toxic or hazardous materials should be reported to the appropriate State or Local government agency, as required. When cleaning up a spill, the area should be kept well ventilated and appropriate personal protective equipment should be used to minimize injury from contact with a hazardous substance.

In addition to the good housekeeping and other management practices discussed in the previous sections of these notes, the following minimum practices should be followed to reduce the risk of spills:

- On-site vehicles should be monitored for leaks and should receive regular preventative maintenance to reduce the chance of leakage.
- Petroleum products should be stored in tightly sealed and clearly labeled containers.
- Contractors should follow the manufacturer's recommendations for proper use, storage, and disposal of materials. Excess materials should be disposed of according to the manufacturer's instructions or State and Local regulations, and should not be discharged to the storm sewer or waterbody.

L. De-Watering Operations

During de-watering/pumping operations, only uncontaminated water should be allowed to discharge to protected natural areas, Waters of the State, or to a storm sewer system (in accordance with Local permits). Inlet hoses should be placed in a stabilized sump pit or floated at the surface of the water in order to limit the amount of sediment intake. Pumping operations may be discharged to a stabilized area that consists of an energy dissipating device (e.g., stone), sediment filter bag, or both. Adequate erosion controls should be used during de-watering operations as necessary. Stabilized conveyance channels should be installed to direct water to the desired location as applicable. Additional control measures may be installed at the outlet area at the discretion of the Primary Contact or Engineer.

M. Off-Site Vehicle Tracking

The site should have one or more stabilized construction entrances in conformance with the Plan details. Stabilized construction entrance(s) should be installed to help reduce vehicle tracking of sediments. Streets should be swept as needed to reduce excess sediment, dirt, or stone tracked from the site. Maintenance may include top dressing the stabilized entrance with additional stone and removing top layers of stone and sediment, as needed. Vehicles hauling erodible material to and from the construction site should be covered with a tarp.

N. Topsoil Stockpile Management

If topsoil is to be stockpiled at the site, select a location so that it will not erode, block drainage, or interfere with work on site. Topsoil stockpiles should not be located in the 100-year floodplain or designated buffer protecting Waters of the State. During construction of the project, soil stockpiles should be stabilized or protected with sediment trapping measures. Perimeter controls, such as silt fence, should be placed around the stockpile immediately. Stabilization of the stockpile should be completed if the stockpile is to remain undisturbed for longer than fourteen days.

O. Dust Control

Dust control should be implemented on site as necessary. Repetitive treatment should be applied as needed to accomplish control when temporary dust control measures are used. A water truck should be present on site (or available) for sprinkling/irrigation to limit the amount of dust leaving the site. Watering should be applied daily (or more frequently) to be effective. Caution should be used not to overwater, as that may cause erosion.

If field observations indicate that additional protection from wind erosion is needed, or in place of watering is necessary, alternative dust suppressant controls should be implemented at the discretion and approval of the Engineer and/or Primary Contact.

Street cleaning should also be used as necessary to control dust. Paved areas that have soil on them from the construction site should be cleaned as needed, utilizing a street sweeper or bucket-type endloader or scraper at the direction of the Engineer and/or Primary Contact.

3. MAINTENANCE

Maintenance of the controls incorporated into the project should be performed as needed to assure their continued effectiveness. This includes prompt and effective repair and/or replacement of deficient control measures. The following is a description of procedures that should be used to maintain, in good and effective operating condition, erosion and sediment control measures and other protective measures identified in the SESC Plan and Standard Specifications.

Dust control: When temporary dust control measures are used, repetitive treatment should be applied as needed to accomplish control.

Sediment filter bags: Sediment filter bags should be installed on pump outlet hoses that discharge off site or to sensitive on-site areas, and should be placed in an area that allows for the bag to be removed without producing a sediment discharge. The bags should be inspected frequently and repaired or replaced as needed.

Silt fence: Silt fences should be inspected regularly for undercutting where the fence meets the ground, overtopping, and tears along the length of the fence. Deficiencies should be repaired immediately. Remove accumulated sediments from the fence base when the sediment reaches one-half the fence height. During final stabilization, properly dispose of any sediment that has accumulated on the silt fence. Alternative sediment control measures should be considered for areas where silt fence continually fails.

Stabilized construction entrance: The stabilized construction entrances should be maintained to prevent tracking of sediment onto public streets. Maintenance includes top dressing with additional stone and removing top layers of stone and sediment. The sediment tracked onto the public right-of-way should be removed immediately.

Temporary sediment traps: Temporary sediment traps should be inspected after each period of significant rainfall. Remove sediment and restore the trap to its original dimensions when the sediment has accumulated to one-half the design depth of the permanent pool. Place the sediment that is removed in a designated disposal area. Check the structure for damage from erosion or piping. After all sediment-producing areas have been permanently stabilized, remove the structure and all unstable sediment. Grade the area to blend with the adjoining areas and stabilize properly.

4. INSPECTIONS

The Permittee (or their authorized representatives) will be responsible for conducting site inspections in compliance with the ILR10 NPDES Permit. After each inspection, a report should be prepared by the qualified personnel who performed the inspection. The inspection report should be maintained on site as part of the SWPPP.

Inspections should be conducted at least once every seven calendar days and within 24 hours or by the end of the following work day, of the end of a storm event that is 0.5 inches or greater, or equivalent snowfall.

Inspections may be reduced to once per month when construction activities have ceased due to frozen conditions. Weekly inspections will recommence when construction activities are conducted, or if there is 0.5" or greater rain event, or a discharge due to snowmelt occurs.

Each inspection should include the following components:

A. Disturbed areas and areas used for the storage of materials that are exposed to precipitation should be inspected for evidence of, or the potential for, pollutants entering the drainage system. The erosion and sediment control measures identified in the SWPPP should be observed to ensure that they have been installed and are operating correctly. Where discharge points are accessible, they should be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to the receiving waters. Locations where vehicles enter or exit the site should be inspected for off-site sediment tracking. All pumping operations and other potential non-storm water discharge sources should also be inspected.

B. Based on the results of the inspection, the description of potential pollutant sources identified, and the pollution prevention measures described in the SWPPP should be revised, as appropriate, as soon as practicable after the inspection. The modifications, if any, shall provide for timely implementation of any changes to the SWPPP within 7 calendar days following the inspection.

C. A report summarizing the scope of the inspection, name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of the SWPPP, and actions taken in accordance with paragraph B. above should be made and retained as part of the SWPPP for at least three years from the date that permit coverage expires or is terminated. The report shall be signed in accordance with Part VI.G. (Signatory Requirements) of the ILR10 NPDES Permit.

D. The Permittee shall notify the appropriate agency field operations section office by e-mail at [illegible], telephone or fax within 24 hours of any incidence of noncompliance for any violation of the storm water pollution prevention plan observed during any inspection conducted or for violation of any condition of this permit. The Permittee should complete and submit within 5 days an "Incidence of Non-Compliance" (ION) report for any violation of the SWPPP observed during an inspection conducted, including those not required by the SWPPP. Submission should be on forms provided by IEPA and include specific information on the cause of non-compliance, actions which were taken to prevent any further causes of non-compliance, and a statement detailing any environmental impact, which may have resulted from the non-compliance.

E. All reports of non-compliance shall be signed by a responsible authority as defined in Part VI.G. (Signatory Requirements), of the ILR10 NPDES Permits.

F. After the initial contact has been made with the appropriate agency field operations section office, all reports of non-compliance shall be mailed to IEPA at the following address:

Illinois Environmental Protection Agency
Division of Water Pollution Control
Compliance Assurance Section
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

5. NON-STORM WATER DISCHARGES

Except for flows from fire fighting activities, possible sources of non-storm water that may be combined with storm water discharges associated with the proposed activity, are described below:

- Fire fighting activities
- Fire hydrant flushings
- Water used to wash vehicles where detergents are not used
- Water used to control dust
- Potable water sources including uncontaminated waterline flushings
- Landscape irrigation drainage
- Routine external building washdown which does not use detergents
- Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless spilled materials have been removed) and where detergents have not been used
- Uncontaminated air conditioning condensate
- Springs
- Irrigation ditches
- Uncontaminated ground water
- Foundation or footing drains where flows are not contaminated with process materials such as solvents

6. PROHIBITED NON-STORMWATER DISCHARGES

- Concrete and wastewater from washout of concrete (unless managed by an appropriate control)
- Drywall compound
- Wastewater from washout and cleanout of stucco, paint
- Form release oils
- Curing compounds and other construction materials
- Fuels, oils, or other pollutants used in vehicle or equipment operation and maintenance
- Soaps, solvents, or detergents
- Toxic or hazardous substances from a spill or other release
- Any other pollutant that could cause or tend to cause water pollution

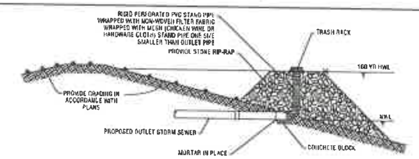
Pollution prevention measures should be implemented for non-storm water components of the discharge.

STABILIZATION TYPE	JAN.	FEB.	MAR.	APRL.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
PERMANENT SEEDING			A →	→	→	→•	•→	→	→			
DORMANT SEEDING	B →	→	→								B →	→
TEMPORARY SEEDING			C →	→	→	→	D →	→	→			
SODDING			E** →	→	→	→	→	→	→			
MULCHING	F →	→	→	→	→	→	→	→	→	→	→	→

A. KENTUCKY BLUEGRASS 90 LBS/ACRE MIXED WITH PERENNIAL RYEGRASS 30 LBS/ACRE
B. KENTUCKY BLUEGRASS 135 LBS/ACRE MIXED WITH PERENNIAL RYEGRASS 45 LBS/ACRE + STRAW MULCH 2 TONS/ACRE
C. SPRING OATS 100 LBS/ACRE
D. WHEAT OR CEREAL RYE 150 LBS/ACRE
E. SOD
F. STRAW MULCH 2 TONS/ACRE

* IRRIGATION NEEDED DURING JUNE AND JULY.
** IRRIGATION NEEDED FOR 2 TO 3 WEEKS AFTER APPLYING SOD.

SOIL PROTECTION CHART



PLAN CODE: (PR)

PERFORATED RISER DETAIL
NOT TO SCALE

1. THE PERFORATED RISER SHALL BE PROVIDED AS PART OF THE SEDIMENT AND EROSION CONTROL MEASURES DURING CONSTRUCTION AND IN CONJUCTION WITH THE CONSTRUCTION OF THE DETENTION BASIN.
2. WHEN THE DETENTION BASIN AND UPSTREAM TRIBUTARY DRAINAGE AREAS ARE REVEGETATED, AND WHEN DIRECTED BY THE ENGINEER, THE PERFORATED RISER SHALL BE REMOVED AND THE BASIN OUTFALL STRUCTURES SHALL BE CONSTRUCTED AND THE GRADING RESTORED IN ACCORDANCE WITH THE PLANS.

CONTRACTOR CERTIFICATION

I CERTIFY UNDER PENALTY OF LAW THAT I UNDERSTAND THE TERMS AND CONDITIONS OF THE GENERAL NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT (ILR10) THAT AUTHORIZES THE STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY FROM THE CONSTRUCTION SITE IDENTIFIED AS PART OF THIS CERTIFICATION.

PROJECT: CREST HILL COMMONS - PHASE 1

PERMIT #: ILR10________

CONTRACTOR SIGNATURE ________ DATE ________

PRINTED NAME & TITLE ________ TELEPHONE NUMBER ________

NAME OF CONTRACTING FIRM ________

STREET ADDRESS ________

CITY, STATE, ZIP CODE ________

TRADE/ RESPONSIBILITIES ________

NOTE:
ALL CONTRACTORS PERFORMING WORK ON THIS SITE ARE REQUIRED TO SIGN A CONTRACTOR CERTIFICATION STATEMENT AS ILLUSTRATED ABOVE. THE SIGNED STATEMENTS WILL BE MAINTAINED ON THE SITE WITH THE SWPPP.

OWNER SWPPP CERTIFICATION

PROJECT: CREST HILL COMMONS - PHASE 1

PERMIT #: ILR10________

I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.

SIGNATURE OF OWNER ________ DATE ________

PRINTED NAME OF OWNER ________

NOTE:
THE CERTIFICATION ILLUSTRATED ABOVE SHALL BE SIGNED BY THE OWNER LISTED ON THE NOTICE OF INTENT IN ACCORDANCE WITH PART VI.G. OF THE ILR10 NPDES PERMIT. THE SIGNED STATEMENT SHALL BE MAINTAINED ON THE SITE WITH THE SWPPP.

NO	DATE	REMARKS

NO	DATE	REMARKS

SOIL EROSION AND SEDIMENT CONTROL PLAN - 1

SITE IMPROVEMENT PLANS
CREST HILL COMMONS - PHASE 1
CREST HILL, IL

Spaceco
Civil Engineering & Surveying
Rosemont, IL - Morris, IL - Indianapolis, IN
spacecoinc.com

FILENAME: 10656.04 SE01
DATE: 08/21/25
JOB NO. 10656.04
SHEET SE1 7 OF

Item D.

Street and Parking Lot Sweeping

Purpose: To reduce the amount of pollutants that get washed into the storm drain and ultimately transported and deposited in waterbodies.

Application:
1. Sweeping at points of egress where sediment is tracked from project site onto public or private streets and roads.

Limitations:
1. Sweeping may be ineffective if soil is wet or heavy accumulation of mud.
2. May require repeat Cleanings

Maintenance.
1. Inspect potential sediment tracking ingress and egress points locations daily, and after rain events.
2. Visible sediment observed outside the construction limits shall be swept and removed daily.
3. Do not use Kick brooms or sweeper attachments. These tend to spread the dirt rather than remove it.
4. If not mixed with debris or trash, consider incorporating the removed sediment back into the project.
5. Be careful not to sweep up any unknown substance or any object that may be potentially hazardous.
6. Adjust brooms frequently; maximize efficiency of sweeping operations.
7. After sweeping is finished, properly dispose of sweeper wastes at an approved dumpsite.

Topsoil Salvage & Utilization

Purpose: To provide a method of preserving topsoil for use in establishing vegetation to achieve final site stabilization.

Specifications:

Material

Typically the darker, friable, loamy surface lay of soil found immediately below vegetation

Storage Area

1. Free of stumps, rock, and construction debris.
2. Stockpile covered with vegetation or a tarp.
3. Surrounded by a sediment barrier or sediment filter
4. Stockpile outside rooting zone of trees to be protected.

Application:

Salvaging and Stockpiling Topsoil

1. Determine depth and suitability of topsoil at site.
2. Prior to stripping topsoil, install any site-specific down slope measures needed to control storm water and sedimentation
3. Remove soil material no deeper than the "Surface Soil".
4. Stockpile outside rooting zone of trees to be protected.

Spreading topsoil

1. Prior to applying topsoil, grade the subsoil and roughen the top three to four inches by disking.
2. Apply topsoil evenly to a depth of a minimum of four inches, then compact slightly to improve contract with the subsoil.
3. Do not apply topsoil when the site is wet, muddy, or frozen.
4. After spreading the topsoil, grade and stabilize the site.

Maintenance:

1. Inspect Daily
2. Check for damage to perimeter barrier; repair immediately.
3. Check for erosion or damage to newly spread topsoil; repair immediately and re-vegetate.

EROSION CONTROL GENERAL NOTES

SELF-MONITORING PROGRAM

A SELF-MONITORING PROGRAM THAT INCLUDES THE FOLLOWING MUST BE IMPLEMENTED AT ALL PERMITTED PROJECT SITES:

1. A TRAINED INDIVIDUAL SHALL PERFORM A WRITTEN EVALUATION OF THE PROJECT SITE A MINIMUM OF ONE (1) TIME PER WEEK AND BY THE END OF THE NEXT BUSINESS DAY FOLLOWING EACH MEASURABLE STORM EVENT.
2. THE EVALUATION MUST ADDRESS THE MAINTENANCE OF EXISTING STORM WATER QUALITY MEASURES TO ENSURE THEY ARE FUNCTIONING PROPERLY AND IDENTIFY ADDITIONAL MEASURES NECESSARY TO REMAIN IN COMPLIANCE WITH ALL APPLICABLE STATUTES AND RULES.
3. WRITTEN EVALUATION REPORTS MUST INCLUDE:
   A. THE NAME OF INDIVIDUAL PERFORMING THE EVALUATION;
   B. THE DATE OF EVALUATION;
   C. PROBLEMS IDENTIFIED AT THE PROJECT SITE; AND
   D. DETAILS OF CORRECTIVE ACTIONS RECOMMENDED AND COMPLETED.
4. ALL EVALUATION REPORTS FOR THE PROJECT SITE MUST BE MADE AVAILABLE TO THE CIM OR OTHER DESIGNATED ENTITY WITHIN FORTY-EIGHT (48) HOURS OF A REQUEST.
5. EVALUATION REPORTS MUST BE MAINTAINED FOR A PERIOD OF TWO (2) YEARS FROM DATE OF NOT.
6. ALL EVALUATION REPORTS WILL BE SUBMITTED TO THE OWNER WHEN REQUESTED.

SELF MONITORING PROGRAM

Date
Project
Inspected by
Type of Inspection ☐ Routine Weekly ☐ Rain Event (0.5" or more)

CONSTRUCTION SITE INSPECTION AND MAINTENANCE LOG
(To be completed by Trained Individual/Project Manager)

All approved stormwater pollution prevention practices shall be inspected and maintained as needed to ensure continued performance of their intended function during construction and shall continue until the entire site has been stabilized and an IDEM Notice of Termination (Blank Form 61514) has been issued. An inspection of the project site must be completed by the end of the next business day following each measurable storm event (0.5" or greater). If there are no measurable storm events within a given week, the site should be monitored at least once in that week. Maintenance and repair shall be conducted in accordance with the approved stormwater pollution prevention (SWPP3) plan. This log shall be kept as a permanent record and must be made available to town stormwater inspectors within forty-eight (48) hours upon request

Yes	No	N/A	Inspection Item	Maintenance Performed (check)
			Perimeter Fencing	Note if Permit EXPIRATION DATE and
			Street Sweeping	Public roads at intersections with site access, roads being used free of sediment, debris, and mud?
			Inlet Protection	Temporary/construction entrance being maintained/cleaned?
			Silt Fence	Silt fence (or equivalent) properly and being maintained?
			Concrete Washout	Washout in use or properly sited, clearly marked, and being utilized?
			Inlet Protection	Inlet protection devices installed and being maintained?
			Temporary Seeding	All areas of bare soil that have been inactive for 14 days or more are mulched?
			Erosion Blanket	All slopes 3:1 or greater that are at final grade are protected from erosion through the implementation of appropriate soil stabilization practices?
			Outlet Repair	Dewatering structures functioning properly?
			Outlet Mowing	All stormwater outlets free of any materials which will discharge (including sediment)?
			Mulch Blanket	Check dams are installed properly and being maintained?
			Grading Activity	Construction staging and parking areas are being utilized as indicated in the plans?
			Soil Stockpiles	Soil stockpiles have been temporarily seeded and have perimeter silt fencing?
			Sediment Traps	Sediment traps have been installed in the proper location and are being maintained?
			Sediment Basins	Sediment basins have been installed and are being maintained?
			Roofing Activity	BMPs at area designated on plan sheets clearly marked on-site and functional?
			Spill Response	Spill response equipment, emergency contact info, are accessible by all?
			Contractor Awareness	Contractor awareness is being followed according to the approved SWPP3?
			Containment	Solid waste in proper containers?
			Material Containers	Hazardous materials, waste or otherwise are properly handled and labeled?
			Concrete Activity	Practices to be implemented when has action been implemented?
			Other	
			Other	

"If you answered "no" to any of the above questions, describe any corrective action which must be taken to remedy the problem and when the corrective actions are to be completed"

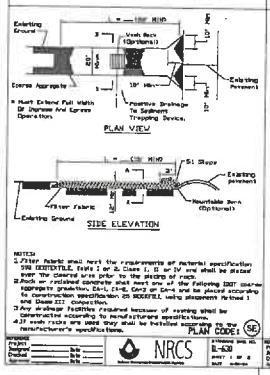
CONSTRUCTION SITE INSPECTION AND MAINTENANCE LOG
(To be completed by Trained Individual/Project Manager)

All approved stormwater pollution prevention practices shall be inspected and maintained as needed to ensure continued performance of their intended function during construction and shall continue until the entire site has been stabilized and an IDEM Notice of Termination (Blank Form 61514) has been issued. An inspection of the project site must be completed by the end of the next business day following each measurable storm event (0.5" or greater). If there are no measurable storm events within a given week, the site should be monitored at least once in that week. Maintenance and repair shall be conducted in accordance with the approved stormwater pollution prevention (SWPP3) plan. This log shall be kept as a permanent record and must be made available to town stormwater inspectors within forty-eight (48) hours upon request

Yes	No	N/A	Inspection Item	Maintenance Performed (check)
			Perimeter Fencing	Note if Permit EXPIRATION DATE and
			Street Sweeping	Public roads at intersections with site access, roads being used free of sediment, debris, and mud?
			Inlet Protection	Temporary/construction entrance being maintained/cleaned?
			Silt Fence	Silt fence (or equivalent) properly and being maintained?
			Concrete Washout	Washout in use or properly sited, clearly marked, and being utilized?
			Inlet Protection	Inlet protection devices installed and being maintained?
			Temporary Seeding	All areas of bare soil that have been inactive for 14 days or more are mulched?
			Erosion Blanket	All slopes 3:1 or greater that are at final grade are protected from erosion through the implementation of appropriate soil stabilization practices?
			Outlet Repair	Dewatering structures functioning properly?
			Outlet Mowing	All stormwater outlets free of any materials which will discharge (including sediment)?
			Mulch Blanket	Check dams are installed properly and being maintained?
			Grading Activity	Construction staging and parking areas are being utilized as indicated in the plans?
			Soil Stockpiles	Soil stockpiles have been temporarily seeded and have perimeter silt fencing?
			Sediment Traps	Sediment traps have been installed in the proper location and are being maintained?
			Sediment Basins	Sediment basins have been installed and are being maintained?
			Roofing Activity	BMPs at area designated on plan sheets clearly marked on-site and functional?
			Spill Response	Spill response equipment, emergency contact info, are accessible by all?
			Contractor Awareness	Contractor awareness is being followed according to the approved SWPP3?
			Containment	Solid waste in proper containers?
			Material Containers	Hazardous materials, waste or otherwise are properly handled and labeled?
			Concrete Activity	Practices to be implemented when has action been implemented?
			Other	
			Other	

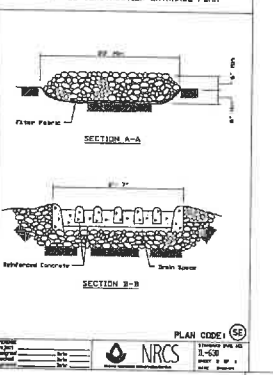
"If you answered "no" to any of the above questions, describe any corrective action which must be taken to remedy the problem and when the corrective actions are to be completed"

STABILIZED CONSTRUCTION ENTRANCE PLAN

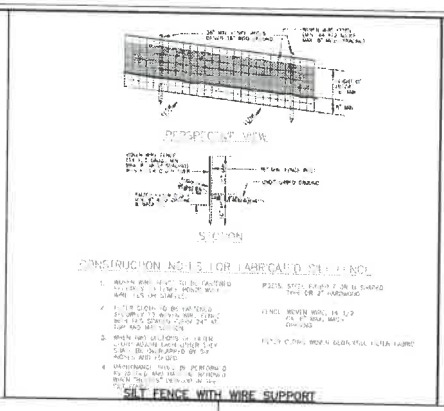


PLAN CODE: SE

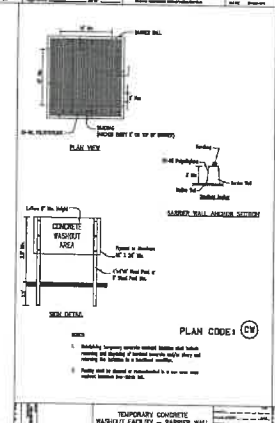
STABILIZED CONSTRUCTION ENTRANCE PLAN



PLAN CODE: SE

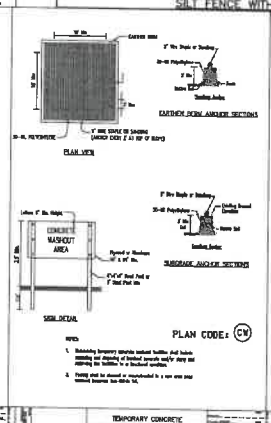


SILT FENCE WITH WIRE SUPPORT



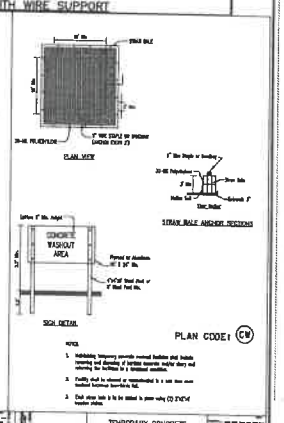
PLAN CODE: CW

TEMPORARY CONCRETE WASHOUT FACILITY – BARRIER WALL



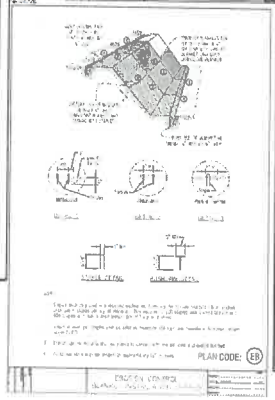
PLAN CODE: CW

TEMPORARY CONCRETE WASHOUT FACILITY – EARTHEN TYPE

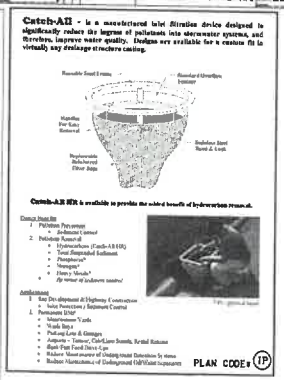


PLAN CODE: CW

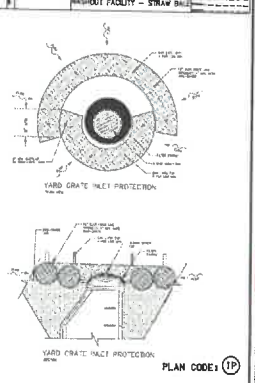
TEMPORARY CONCRETE WASHOUT FACILITY – STRAW BALE



PLAN CODE: EB



PLAN CODE: IP



PLAN CODE: IP

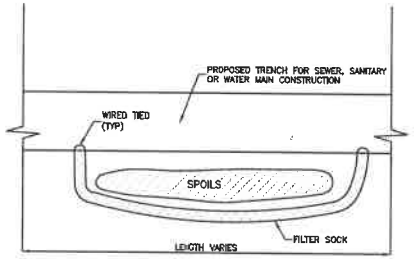
SOIL EROSION AND SEDIMENT CONTROL PLAN - 2

SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL

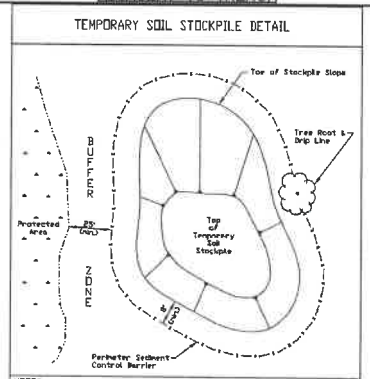
NO	DATE	REMARKS

Spaceco
Civil Engineering & Surveying
Professional Land Planners - Surveyors - Landscape Architects
spacecoinc.com

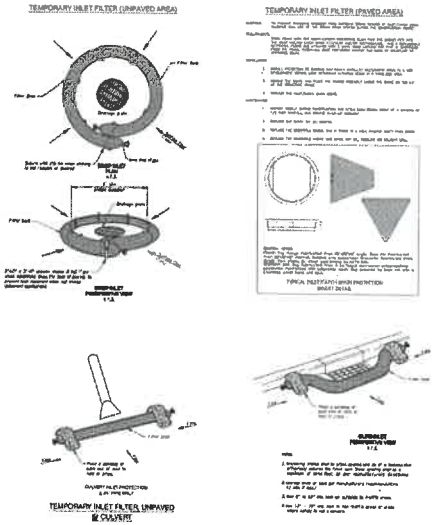
FILENAME: 10656.04SE02
DATE: 08/21/25
JOB NO. 10656.04
SHEET SE2
8 OF



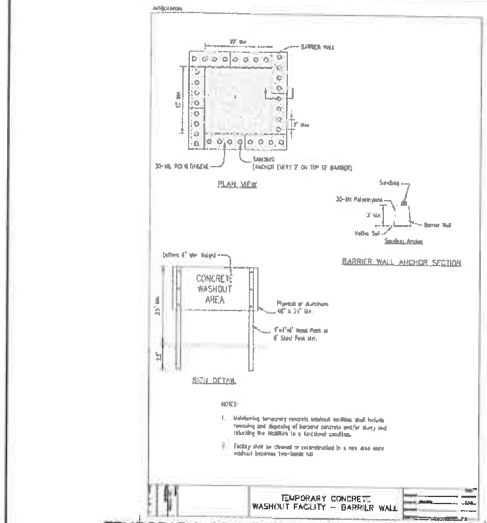
TYPICAL SPOILS PROTECTION ADJACENT TO TRENCH



TEMPORARY SOIL STOCKPILE



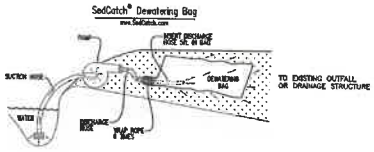
TEMPORARY INLET FILTER



TEMPORARY CONCRETE WASHOUT (BARRIER WALL)

THE PURPOSE OF A DEWATERING BAG/TUBE IS TO COLLECT SEDIMENT CONTAINED IN THE DISCHARGED WATER, TO PREVENT THE SCOUR AND EROSION FROM WATER EXITING A PIPE AT HIGH VELOCITY, TO DEFUSE THE WATER OVER A WIDER AREA TO MINIMIZE EROSION AS THE WATER DRAINS AWAY, AND TO RETAIN OIL CONTAINED WITHIN EFFLUENT.

A SEDCATCH® DEWATERING BAG/TUBE OR APPROVED EQUAL SHOULD BE USED ANYTIME WATER IS PUMPED ON THE SITE.



INSTALLATION AND USE:

1. PLACE SEDCATCH® DEWATERING BAG/TUBE ON THE GROUND OR ON A TRAILER OVER A RELATIVELY LEVEL, STABILIZED AREA.
2. INSERT DISCHARGE PIPE A MINIMUM OF 5FT. INSIDE SEDCATCH® DEWATERING BAG/TUBE AND SECURE WITH A ROPE (INCLUDED) WRAPPED 8 TIMES AROUND THE SNOUT OVER A 6 INCH WIDTH OF THE BAG. TO CLOSE OPEN END OF THE DEWATERING TUBE: OVERLAP THE TUBE 2 FT. FROM THE END. GATHER THE CENTER OF THE DOUBLED-UP PORTION FORMING A BOW TIE. SECURE WITH A ROPE WRAPPED MULTIPLE TIMES.
3. REPLACE SEDCATCH® DEWATERING BAG WHEN HALF FULL OF SEDIMENT OR WHEN THE SEDIMENT HAS REDUCED THE FLOW RATE OF THE PUMP DISCHARGE TO AN IMPRACTICAL AMOUNT, OR; EMPTY SEDCATCH SEDIMENT TUBE WHEN HALF FULL OF SEDIMENT OR WHEN THE SEDIMENT HAS REDUCED THE FLOW RATE OF THE PUMP DISCHARGE TO AN IMPRACTICAL RATE.

MAINTENANCE AND DISPOSAL:

1. REMOVE AND DISPOSE OF ACCUMULATED SEDIMENT AWAY FROM WATERWAYS OR ENVIRONMENTALLY SENSITIVE AREAS. SLIT OPEN DEWATERING BAG AND REMOVE ACCUMULATED SEDIMENT. DISPOSE OF BAG AT AN APPROPRIATE RECYCLING OR SOLID WASTE FACILITY, OR; OPEN BOTH ENDS OF THE SEDCATCH DEWATERING TUBE , PICK IT UP IN THE CENTER AND DUMP ACCUMULATED SEDIMENT OUT OF BOTH ENDS. ALLOW TO DRY AND STORE FOR RE-USE, OR; AS DIRECTED BY ENGINEER OR INSPECTOR.

DEWATERING BAG/TUBE

SOIL EROSION AND SEDIMENT CONTROL PLAN - 3

SITE IMPROVEMENT PLANS
CREST HILL COMMONS –PHASE 1
CREST HILL, IL

NO.	DATE	REMARKS

Spaceco
Civil Engineering & Surveying
Rosemont, IL - Naperville, IL
spaceinc.com

FILENAME: 10556.04SE03
DATE: 08/21/25
JOB NO. 10556.04
SHEET SE3
9 OF

SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL
SOIL EROSION AND SEDIMENT CONTROL PLAN - 4
spaceco
Civil Engineering & Surveying
SHEET SE4
EXISTING CITY HALL
LEN KUBINSKI DRIVE
CITY CENTER BLVD
EXISTING LIBRARY
SYMBOL LEGEND
STABILIZED CONSTRUCTION ENTRANCE
SILT FENCE
INLET PROTECTION (CATCH ALL)
NORTH AMERICAN GREEN, S-75-BN EROSION CONTROL BLANKET. SEE SHEET L2.0 "PLANTING PLAN" PREPARED BY FH FOR TOPSOIL DEPTHS AND PLANTING SPECIFICATIONS/DETAILS.
CONCRETE WASHOUT
PAVEMENT
6' TALL CHAIN LINK CONSTRUCTION FENCE
SCALE: 1" = 30'

EARTHWORK NOTES

1. GENERAL

A. IT IS THE CONTRACTOR'S RESPONSIBILITY TO UNDERSTAND THE SOIL AND GROUNDWATER CONDITIONS AT THE SITE. THE CONTRACTOR SHALL OBTAIN AND READ THE GEOTECHNICAL REPORTS AVAILABLE FROM THE OWNER.

B. ANY QUANTITIES IN THE BID PROPOSAL ARE INTENDED AS A GUIDE FOR THE CONTRACTOR'S USE IN DETERMINING THE SCOPE OF THE COMPLETED PROJECT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE ALL MATERIAL QUANTITIES AND APPRAISE HIMSELF OF ALL SITE CONDITIONS. THE CONTRACT PRICE SUBMITTED BY THE CONTRACTOR SHALL BE CONSIDERED AS LUMP SUM FOR THE COMPLETE PROJECT. NO CLAIMS FOR EXTRA WORK WILL BE RECOGNIZED UNLESS ORDERED IN WRITING BY THE OWNER.

C. THE CONTRACTOR WILL NOTE THAT THE ELEVATIONS SHOWN ON THE CONSTRUCTION PLANS ARE FINISHED GRADE ELEVATIONS AND THAT PAVEMENT THICKNESS, TOPSOIL, ETC. MUST BE SUBTRACTED TO DETERMINE SUBGRADE ELEVATIONS.

D. THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE DURING CONSTRUCTION, AND PREVENT STORMWATER FROM RUNNING INTO OR STANDING IN EXCAVATED AREAS. THE FAILURE TO PROVIDE PROPER DRAINAGE WILL NEGATE ANY POSSIBLE ADDED COMPENSATION REQUESTED DUE TO DELAYS OR UNSUITABLE MATERIALS CREATED AS A RESULT THEREOF. FINAL GRADES SHALL BE PROTECTED AGAINST DAMAGE FROM EROSION, SEDIMENTATION AND TRAFFIC.

E. PLANS FOR THE SITE DEWATERING, IF EMPLOYED, SHALL BE SUBMITTED TO AND APPROVED BY THE OWNER PRIOR TO IMPLEMENTATION. NO ADDITIONAL COMPENSATION SHALL BE MADE FOR DEWATERING DURING CONSTRUCTION.

F. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTATION OF THE "SOIL EROSION AND SEDIMENTATION CONTROL MEASURES". THE INITIAL ESTABLISHMENT OF EROSION CONTROL PROCEDURES AND THE PLACEMENT OF SILT AND FILTER FENCING, ETC. TO PROTECT ADJACENT PROPERTY, WETLANDS, ETC. SHALL OCCUR BEFORE GRADING BEGINS. A MUNICIPAL EROSION CONTROL INSPECTION MAY BE REQUIRED BEFORE ANY EARTHWORK IS PERFORMED.

G. PRIOR TO COMMENCEMENT OF GRADING ACTIVITIES, THE CONTRACTOR SHALL ERECT A "SNOW FENCE" AROUND ANY TREE DESIGNATED TO BE PRESERVED. SAID FENCE SHALL BE PLACED IN A CIRCLE CENTERED AROUND THE TREE, THE DIAMETER OF WHICH SHALL BE SUCH THAT THE ENTIRE DRIP ZONE (EXTENT OF FURTHEST EXTENDING BRANCHES) SHALL BE WITHIN THE FENCE LIMITS. THE EXISTING GRADE WITHIN THE FENCED AREA SHALL NOT BE DISTURBED.

H. EXCESS MATERIALS, IF NOT UTILIZED AS FILL, SHALL BE COMPLETELY REMOVED FROM THE CONSTRUCTION SITE AND DISPOSED OF OFF-SITE BY THE CONTRACTOR.

I. ALL EARTHWORK SHALL BE DONE UNDER THE SUPERVISION OF AN ILLINOIS LICENSED ENGINEER WHO SPECIALIZES IN THE GEOTECHNICAL FIELD (SOILS ENGINEER). THIS ENGINEER WILL BE RESPONSIBLE FOR ENSURING THAT ALL UNSUITABLE MATERIALS ARE REMOVED, ALL STRUCTURAL FILL MATERIALS ARE PROPERLY PLACED AND COMPACTED, ALL PAVEMENT SUBGRADES ARE PROPERLY PREPARED, PROOF ROLLING SUBGRADES AND BASE COURSES, AND ENSURING THAT ALL WATER RETAINING EMBANKMENTS ARE PROPERLY CONSTRUCTED. THE DEVELOPER PAYS FOR ALL GEOTECHNICAL SERVICES.

2. TOPSOIL EXCAVATION INCLUDES:

A. EXCAVATION OF TOPSOIL AND OTHER STRUCTURALLY UNSUITABLE MATERIALS WITHIN THOSE AREAS THAT WILL REQUIRE EARTH EXCAVATION OR COMPACTED EARTH FILL MATERIAL. EXISTING VEGETATION SHALL BE REMOVED PRIOR TO STRIPPING TOPSOIL OR FILLING AREAS.

B. PLACEMENT OF THE EXCAVATED MATERIAL IN OWNER DESIGNATED AREAS FOR FUTURE USE WITHIN AREAS TO BE LANDSCAPED, AND THOSE AREAS NOT REQUIRING STRUCTURAL FILL MATERIAL. PROVIDE NECESSARY EROSION CONTROL MEASURES FOR STOCKPILE.

C. TOPSOIL STOCKPILED FOR RESPREAD SHALL BE FREE OF CLAY AND SHALL NOT CONTAIN ANY OF THE TRANSITIONAL MATERIAL BETWEEN THE TOPSOIL AND CLAY. THE TRANSITIONAL MATERIAL SHALL BE USED IN NON-STRUCTURAL FILL AREAS OR DISPOSED OF OFF-SITE.

D. TOPSOIL RESPREAD SHALL INCLUDE HAULING AND SPREADING 6" OF TOPSOIL OVER AREAS TO BE LANDSCAPED WHERE SHOWN ON THE PLANS OR DIRECTED BY THE OWNER.

E. MODERATE COMPACTION IS REQUIRED IN NON-STRUCTURAL FILL AREAS.

3. EARTH EXCAVATION INCLUDES:

A. EXCAVATION OF CLAY AND OTHER MATERIALS WHICH ARE SUITABLE FOR USE AS STRUCTURAL FILL. THE EXCAVATION SHALL BE TO WITHIN A TOLERANCE OF 0.1 FEET OF THE PLAN SUBGRADE ELEVATIONS WHILE MAINTAINING PROPER DRAINAGE. THE TOLERANCE WITHIN PAVEMENT AREAS SHALL BE SUCH THAT THE EARTH MATERIALS SHALL "BALANCE" DURING THE FINE GRADING OPERATION.

B. PLACEMENT OF THE CLAY AND OTHER SUITABLE MATERIALS SHALL BE WITHIN THOSE AREAS REQUIRING STRUCTURAL FILL IN ORDER TO ACHIEVE THE PLAN SUBGRADE ELEVATIONS TO WITHIN A TOLERANCE OF 0.1 FEET. THE FILL MATERIAL SHALL BE PLACED IN LOOSE LIFTS THAT SHALL NOT EXCEED EIGHT (8) INCHES IN THICKNESS, AND THE WATER CONTENT SHALL BE ADJUSTED IN ORDER TO ACHIEVE REQUIRED COMPACTION.

STRUCTURAL FILL MATERIAL MAY BE PLACED WITHIN THOSE PORTIONS OF THE SITE NOT REQUIRING STRUCTURAL FILL, TO WITHIN SIX (6) INCHES OF THE PLAN FINISHED GRADE ELEVATION. IN AREAS REQUIRING STRUCTURAL FILL, HOWEVER, THIS MATERIAL SHALL NOT BE PLACED OVER TOPSOIL OR OTHER UNSUITABLE MATERIALS UNLESS SPECIFICALLY DIRECTED BY A SOILS ENGINEER WITH THE CONCURRENCE OF THE OWNER.

C. COMPACTION OF THE CLAY AND OTHER SUITABLE MATERIALS, SHALL BE TO AT LEAST 93% OF THE MODIFIED PROCTOR DRY DENSITY WITHIN PROPOSED PAVEMENT AREAS, SIDEWALK, ETC. COMPACTION SHALL BE AT LEAST 95% OF THE MODIFIED PROCTOR WITHIN PROPOSED BUILDING PAD AREAS.

D. EXCAVATION: QUANTITIES OF EARTH EXCAVATION INDICATED ELSEWHERE IN THIS CONTRACT HAVE BEEN COMPUTED BY THE END AREA METHOD AS PROVIDED FOR IN SECTION 202 OF THE STANDARD SPECIFICATIONS. EXCAVATED MATERIALS NOT NEEDED FOR THIS JOB SITE SHALL BE LEGALLY DISPOSED OF. PAYMENT SHALL BE MADE AT THE CONTRACT UNIT PRICE PER CUBIC YARD OF EARTH EXCAVATION.

4. UNSUITABLE MATERIAL

UNSUITABLE MATERIAL SHALL BE CONSIDERED AS MATERIAL WHICH IS NOT SUITABLE FOR THE SUPPORT OF PAVEMENT AND BUILDING CONSTRUCTION, AND IS ENCOUNTERED BELOW NORMAL TOPSOIL DEPTHS AND THE PROPOSED SUBGRADE ELEVATION. THE DECISION TO REMOVE SAID MATERIAL, AND TO WHAT EXTENT, SHALL BE MADE BY A SOILS ENGINEER WITH THE CONCURRENCE OF THE OWNER.

5. MISCELLANEOUS: THE CONTRACTOR SHALL:

A. SPREAD AND COMPACT UNIFORMLY TO THE DEGREE SPECIFIED ALL EXCESS TRENCH SPOIL AFTER COMPLETION OF THE UNDERGROUND IMPROVEMENTS.

B. SCARIFY, DISC, AERATE, AND COMPACT, TO THE DEGREE SPECIFIED, THE UPPER TWELVE (12) INCHES OF THE SUITABLE SUBGRADE MATERIAL, IN ALL AREAS THAT MAY BE SOFT DUE TO EXCESS MOISTURE CONTENT. THIS APPLIES TO CUT AREAS AS WELL AS FILL AREAS.

C. PROVIDE WATER TO ADD TO DRY MATERIAL IN ORDER TO ADJUST THE MOISTURE CONTENT FOR THE PURPOSE OF ACHIEVING THE SPECIFIED COMPACTION.

D. BACKFILL THE CURB AND GUTTER AFTER ITS CONSTRUCTION AND PRIOR TO THE PLACEMENT OF THE BASE COURSE MATERIAL. THE CURBS SHALL NOT BE BACKFILLED UNTIL THE CONCRETE HAS CURED FOR AT LEAST 7 DAYS.

E. TRENCH COMPACTION: ALL TRENCHES SHALL BE COMPACTED BY MECHANICAL TECHNIQUES APPROVED BY THE SOILS ENGINEER UNTIL PROPER COMPACTION IS ACHIEVED. THE REQUIREMENT FOR MECHANICAL COMPACTION MAY BE WAIVED IF, IN THE OPINION OF THE SOILS ENGINEER AND THE MUNICIPAL ENGINEER, THE BACKFILLED TRENCHES MEET THE DENSITY REQUIREMENTS. JETTING OF TRENCHES FOR COMPACTION WILL NOT BE ALLOWED.

6. TESTING AND FINAL ACCEPTANCE

A. THE CONTRACTOR SHALL PROVIDE AS A MINIMUM, A FULLY LOADED SIX-WHEEL TANDEM AXLE TRUCK FOR PROOF ROLLING THE PAVEMENT SUBGRADE PRIOR TO THE PLACEMENT OF THE CURB AND GUTTER AND THE BASE MATERIAL. THIS SHALL BE WITNESSED BY MUNICIPAL ENGINEER AND THE OWNER. SEE PAVING SPECIFICATION.

B. ANY UNSUITABLE AREA ENCOUNTERED AS A RESULT OF PROOF ROLLING SHALL BE REMOVED AND REPLACED WITH SUITABLE MATERIAL, OR OTHERWISE CORRECTED, APPROVED BY THE SOILS CONSULTANT.

C. ANY TESTING THAT IS REQUIRED OF THIS CONSTRUCTION IS CONSIDERED INCIDENTAL TO THE COST OF CONSTRUCTION. NO SEPARATE PAYMENT WILL BE MADE.

STORM SEWER NOTES

1. GENERAL:

A. ALL STORM SEWER PIPE SHALL BE RCP, UNLESS OTHERWISE NOTED ON THE PLANS, IN ACCORDANCE WITH THE FOLLOWING:

PLAN CODE: MATERIAL
RCP: REINFORCED CONCRETE PIPE (ASTM C-76) WITH O-RING GASKETED JOINTS. (ASTM C-443): TYPE 1, CLASS IV, PER SSRBC SECTION 603. ELLIPTICAL RCCP PIPE SHALL BE TYPE 1, HE-III PER SSRBC SECTION 511. PRECAST FLARED END SECTIONS MAY HAVE MASTIC JOINTS. PAYMENTS SHALL BE MADE AT THE CONTRACT UNIT PRICE PER LINEAR FOOT OF STORM SEWER COMPLETE IN PLACE.

DIP: DUCTILE IRON WATERMAIN QUALITY PIPE CLASS 52 (ANSI 21.51) WITH MECHANICAL OR PUSH-ON JOINTS (ANSI 21.11). CEMENT LINING IS NOT REQUIRED.

PVC: POLYVINYL CHLORIDE SEWER PIPE, SDR 26, CONFORMING TO ASTM D-3034 WITH ASTM D-3212 PUSH-ON GASKETED JOINTS.

HDPE: HIGH DENSITY POLYETHYLENE CORRUGATED PIPE WITH SMOOTH INTERIOR MEETING AASHTO M-294 SUCH AS ADS N-12 BY ADVANCED DRAINAGE SYSTEM, COLUMBUS, OH; OR HI-Q BY HANCOR, FINDLEY, OH. JOINTS SHALL BE SPLIT CORRUGATED BANDS BY THE PIPE MANUFACTURER.

UD: RIGID, PERFORATED PVC UNDERDRAIN PIPE (ASTM D-2729), SDR 35, OR SCHEDULE 40, WITH SOLVENT WELD JOINTS AND FILTER FABRIC WRAPPING OR SOCK. PERFORATED HDPE PIPE ALSO ACCEPTABLE.

B. "BAND SEAL" OR SIMILAR COUPLINGS SHALL BE USED WHEN JOINING SEWER PIPES OF DISSIMILAR MATERIALS. "BAND SEAL", "FERNCO", AND "MISSION" TYPE COUPLINGS SHALL NOT BE USED ON SEWER MAINS. CHANGES IN PIPE MATERIAL SHALL BE MADE AT A STRUCTURE.

C. ALL STORM SEWERS ARE TO BE CONSTRUCTED USING A LASER INSTRUMENT TO MAINTAIN LINE AND GRADE.

D. ALL FOOTING DRAIN AND SUMP PUMP DISCHARGE PIPES SHALL BE CONNECTED TO THE STORM SEWER SYSTEM. ~~DOWNSPOUTS SHALL DISCHARGE TO THE GROUND.~~

E. THE CONTRACTOR SHALL MAINTAIN AT LEAST THREE (3') FEET OF COVER OVER THE TOP OF SHALLOW PIPES AT ALL TIMES DURING CONSTRUCTION. THE CONTRACTOR SHALL MOUND OVER ANY PIPES WHICH HAVE LESS THAN THREE (3') FEET OF COVER DURING CONSTRUCTION UNTIL THE AREA IS FINAL GRADED OR PAVED.

2. BEDDING:

A. ALL STORM SEWERS SHALL BE INSTALLED ON A TYPE A GRANULAR BEDDING, 1/4" TO 3/4" IN SIZE (CA-11) WITH A MINIMUM THICKNESS EQUAL TO 1/4 THE OUTSIDE DIAMETER OF THE SEWER PIPE BUT NOT LESS THAN 4". BLOCKING OF ANY KIND FOR GRADE IS NOT PERMITTED. THE BEDDING MATERIALS SHALL BE COMPACTED TO 90% OF MODIFIED PROCTOR DENSITY. BEDDING SHALL EXTEND TO THE SPRINGLINE ON ALL RCP AND DIP PIPE. BEDDING SHALL EXTEND TO 12" OVER ANY PVC OR HDPE PIPE. COST OF BEDDING SHALL BE CONSIDERED INCIDENTAL TO THE COST OF PIPE, NO SEPERATE PAYMENT SHALL BE MADE FOR THIS.

3. STRUCTURES:

A. MANHOLE, CATCH BASIN AND INLET BOTTOMS SHALL BE PRECAST CONCRETE SECTIONAL UNITS OR MONOLITHIC CONCRETE. MANHOLES AND CATCH BASINS SHALL BE A MINIMUM 4' IN DIAMETER UNLESS OTHERWISE SPECIFIED ON THE PLANS. STRUCTURE JOINTS SHALL BE SEALED WITH O-RING OR BUTYL ROPE. "CRETEX" RISER RINGS SHALL EXCLUSIVELY BE USED, AS NEEDED, TO ADJUST THE FRAMES AND GRATES OF ALL STRUCTURES UP TO A MAXIMUM OF TWELVE INCHES (12"). THEY SHALL BE INSTALLED AND SEALED UNDERNEATH THE FRAMES ACCORDING TO THE MANUFACTURER'S SPECIFICATIONS.

B. A CONCRETE BENCH TO DIRECT FLOWS SHALL BE CONSTRUCTED IN THE BOTTOM OF ALL INLETS AND MANHOLES.

C. THE FRAME, GRATE, AND/OR CLOSED LID SHALL BE CAST IRON OF THE STYLE SHOWN ON THE PLANS.

D. MANHOLE LIDS SHALL BE EAST JORDAN. THE CLOSED LIDS SHALL HAVE THE WORD "CREST HILL STORM" CAST ON THE LID. THE JOINTS BETWEEN CONCRETE SECTION ADJUSTING RINGS, AND FRAME SHALL BE SEALED WITH A MASTIC COMPOUND.

4. FRENCH DRAIN:

A. ALL LOW POINT STORM STRUCTURES ARE TO HAVE FOUR 1" DIAMETER WEEP HOLES PROVIDED 24" BELOW THE TOP OF LID. THE HOLES SHALL BE COVERED WITH A GEOTEXTILE FILTER FABRIC CEMENTED IN PLACE WITH BITUMINOUS MASTIC. THE DRAIN SHALL BE BACKFILLED WITH BEDDING OR CA-7 CRUSHED STONE TO TOP OF SUBGRADE OR BOTTOM OF TOPSOIL.

5. CASTINGS:

A. CASTINGS FOR SEWER OR OTHER STRUCTURES SHALL BE "EJ" OR APPROVED EQUAL. COST OF CASTINGS SHALL BE CONSIDERED INCIDENTAL TO THE COST OF THE STRUCTURE. NO SEPARATE PAYMENT SHALL BE MADE FOR THIS ITEM.

6. CLEANING:

A. THE STORM SEWER SYSTEM SHALL BE THOROUGHLY CLEANED PRIOR TO FINAL INSPECTION AND TESTING.

7. TELEVISING:

A. THE STORM SEWER SYSTEM SHALL BE TELEVISED IF REQUIRED BY MUNICIPALITY.

1. GENERAL:

A. ALL STORM SEWER PIPE SHALL BE RCP, UNLESS OTHERWISE NOTED ON THE PLANS, IN ACCORDANCE WITH THE FOLLOWING:

PLAN CODE: MATERIAL
RCP: REINFORCED CONCRETE PIPE (ASTM C-76) WITH O-RING GASKETED JOINTS. (ASTM C-443): TYPE 1, CLASS IV, PER SSRBC SECTION 603. ELLIPTICAL RCCP PIPE SHALL BE TYPE 1, HE-III PER SSRBC SECTION 511. PRECAST FLARED END SECTIONS MAY HAVE MASTIC JOINTS. PAYMENTS SHALL BE MADE AT THE CONTRACT UNIT PRICE PER LINEAR FOOT OF STORM SEWER COMPLETE IN PLACE.

DIP: DUCTILE IRON WATERMAIN QUALITY PIPE CLASS 52 (ANSI 21.51) WITH MECHANICAL OR PUSH-ON JOINTS (ANSI 21.11). CEMENT LINING IS NOT REQUIRED.

PVC: POLYVINYL CHLORIDE SEWER PIPE, SDR 26, CONFORMING TO ASTM D-3034 WITH ASTM D-3212 PUSH-ON GASKETED JOINTS.

HDPE: HIGH DENSITY POLYETHYLENE CORRUGATED PIPE WITH SMOOTH INTERIOR MEETING AASHTO M-294 SUCH AS ADS N-12 BY ADVANCED DRAINAGE SYSTEM, COLUMBUS, OH; OR HI-Q BY HANCOR, FINDLEY, OH. JOINTS SHALL BE SPLIT CORRUGATED BANDS BY THE PIPE MANUFACTURER.

UD: RIGID, PERFORATED PVC UNDERDRAIN PIPE (ASTM D-2729), SDR 35, OR SCHEDULE 40, WITH SOLVENT WELD JOINTS AND FILTER FABRIC WRAPPING OR SOCK. PERFORATED HDPE PIPE ALSO ACCEPTABLE.

B. "BAND SEAL" OR SIMILAR COUPLINGS SHALL BE USED WHEN JOINING SEWER PIPES OF DISSIMILAR MATERIALS. "BAND SEAL", "FERNCO", AND "MISSION" TYPE COUPLINGS SHALL NOT BE USED ON SEWER MAINS. CHANGES IN PIPE MATERIAL SHALL BE MADE AT A STRUCTURE.

C. ALL STORM SEWERS ARE TO BE CONSTRUCTED USING A LASER INSTRUMENT TO MAINTAIN LINE AND GRADE.

D. ALL FOOTING DRAIN AND SUMP PUMP DISCHARGE PIPES SHALL BE CONNECTED TO THE STORM SEWER SYSTEM. DOWNSPOUTS SHALL DISCHARGE TO THE GROUND.

E. THE CONTRACTOR SHALL MAINTAIN AT LEAST THREE (3') FEET OF COVER OVER THE TOP OF SHALLOW PIPES AT ALL TIMES DURING CONSTRUCTION. THE CONTRACTOR SHALL MOUND OVER ANY PIPES WHICH HAVE LESS THAN THREE (3') FEET OF COVER DURING CONSTRUCTION UNTIL THE AREA IS FINAL GRADED OR PAVED.

MISCELLANEOUS SANITARY SEWER NOTES

1. Sanitary sewers, main, and services and their fittings shall be constructed of one (1) or more of the following materials:
   a. PVC pipe, ASTM D-3034, SDR26 with elastomeric gasket joints conforming to ASTM D-3212
   b. Ductile iron pipe Class 52 with joints conforming to ANSI A21.11. Only when approved for structural purposes by the City Engineer or Director of Public Works or designated representative.

2. Sanitary sewer manholes shall be at least five (5)-feet zero (0)-inches diameter precast structures. Frames shall be East Jordan 1020, 1022 on 1050 HD with self-sealing application lids with concealed pick holes. Lids shall be imprinted with the words "CITY OF CREST HILL SANITARY".

3. Sanitary sewer manholes and inspection manholes shall have eccentric cones. All manhole sections and adjusting rings shall be securely sealed to each other using pre-formed bituminous mastic such as "RAM-NEK." This mastic shall be applied in such a manner that ground water inflow cannot enter the manhole through gaps between barrel sections or cone sections and adjusting rings. Double "TAR STICK" may be required in areas with high water tables. External "CRETEX" brand chimney seals shall be installed in all manholes. "MAC RAP" is to be used at all manhole section joints. All adjusting rings shall be "CRETEX" brand. No concrete adjustment rings shall be allowed.

4. All pipe connections in/out of a sanitary manhole shall be cored, booted, and grouted with gasket type water stop gaskets, with stainless steel bands per ASTM C923.

5. Sanitary sewer service risers shall be used when sewer main exceeds 12-feet in depth. The bedding under the riser tee shall thoroughly compacted. The engineer reserves the right to require concrete encasement of the riser or a concrete thrust block under the tee.

6. All sanitary sewers including service stubs shall be subject to an air test Section 31 of the Standard Specifications. Applicable portions of main line sewer including main with riser sections shall be subjected to a deflection test conducted by the contractor. All testing shall be observed by a City of Crest Hill Public Works Department Representative.

7. The main sanitary sewer shall be televised prior to acceptance. Digital video footage (on a DVD, flash drive, or similar) along with a paper report shall be submitted to the City of Crest Hill Public Works Department. All sewer televising must be performed by NASSCO certified operators using current NASSCO standards and coding system that can be found in current NASSCO documents. The contractor, without delay, shall preform all necessary corrective work.

8. Control and sampling manholes must be installed in the ROW or as approved by the City of Crest Hill on a straight portion of the line without any bends inside the manhole or within five (5)-feet of the exterior of the manhole. In the event that a grease trap is needed, the grease trap shall precede the sample manhole. The grease waste service must connect to a main service before the sample manhole.

9. All sump pumps must discharge outside of the home or to the storm sewer system. All interior floor drains waste ejector pits must connect to the sanitary sewer system.

10. All sanitary sewer stubs shall be marked with 4x4 post painted green and marked on the curb (if applicable).

11. Structures, manholes, inlets, catch basin sumps, and valve vaults shall be cleaned prior to any inspection at the end of the project and prior to City acceptance. Sanitary and storm sewer main shall be jet cleaned if evidence of debris build-up is present at the time of City acceptance.

12. Vehicle and truck dock drains must meet the plumbing code requirements, including waste interceptors, and must be approved by the City Public Works Director or designated representative.

13. When existing stubs are not available, all service connections to mainline sewer shall consist of the following:
   a. If existing sewer is PVC or clay pipe, the mainline sewer shall be cut and a wye section with chamfer shall be installed with non-shear mission coupling placed over connection points; for clay, a minimum of two (2)-feet of PVC is required on each side of wye;
   b. Existing stubs or services planned for use must be televised and verified by the City of Crest Hill to be in acceptable condition prior to use or reuse; and
   c. Break in connections are not permitted.
   d. Sanitary Services must be a minimum of 6" and have an outside clean out access.

14. Only 45° of Bends per service is allowed.

SANITARY SEWER TESTING SPECIFICATIONS

1. Testing and Inspection for Acceptance of Sanitary Sewers
   a. Exfiltration of air under pressure.
   b. Deflection of flexible Thermoplastic Pipe.
   c. Televising.

2. Testing Technique

All Testing Methods: All wyes, tees, and stubs shall be plugged with flexible jointed caps, or acceptable alternate, securely fastened to withstand the internal test pressure. Such plugs or caps shall be readily removable.

   a. Air Testing Method Procedures: The section of sewer to be tested shall have been trench backfilled and cleared. Pneumatic plugs (having a sealing length equal to or greater than the diameter of the pipe to be tested) placed in both ends of the pipe to be tested shall be inflated to 25 psig. The sealed sewer pipe shall then be pressurized to four (4) psig above the average back pressure of groundwater over the sewer pipe and the air pressure allowed to stabilize for at least two (2) minutes.

   After the stabilization period the line shall be pressurized to three and a half (3.5) psig and the time in minutes measured for pressure to drop to two and a half (2.5) psig. If groundwater is present, the air pressure within shall be increased to three and a half (3.5) psig above the level of the groundwater and the drop of one (1) pound of air pressure measured in minutes.

   Air testing techniques shall be in accordance with the latest ASTM Standard Practice for testing sewer lines by low-pressure air test method for the appropriate pipe material, except that the time shall not be less than that shown in the Air Test Table contained in Section 31-1.11 C of the Standard Specifications for Water and Sewer Main Construction.

3. Deflection Testing for Flexible Thermoplastic Pipe:
   a. The pipeline shall be tested for excess deflection by pulling a "go/no go" mandrel through the pipe from manhole to manhole. The mandrel shall be sized in accordance with Section 31-1.11 and record deflection.
   b. Wherever possible and practical, the testing shall initiate at the downstream lines and proceed towards the upstream lines.
   c. Where deflection is found to be in excess of allowable testing limits, the contractor shall excavate to the point of excess deflection and carefully compact around the point where excess deflection was found. The line shall then retested for deflection. However, should after the initial testing the deflection pipe fail to return to the original size (inside diameter), the line shall be replaced.

4. Televising Standards
   a. The main sanitary sewer shall be televised prior to acceptance. A videotape, CD, or DVD (along with a paper report) shall be submitted to the City of Crest Hill Public Works Department. All sewer televising must be performed by NASSCO certified operators using current NASSCO standards and coding system that can be found in current NASSCO documents. The contractor without delay shall preform all necessary corrective work.

AIR TEST TABLE

Pipe Length (feet)	4	6	8	10	12	15	18	21	24
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

SPECIFICATIONS

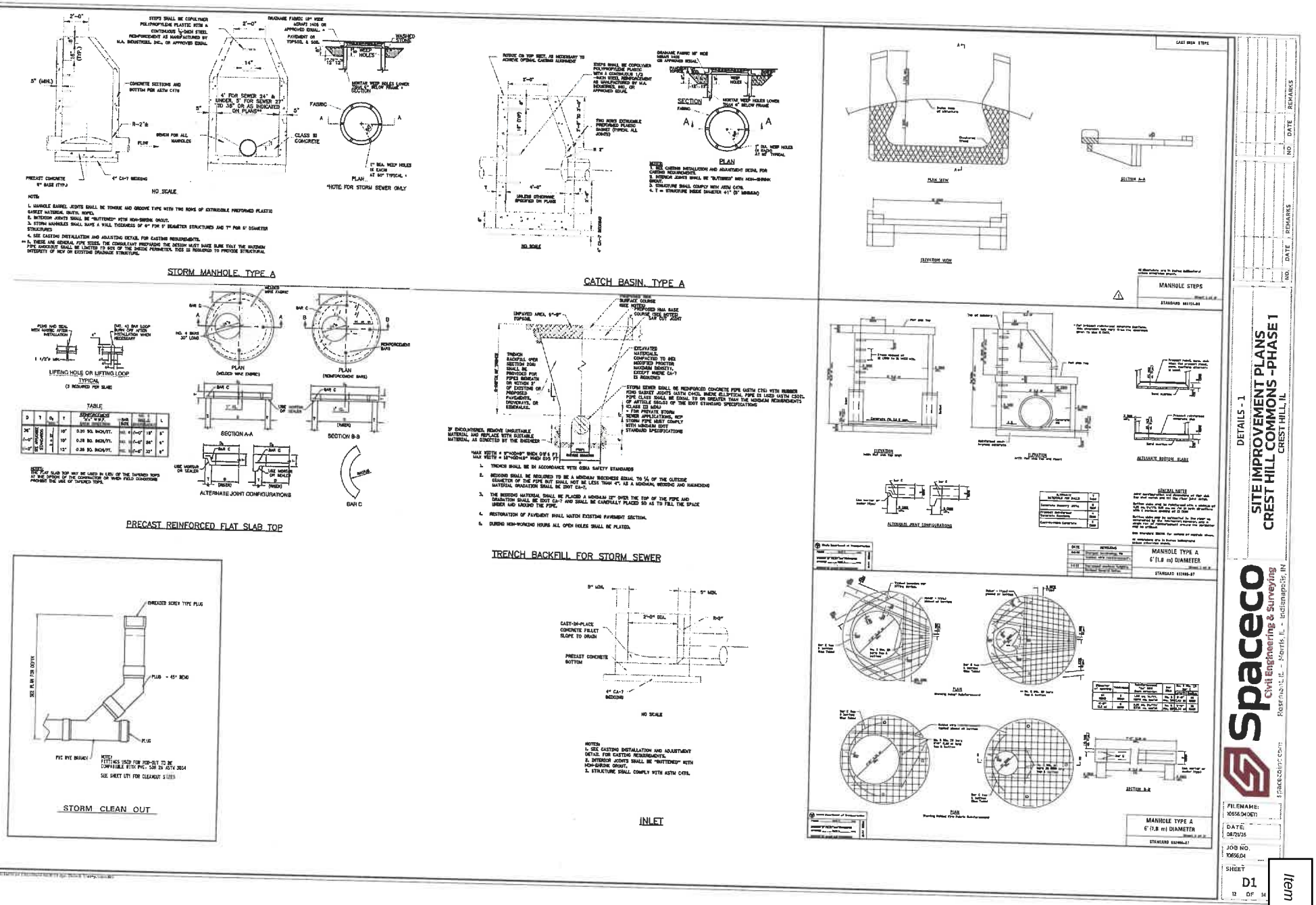
SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL

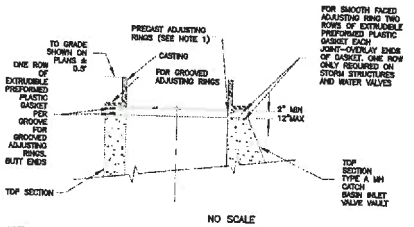
Spaceco
Civil Engineering & Surveying
Rosemont, IL – Morris, IL – Indianapolis, IN
spaceco.com

NO	DATE	REMARKS

NO	DATE	REMARKS

FILENAME: 10656.04SPEC
DATE: 08/21/26
JOB NO. 10656.04
SHEET SP1 11 OF 14

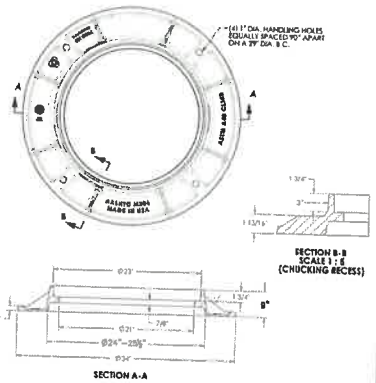

STORM MANHOLE, TYPE A
CATCH BASIN, TYPE A
MANHOLE STEPS
PRECAST REINFORCED FLAT SLAB TOP
TRENCH BACKFILL FOR STORM SEWER
MANHOLE TYPE A 6' (1.8 m) DIAMETER
STORM CLEAN OUT
INLET
SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL
DETAILS - 1
Spaceco
Civil Engineering & Surveying
Rosemont, IL - Morris, IL - Indianapolis, IN
FILENAME: 10656.04 DET1
DATE: 08/21/25
JOB NO. 10656.04
SHEET D1
12 OF 14



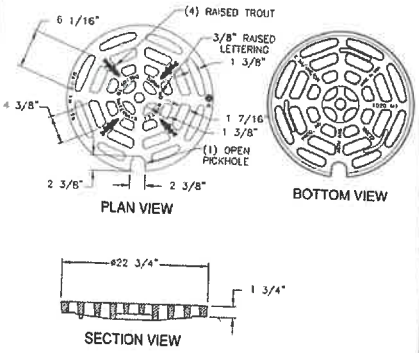
NO SCALE

NOTES:
1. THERE SHALL BE A MAXIMUM OF 2 ADJUSTING RINGS WITH A MAXIMUM TOTAL HEIGHT OF 12".
2. ALL STRUCTURES IN CURB AND GUTTER OR PAVED AREAS SHALL USE PREFORMED RUBBER ADJUSTING RINGS.
3. IF THE CASTING MUST BE INSTALLED ON A SLOPE, PREFORMED RUBBER TAPERED RINGS MAY BE USED.
4. ADJUSTING RINGS 2" OR LESS IN THICKNESS SHALL BE PREFORMED RUBBER.
5. THE FOLLOWING CASTING, OR APPROVED EQUAL, SHALL BE UTILIZED AS INDICATED:
   A. SANITARY MANHOLES: EAST JORDAN IRON WORKS #1060, EX HD WATERTIGHT LID WITH CONCEALED PICKHOLE, O-RING GASKETS, AND "CREST HILL" AND "SANITARY" CAST IN LID.
   B. WATER VALVE VAULTS: EAST JORDAN IRON WORKS #1050, EX HD WATERTIGHT LID WITH CONCEALED PICKHOLE, O-RING GASKETS, AND "CREST HILL" AND "WATER" CAST IN LID.
   C. STORM MANHOLES: EAST JORDAN IRON WORKS #1060, EX HD LID WITH CONCEALED PICKHOLE, AND "CREST HILL" AND "STORM" CAST IN LID, FOR LIDS INDICATED AS "SOLID" ON PLANS. FOR LIDS INDICATED AS "OPEN" ON PLANS, USE THE SAME CASTING, BUT WITH A TYPE M1 RADIAL FLAT GRATE.
   D. DRAINAGE STRUCTURES IN AREAS WITH UNPAVED SURFACES: EAST JORDAN IRON WORKS #3267, TYPE M1 GRATE.
   E. DRAINAGE STRUCTURES IN MOUNTABLE CURB AND GUTTER: EAST JORDAN IRON WORKS #7171 WITH TYPE M2 GRATE.
   F. DRAINAGE STRUCTURES IN BARRIER CURB AND GUTTER: EAST JORDAN IRON WORKS #7210 WITH TYPE M2 GRATE.

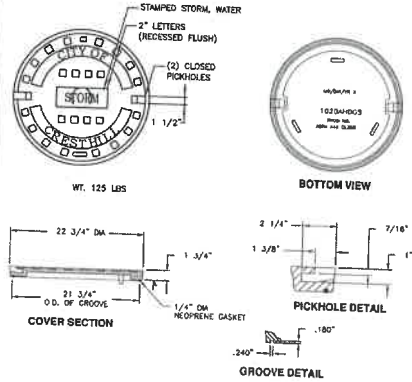
CASTING INSTALLATION AND ADJUSTING



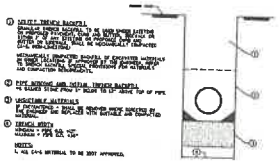
TYPE 1 FRAME



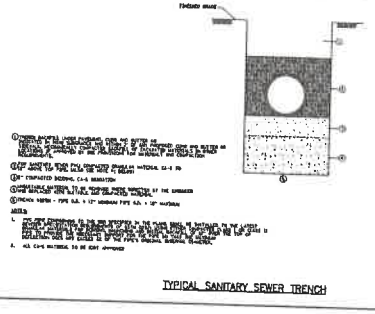
TYPE 1 LID-OPEN LID



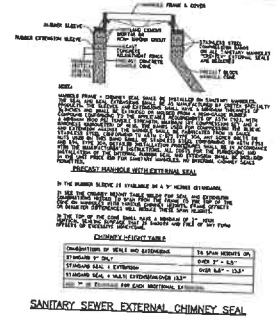
TYPE 1 LID-CLOSED LID



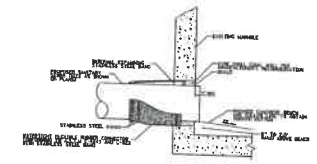
TYPICAL WATER MAIN TRENCH



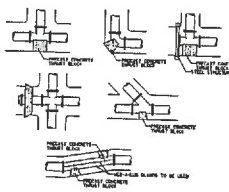
TYPICAL SANITARY SEWER TRENCH



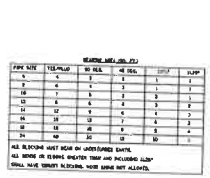
SANITARY SEWER EXTERNAL CHIMNEY SEAL



EXTERNAL SANITARY MANHOLE PIPE ENTRY

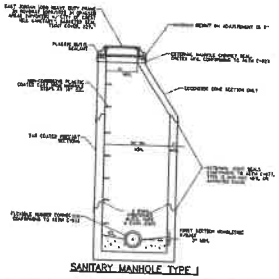


THRUST BLOCK DETAIL

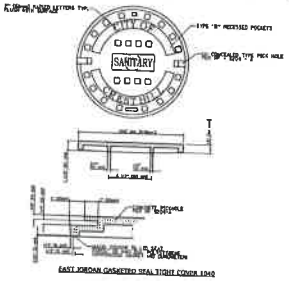


PIPE SIZE	TEE/ELBO	90 BEN.	45 BEN.	22½°	11¼°
4	4	3	2	1	1
6	6	5	3	2	1
8	7	6	4	3	2
10	9	8	5	3	2
12	12	9	6	4	2
14	14	12	7	4	3
16	16	15	8	5	3
18	18	16	9	5	3
24	24	20	12	6	3

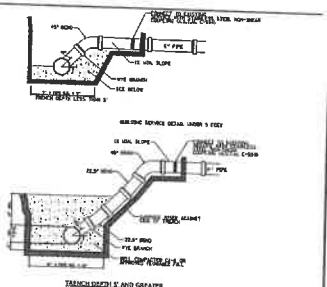
ALL BLOCKING MUST BEAR ON UNDISTURBED EARTH.
ALL BOLTS TO BE CORTEN STEEL.



SANITARY MANHOLE TYPE I



SANITARY MANHOLE SELF-SEALING LID



BUILDING SERVICE RISER

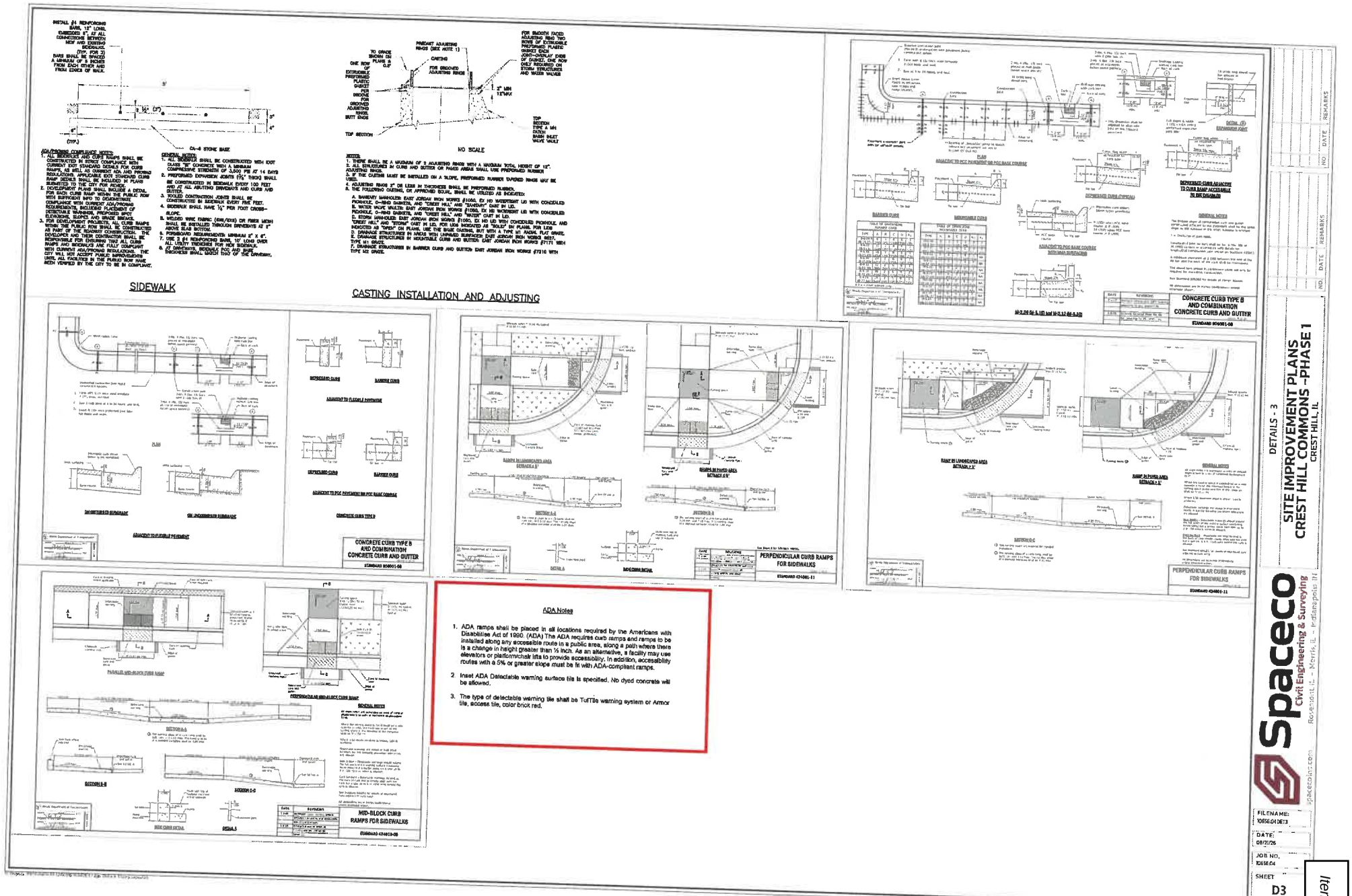
Spaceco
Civil Engineering & Surveying
Rosemont, IL - Morris, IL - Indianapolis, IN
spacecoinc.com

SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL

DETAILS - 2

NO.	DATE	REMARKS

FILENAME: 10656.04DET2
DATE: 08/21/26
JOB NO.: 10656.04
SHEET: D2
13 OF 14


SIDEWALK
CASTING INSTALLATION AND ADJUSTING
CONCRETE CURB TYPE B AND COMBINATION CONCRETE CURB AND GUTTER
PERPENDICULAR CURB RAMPS FOR SIDEWALKS
MID-BLOCK CURB RAMPS FOR SIDEWALKS
ADA Notes
1. ADA ramps shall be placed in all locations required by the Americans with Disabilities Act of 1990. (ADA) The ADA requires curb ramps and ramps to be installed along any accessible route in a public area, along a path where there is a change in height greater than ½ inch. As an alternative, a facility may use elevators or platform/chair lifts to provide accessibility. In addition, accessibility routes with a 5% or greater slope must be fit with ADA-compliant ramps.
2. Inset ADA Detectable warning surface tile is specified. No dyed concrete will be allowed.
3. The type of detectable warning tile shall be TufTile warning system or Armor tile, access tile, color brick red.
SITE IMPROVEMENT PLANS
CREST HILL COMMONS -PHASE 1
CREST HILL, IL
DETAILS - 3
Spaceco
Civil Engineering & Surveying
FILENAME: 10656.04 DE3
DATE: 08/21/26
JOB NO. 10656.04
SHEET D3
14 OF 14

LIGHTING GENERAL NOTES

1. THE LOCATION OF BURIED AND ABOVE GROUND UTILITIES SHOWN ARE APPROXIMATE AND ARE SHOWN FOR INFORMATION ONLY. REROUTING, DISCONNECTION, RELOCATION, PROTECTION ETC., OF ANY UTILITIES MUST BE COORDINATED BETWEEN THE CONTRACTOR, UTILITY COMPANY, AND OWNER. THE CONTRACTOR SHALL FIELD VERIFY THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BASED ON UTILITY/JULIE MARKINGS PRIOR TO BEGINNING CONSTRUCTION.

2. ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A PERMIT FROM THE CITY OF CREST HILL BEFORE THE START OF WORK. ANY COST FOR PERMIT SHALL BE INCIDENTAL.

3. BEFORE INSTALLING LIGHT STANDARDS NEAR OVERHEAD AND UNDERGROUND ELECTRIC UTILITIES THE CONTRACTOR SHALL CALL ELECTRIC UTILITY COMPANY FOR LOCATION APPROVAL AND MINIMUM EQUIPMENT CLEARANCE REQUIREMENTS.

4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FOLLOWING SPECIFICATIONS:

   A. STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, AS PREPARED BY IDOT. ALSO REFERRED TO AS THE "STANDARD SPECIFICATIONS"
   B. NATIONAL ELECTRIC CODE (NEC)
   C. LOCAL CODES AND STANDARDS
   D. COM ED STANDARDS

5. LIGHT POLE LOCATIONS SHALL COMPLY WITH THE MINIMUM CLEAR WIDTHS FOR AN ACCESSIBLE ROUTE FOR SIDEWALKS PER THE CURRENT AMERICAN DISABILITIES ACT (ADA) REQUIREMENTS AND COMPLY WITH IDOT BDE CHAPTER 17-4.04.

6. NO LIGHT POLE SHALL BE ERECTED UNTIL THE FOUNDATION HAS CURED PER ARTICLE 1020.13 OF THE STANDARD SPECIFICATIONS.

7. THE CONTRACTOR SHALL INSTALL LUMINAIRES LEVEL WITH OPTICS SET PERPENDICULAR TO THE CENTERLINE OF THE ROADWAY OR SIDEWALK/PATHWAY.

8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ESTABLISHMENT OF THE TOP OF FOUNDATION ELEVATION WITH FINISH GRADE AND PROPOSED SITE FEATURES. THE LIGHTING CONTRACTOR SHALL COORDINATE ALL SITE WORK WITH OTHER SUBCONTRACTORS.

9. UNDERGROUND CABLES SHALL BE DISCONNECTED AND REMOVED FROM CONDUITS TO BE ABANDONED.

10. UNDERGROUND CONDUITS TO BE ABANDONED SHALL BE REMOVED TO A MINIMUM OF 2 FT BELOW GRADE.

11. THE ELECTRICAL CONTRACTOR SHALL FURNISH TWO SETS OF FULL SIZE RECORD DRAWINGS TO THE ENGINEER UPON COMPLETION OF THE LIGHTING AND ELECTRICAL IMPROVEMENTS. THE DRAWINGS SHALL SHOW THE INSTALLED LOCATIONS OF ALL LIGHT POLES, CONTROLLERS, UNDERGROUND CONDUITS/WIRING, HANDHOLES, JUNCTION BOXES & RECEPTACLES. THE DRAWINGS WILL BE REVIEWED BY THE ENGINEER.

12. THE CONTRACTOR SHALL LABEL ALL WIRES WITH WIRE MARKERS INDICATING THE CIRCUIT ID IN EVERY CONTROLLER, POLE BASE, HAND HOLE, AND SPLICE/CONNECTION POINT. WIRE MARKERS SHALL BE WHITE NYLON WITH INTEGRAL MECHANICAL FASTENER WITH MINIMUM 3/4" X 1" WRITABLE AREA.

13. ABOVE GRADE CONDUITS SHALL BE RIGID GALVANIZED STEEL (RGS), UNLESS OTHERWISE DIRECTED.

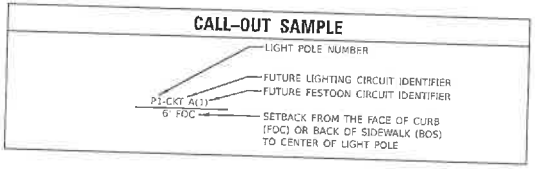
ABBREVIATIONS

ABBREVIATION	DESCRIPTION
AC	ALTERNATING CURRENT
AIC	AERIAL CABLE
B.O.C.	BACK OF CURB
CB	CIRCUIT BREAKER
CKT	CIRCUIT
CP	CONTROL POINT
CT	CURRENT TRANSFORMER
DA	DAVIT ARM
DC	DIRECT CURRENT
DIA	DIAMETER
DP	DISTRIBUTION PANEL
E	EXISTING UNIT TO REMAIN
ECA	ELECTRIC CABLE ASSEMBLY
E.O.P.	EDGE OF PAVEMENT
F.O.C.	FACE OF CURB
FT	FEET OR FOOT
FU	FUSE
GALV	GALVANIZED
GND	GROUND
JB	JUNCTION BOX
KVA	KILOVOLT-AMPERE
KW	KILOWATT
MA	MAST ARM
MC	MULTI-CONDUCTOR
M.H.	MOUNTING HEIGHT
MW	MESSANGER WIRE
NO. #	NUMBER
N.T.S.	NOT TO SCALE
P	PROPOSED
PB	PUSH BUTTON
PNL	PANEL
PVC	POLYVINYL CHLORIDE
PVCC RGC	PVC COATED RIGID GALVANIZED STEEL
PT	POTENTIAL TRANSFORMER
R	EXISTING UNIT TO BE REMOVED
RR	EXISTING UNIT TO BE REMOVED AND REINSTALLED
RECP	RECEPTACLE
RGS	RIGID GALVANIZED STEEL
SEL SW	SELECTOR SWITCH
SPARE	SPARE
SPACE	SPACE
SS	STAINLESS STEEL
STA	STATION
T/F	TOP OF FOUNDATION
UD	UNIT DUCT
U.N.O.	UNLESS OTHERWISE NOTED
WP	WOOD POLE
XFMR	TRANSFORMER
LTFM	LIQUID TIGHT FLEXIBLE METALLIC

LIGHTING LEGEND

	FUTURE 117W LED ORNAMENTAL TYPE LUMINAIRE MOUNTED ON A 28 FT ROUND STRAIGHT ALUMINUM LIGHT POLE
	FUTURE 54W LED POST TYPE LUMINAIRE MOUNTED ON A 14 FT ROUND STRAIGHT ALUMINUM LIGHT POLE
	FUTURE EVENT LIGHT POLE
	FUTURE LIGHTED BOLLARD
RC	CONCRETE PAD FOR GROUND MOUNTED RECEPTACLE CABINET FOR TREE HOLIDAY LIGHTING
RC	CONCRETE PAD FOR GROUND MOUNTED RECEPTACLE CABINET FOR EVENT POWER
H	COMPOSITE CONCRETE HANDHOLE
	EXISTING LIBRARY LIGHT POLE TO REMAIN
	PROPOSED PAD MOUNTED COM ED TRANSFORMER
	EXISTING PAD MOUNTED COM ED TRANSFORMER

CALL-OUT SAMPLE



BILL OF MATERIALS

	ITEM NO.	ITEM DESCRIPTION	UNITS	TOTAL QUANTITIES
	20800150	TRENCH BACKFILL	CU YD	33
	81028230	UNDERGROUND CONDUIT, GALVANIZED STEEL, 3 1/2" DIA.	FOOT	482
	81028320	UNDERGROUND CONDUIT, PVC, 1" DIA.	FOOT	1,687
	81028340	UNDERGROUND CONDUIT, PVC, 1 1/2" DIA.	FOOT	2,238
	81028350	UNDERGROUND CONDUIT, PVC, 2" DIA.	FOOT	3,570
	81028370	UNDERGROUND CONDUIT, PVC, 3" DIA.	FOOT	2,391
	81400730	HANDHOLE, COMPOSITE CONCRETE	EACH	18
	84100120	REMOVAL OF ELECTRIC SERVICE INSTALLATION	EACH	1
*	X8360110	LIGHT POLE FOUNDATION (SPECIAL)	FOOT	69
*	X8780105	CONCRETE FOUNDATIONS (SPECIAL)	EACH	5
*	-	REMOVE AND RELOCATE EXISTING MONUMENT SERVICE	EACH	1

* SEE LIGHTING PLANS/DETAILS FOR DESCRIPTION, MATERIAL AND CONSTRUCTION REQUIREMENTS ASSOCIATED WITH THE PAY ITEM NUMBERS.

CiorbaGroup
8725 W. Higgins Rd. Ste 600, Chicago, IL 60631
P 773.775.4009 | www.ciorba.com

LIGHTING LEGEND, GENERAL NOTES, AND BILL OF MATERIALS

SITE IMPROVEMENT PLANS
CREST HILL COMMONS - PHASE 1
CREST HILL, IL

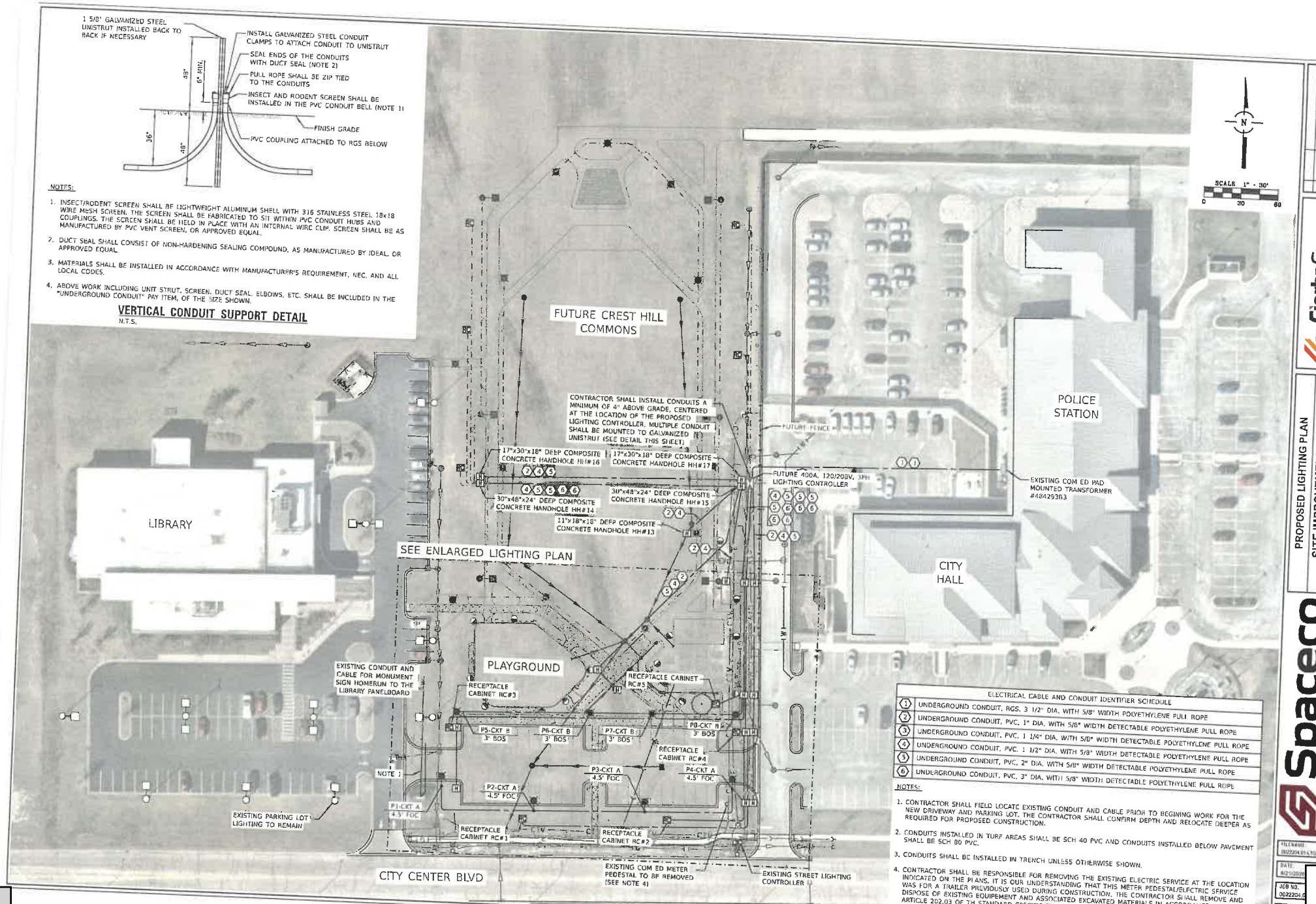
Spaceco
Civil Engineering & Surveying

FILENAME: 0022204.01-GENNOTES
DATE:
JOB N
0022
SHEET
1

NOTES:

1. INSECT/RODENT SCREEN SHALL BE LIGHTWEIGHT ALUMINUM SHELL WITH 316 STAINLESS STEEL 18x18 WIRE MESH SCREEN. THE SCREEN SHALL BE FABRICATED TO SIT WITHIN PVC CONDUIT HUBS AND COUPLINGS. THE SCREEN SHALL BE HELD IN PLACE WITH AN INTERNAL WIRE CLIP. SCREEN SHALL BE AS MANUFACTURED BY PVC VENT SCREEN, OR APPROVED EQUAL.
2. DUCT SEAL SHALL CONSIST OF NON-HARDENING SEALING COMPOUND, AS MANUFACTURED BY IDEAL, OR APPROVED EQUAL.
3. MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENT, NEC, AND ALL LOCAL CODES.
4. ABOVE WORK INCLUDING UNIT STRUT, SCREEN, DUCT SEAL, ELBOWS, ETC. SHALL BE INCLUDED IN THE "UNDERGROUND CONDUIT" PAY ITEM, OF THE SIZE SHOWN.

VERTICAL CONDUIT SUPPORT DETAIL
N.T.S.



ELECTRICAL CABLE AND CONDUIT IDENTIFIER SCHEDULE	
1	UNDERGROUND CONDUIT, RGS, 3 1/2" DIA. WITH 5/8" WIDTH POLYETHYLENE PULL ROPE
2	UNDERGROUND CONDUIT, PVC, 1" DIA. WITH 5/8" WIDTH DETECTABLE POLYETHYLENE PULL ROPE
3	UNDERGROUND CONDUIT, PVC, 1 1/4" DIA. WITH 5/8" WIDTH DETECTABLE POLYETHYLENE PULL ROPE
4	UNDERGROUND CONDUIT, PVC, 1 1/2" DIA. WITH 5/8" WIDTH DETECTABLE POLYETHYLENE PULL ROPE
5	UNDERGROUND CONDUIT, PVC, 2" DIA. WITH 5/8" WIDTH DETECTABLE POLYETHYLENE PULL ROPE
6	UNDERGROUND CONDUIT, PVC, 3" DIA. WITH 5/8" WIDTH DETECTABLE POLYETHYLENE PULL ROPE

NOTES:

1. CONTRACTOR SHALL FIELD LOCATE EXISTING CONDUIT AND CABLE PRIOR TO BEGINING WORK FOR THE NEW DRIVEWAY AND PARKING LOT. THE CONTRACTOR SHALL CONFIRM DEPTH AND RELOCATE DEEPER AS REQUIRED FOR PROPOSED CONSTRUCTION.
2. CONDUITS INSTALLED IN TURF AREAS SHALL BE SCH 40 PVC AND CONDUITS INSTALLED BELOW PAVEMENT SHALL BE SCH 80 PVC.
3. CONDUITS SHALL BE INSTALLED IN TRENCH UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING THE EXISTING ELECTRIC SERVICE AT THE LOCATION INDICATED ON THE PLANS. IT IS OUR UNDERSTANDING THAT THIS METER PEDESTAL/ELECTRIC SERVICE WAS FOR A TRAILER PREVIOUSLY USED DURING CONSTRUCTION. THE CONTRACTOR SHALL REMOVE AND DISPOSE OF EXISTING EQUIPEMENT AND ASSOCIATED EXCAVATED MATERIALS IN ACCORDANCE WITH ARTICLE 202.03 OF TH STANDARD SPECIFICATIONS. ALL WORK (INCLUDING ANY COORDINATION WITH COM-ED) SHALL BE PAID FOR UNDER THE CONTRACT PAY ITEM "REMOVAL OF ELECTRIC SERVICE INSTALLATION."

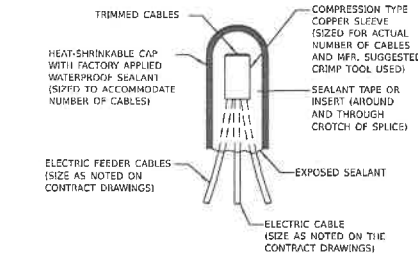
CiorbaGroup
8725 W. Higgins Rd. Ste 600, Chicago, IL 60631
P 773.775.4009 | www.ciorba.com

PROPOSED LIGHTING PLAN
SITE IMPROVEMENT PLANS
CREST HILL COMMONS - PHASE 1
CREST HILL, IL

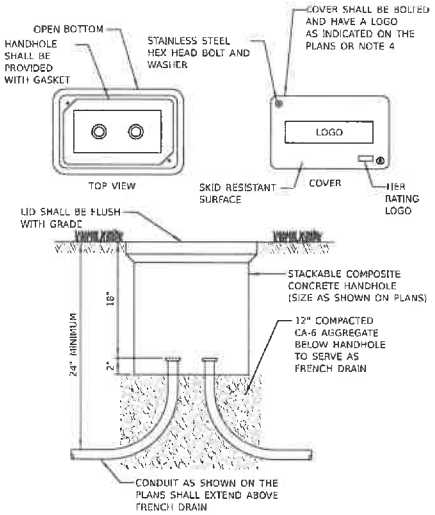
Spaceco
Civil Engineering & Surveying

FILENAME
DATE
JOB NO.
SHEET

ENLARGED LIGHTING PLAN
SITE IMPROVEMENT PLANS
CREST HILL COMMONS - PHASE 1
CREST HILL, IL
Civil Engineering & Surveying
Spaceco
ClorbaGroup
8725 W. Higgins Rd, Ste 600, Chicago, IL 60631
P 773.775.4009 | www.clorba.com
SCALE 1" = 10'
FUTURE CREST HILL COMMONS
PLAYGROUND
FUTURE BUILDING
PROPOSED 10' PATH
4' ORNAMENTAL FENCE, TYP. (SEE RVI PLANS FOR DETAILS)
SEAT WALL TYP. (SEE RVI PLANS FOR DETAILS)
AREA FOR FUTURE HOLIDAY TREE
EXISTING COM ED METER PEDESTAL TO BE REMOVED
EXISTING 1-PHASE COM ED PAD MOUNTED TRANSFORMER TO REMAIN
EXISTING STREET LIGHTING CONTROLLER
EXISTING STREET LIGHT POLE TO REMAIN
EXISTING LIBRARY MONUMENT SIGN (SEE SHEET E-6 FOR WORK TO RECONNECT SIGN)
EXISTING CONDUIT AND CABLE FOR MONUMENT SIGN HOMERUN TO THE LIBRARY TO BE REMOVED (SEE NOTE 1 ON SHEET E-2)
RECEPTACLE CABINET RC#1
RECEPTACLE CABINET RC#2
RECEPTACLE CABINET RC#3
RECEPTACLE CABINET RC#4
RECEPTACLE CABINET RC#5
P1-CKT A 4.5" FOC
P2-CKT A 4.5" FOC
P3-CKT A 4.5" FOC
P4-CKT A 4.5" FOC
P5-CKT B 3" RIGS
P6-CKT B 3" RIGS
P7-CKT B 3" RIGS
P8-CKT B 3" RIGS
17"x30"x18" COMPOSITE CONCRETE HANDHOLE HH#1
17"x30"x18" COMPOSITE CONCRETE HANDHOLE HH#4
11"x18"x18" DEEP COMPOSITE CONCRETE HANDHOLE HH#7
11"x18"x18" DEEP COMPOSITE CONCRETE HANDHOLE HH#10
11"x18"x18" DEEP COMPOSITE CONCRETE HANDHOLE HH#11
17"x30"x18" DEEP COMPOSITE CONCRETE HANDHOLE HH#12
30"x48"x24" DEEP COMPOSITE CONCRETE HANDHOLE HH#8
17"x30"x18" DEEP COMPOSITE CONCRETE HANDHOLE HH#9
17"x30"x18" DEEP COMPOSITE CONCRETE HANDHOLE HH#6
11"x18"x18" DEEP COMPOSITE CONCRETE HANDHOLE HH#3
24"x36"x24" DEEP COMPOSITE CONCRETE HANDHOLE HH#2
30"x48"x24" DEEP COMPOSITE CONCRETE HANDHOLE HH#5



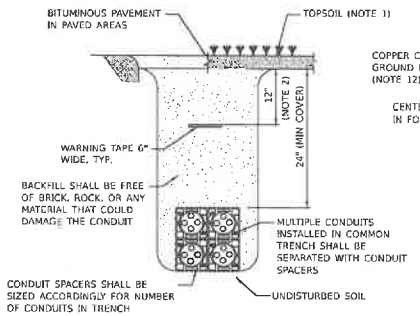
TYPICAL SPLICE DETAIL
N.T.S.



NOTES:

1. NO SPLICING SHALL BE ALLOWED IN HANDHOLE.
2. POLYMER CONCRETE HANDHOLE AND LID SHALL BE GREEN IN LANDSCAPED AREAS AND MATCH COLOR IN CONCRETE/BRICK AREAS.
3. BOX & LID SHALL MEET/EXCEED ANSI TIER 15 LOADING REQUIREMENTS, AND BE TESTED IN ACCORDANCE WITH THE LATEST EDITION OF THE ANSI/SCTE 77 "SPECIFICATION FOR UNDERGROUND ENCLOSURE INTEGRITY", AND THE PROVISIONS OF PARAGRAPHS 5.2.3 AND 5.2.4 OF WESTERN UNDERGROUND COMMITTEE GUIDE 3.6.
4. HANDHOLES SHALL HAVE THE FOLLOWING LOGOS:
   "ELECTRIC" = FOR POWER CONDUIT/CABLES
   "CONTROL" = FOR CONTROL CONDUIT/CABLES
   "GROUND" = FOR GROUND GRID
5. SEE LIGHTING PLANS FOR COMPOSITE CONCRETE HANDHOLE SIZES.
6. POWER/LIGHTING CONDUIT AND CABLES SHALL BE INSTALLED IN SEPARATE HANDHOLES AS THE CONTROL VOLTAGE CONDUIT AND CABLES.

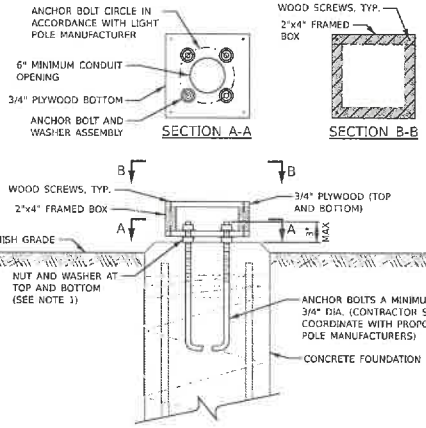
HANDHOLE, COMPOSITE CONCRETE
N.T.S.



NOTES:

1. TOPSOIL IN LANDSCAPE AREA AND PAVEMENT TO MATCH SURROUNDING PAVEMENT WHERE INSTALLED.
2. COMPACTED GRANULAR STRUCTURAL BACKFILL (IDOT CA-6) IN PAVED AREAS, CLEAN, NATIVE OR BORROW BACKFILL COMPACTED W/ PNEUMATIC HAND TAMPER IN GRASS AREAS.
3. CONTRACTOR SHALL BE ALLOWED TO USE HOT-DIPPED GALVANIZED STEEL UNISTRUT TO SUPPORT CONDUITS IN LIEU OF SPACERS.
4. CONDUIT SPACERS SHALL BE INCLUDED IN THE CONDUIT PAY ITEM. SEPARATE PAYMENT SHALL NOT BE MADE FOR THE SPACERS OR SUPPORT SYSTEM.

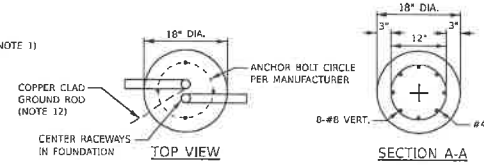
TYPICAL CONDUIT IN TRENCH DETAIL
N.T.S.

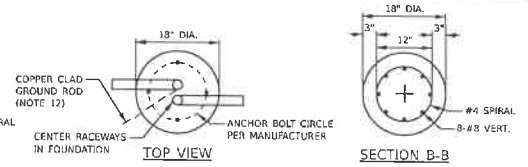


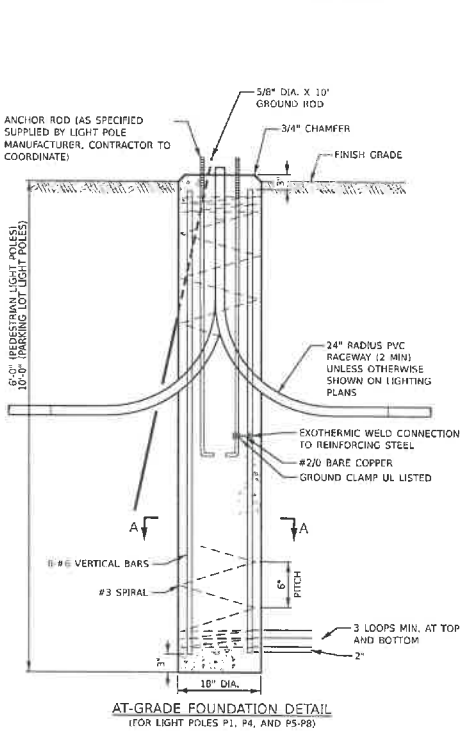
NOTES:

1. CONTRACTOR SHALL SUPPLY GALVANIZED STEEL NUT AND WASHER TO INSTALL CAP ASSEMBLY FLUSH TO THE CONCRETE FOUNDATION.
2. THE WOODEN CAP ASSEMBLY SHALL FIELD PAINTED SAFETY YELLOW.
3. FOUNDATION CAP SHALL BE INCLUDED IN THE FOUNDATION PAY ITEM.

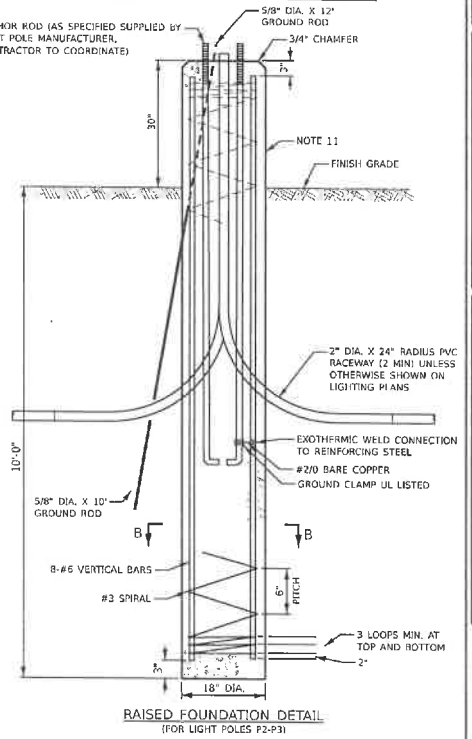
TEMPORARY FOUNDATION CAP DETAIL
N.T.S.







AT-GRADE FOUNDATION DETAIL
(FOR LIGHT POLES P1, P4, AND P5-P8)



RAISED FOUNDATION DETAIL
(FOR LIGHT POLES P2-P3)

NOTES:

1. THE ANCHOR RODS AND RACEWAYS SHALL BE PROPERLY SECURED IN PLACE BEFORE THE CONCRETE IS PLACED.
2. FOUNDATIONS INSTALLED AT GRADE SHALL NOT PROTRUDE MORE THAN 4 IN. ABOVE FINISHED GRADE.
3. THE HOLE FOR THE FOUNDATION SHALL BE MADE BY DRILLING WITH AN AUGER, OF THE SAME DIAMETER AS THE FOUNDATION. IF SOIL CONDITIONS REQUIRE THE USE OF A LINER TO FORM THE HOLE, THE LINER SHALL BE WITHDRAWN AS THE CONCRETE IS DEPOSITED.
4. THE TOP OF THE FOUNDATION SHALL BE CONSTRUCTED LEVEL. A LINER OR FORM SHALL BE USED TO PRODUCE A UNIFORM SMOOTH SIDE TO THE TOP OF THE FOUNDATION.
5. THE CONCRETE SHALL BE CLASS SI. CONCRETE SHALL CURE ACCORDING TO ARTICLE 1020.13 BEFORE LIGHT POLES ARE INSTALLED.
6. ANCHOR RODS, NUTS, AND WASHERS SHALL BE COMPLETELY GALVANIZED BY EITHER THE HOT-DIPPED PROCESS CONFORMING WITH AASHTO M 232, THE MECHANICAL PLATING METHOD CONFORMING TO AASHTO M 298, CLASS 50 WITH A MAXIMUM COATING THICKNESS OF 150 UM OR THE ELECTROLYTIC PROCESS ACCORDING TO ASTM F 1136.
7. ANCHOR RODS SHALL BE SIZED IN ACCORDANCE WITH LIGHT POLE MANUFACTURER REQUIREMENTS.
8. THE CONTRACTOR SHALL USE A #3 SPIRAL AT 6" PITCH OR MAY SUBSTITUTE #3 TIES AT 12" O.C. WITH THE APPROVAL OF THE ENGINEER.
9. THE FOUNDATION SHALL BE BACK FILLED AND COMPACTED AS SPECIFIED BEFORE THE LIGHT POLE IS ERECTED.
10. THE RACEWAYS SHALL PROJECT ABOVE THE TOP OF THE FOUNDATION AND CAPPED WITH BUSHINGS.
11. RAISED CONCRETE SHALL HAVE A RUBBED FINISH.
12. GROUND ROD SHALL BE CAST INTO CONCRETE FOUNDATION WITH 8 FEET IN CONTACT WITH SOIL.

LIGHT POLE FOUNDATION (SPECIAL)
N.T.S.

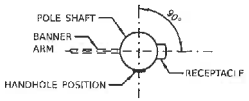
CiorbaGroup
8725 W. Higgins Rd., Ste 600, Chicago, IL 60631
P 773.775.4009 | www.ciorba.com

LIGHTING DETAILS

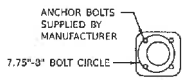
SITE IMPROVEMENT PLANS
CREST HILL COMMONS - PHASE 1
CREST HILL, IL

Spaceco
Civil Engineering & Surveying

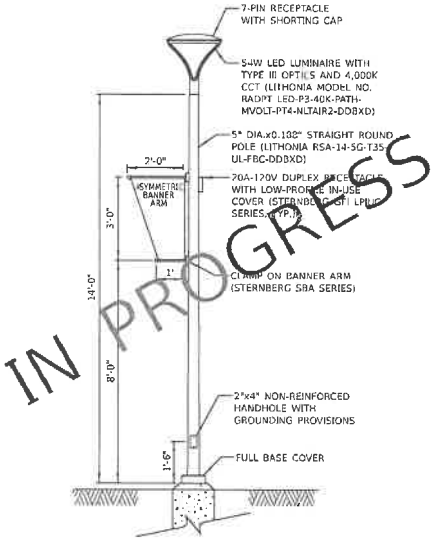
FILENAME: 0022004.01-EDET03.dgn
DATE: 8/21/2026
JOB NO. 0022204.01
SHEET E-4
4 OF 6



ORIENTATION OF POLE FEATURES
N.T.S.



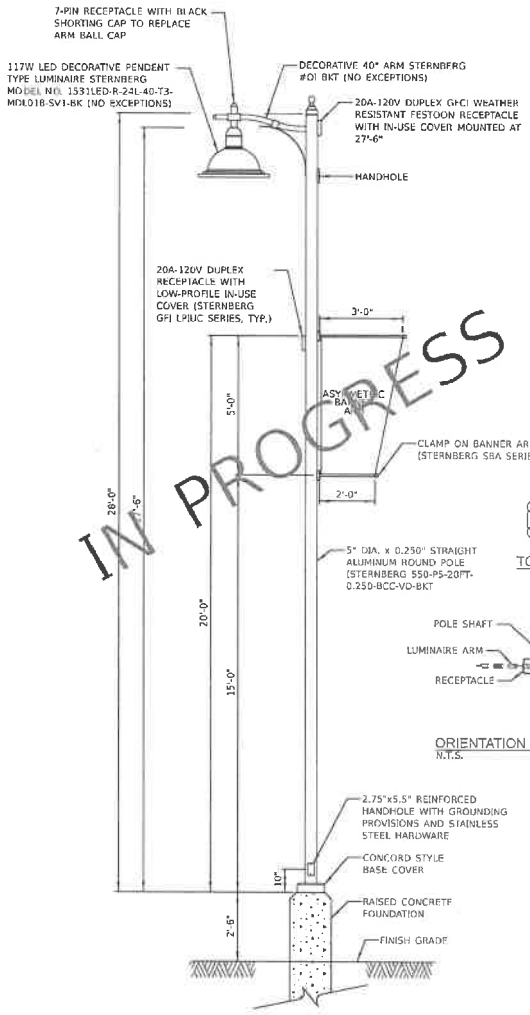
TOP VIEW

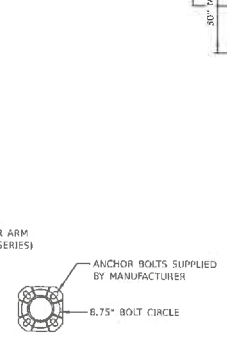


NOTES:

1. LIGHT POLES WILL BE INSTALLED IN THE FUTURE. THEY ARE PROVIDED FOR REFERENCE ONLY.

PATHWAY LIGHT POLE DETAIL
N.T.S. (FOR REFERENCE ONLY)



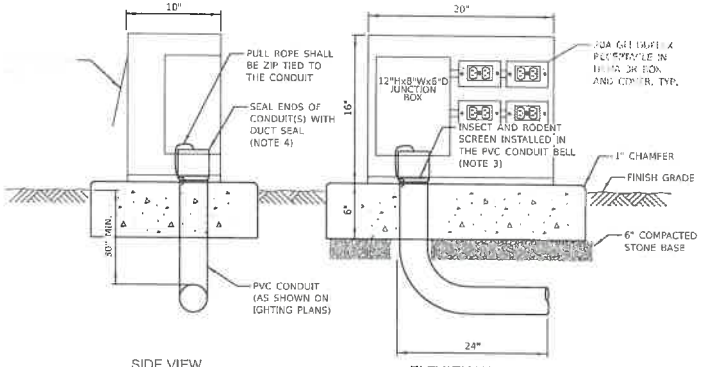


ORIENTATION OF POLE FEATURES
N.T.S.

NOTES:

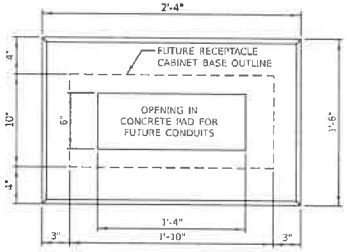
1. LIGHT POLES WILL BE INSTALLED IN THE FUTURE. THEY ARE PROVIDED FOR REFERENCE ONLY.

PARKING LOT LIGHT POLE DETAIL
N.T.S. (FOR REFERENCE ONLY)



SIDE VIEW

ELEVATION VIEW



PLAN VIEW

NOTES:

1. RECEPTACLE CONCRETE PAD SHALL BE PAID FOR UNDER "CONCRETE FOUNDATIONS (SPECIAL)".
2. CONCRETE SHALL BE IDOT CLASS SI CONCRETE, OR EQUAL. THE CONTRACTOR MAY ELECT TO INSTALL A PRECAST CONCRETE PAD IN LIEU OF POURED IN PLACE CONCRETE PAD.
3. INSECT/RODENT SCREEN SHALL BE LIGHTWEIGHT ALUMINUM SHELL WITH 316 STAINLESS STEEL 18x18 WIRE MESH SCREEN. THE SCREEN SHALL BE FABRICATED TO SIT WITHIN PVC CONDUIT HUBS AND COUPLINGS. THE SCREEN SHALL BE HELD IN PLACE WITH AN INTERNAL WIRE CLIP. SCREEN SHALL BE AS MANUFACTURED BY PVC VENT SCREEN, OR APPROVED EQUAL.
4. DUCT SEAL SHALL CONSIST OF NON-HARDENING SEALING COMPOUND, AS MANUFACTURED BY IDEAL, OR APPROVED EQUAL.

CONCRETE FOUNDATIONS (SPECIAL)
N.T.S.

IN PROGRESS
IN PROGRESS

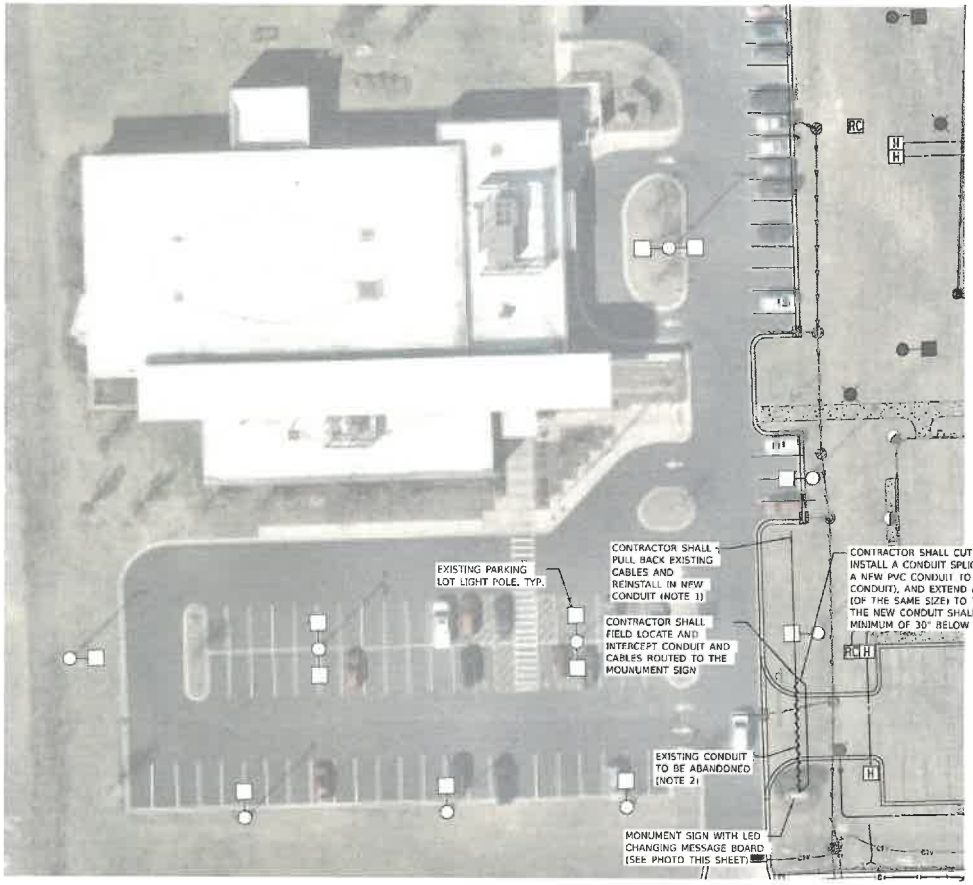
CiorbaGroup
8725 W. Higgins Rd. Ste 600, Chicago, IL 60631
P 773.775.4009 | www.ciorba.com

LIGHTING DETAILS

SITE IMPROVEMENT PLANS
CREST HILL COMMONS - PHASE 1
CREST HILL, IL

Spaceco
Civil Engineering & Surveying

FILENAME: 0222004.01-EDET05.dgn
DATE: 8/31/2028
JOB NO. 0222004.01
SHEET E-5
5 OF 6



NOTES:

1. CONTRACTOR SHALL NOTIFY THE CONTRACTOR IF THERE IS NOT ENOUGH EXISTING CABLE TO RECONNECT TO THE MONUMENT SIGN. A HANDHOLE MAY BE PROVIDED TO SPLICE EXISTING CABLES ADJACENT TO THE MONUMENT SIGN. CONTRACTOR SHALL COORDINATE WORK WITH THE ENGINEER PRIOR TO PROCEEDING WITH WORK.
2. CONDUITS TO BE ABANDONED SHALL BE CUT TO A MINIMUM OF 1'-0" BELOW GRADE.
3. CONTRACTOR SHALL COORDINATE ALL WORK WITH THE LIBRARY AND ENGINEER.
4. ALL WORK TO REROUTE EXISTING CONDUIT AND CABLES TO THE MONUMENT SIGN SHALL BE INCLUDED IN THE PAY ITEM "REMOVE AND RELOCATE EXISTING MONUMENT SERVICE."

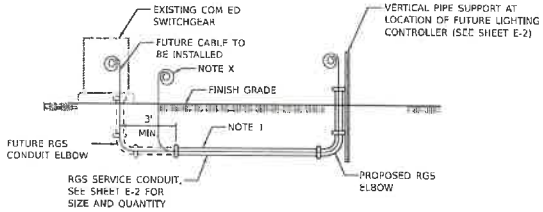
REMOVE AND RELOCATE EXISTING MONUMENT SERVICE

N.T.S.



EXISTING MONUMENT SIGN

N.T.S.



NOTES:

1. CONTRACTOR SHALL INSTALL PROPOSED CONDUIT ADJACENT TO THE EXISTING SWITCHGEAR FOUNDATION. FOR FUTURE CONNECTION OF ELECTRIC SERVICE TO LIGHTING CONTROLLER.
2. CONTRACTOR SHALL INSTALL STAKE LOCATING THE END OF THE PROPOSED CONDUIT. RECORD LOCATION(S) ON RECORD DRAWING, AND COIL A MINIMUM OF 20FT OF PULL ROPE.
3. ALL ABOVE CONDUIT, PULL ROPE, STAKES, FITTINGS, ETC. REQUIRED TO INSTALL SERVICE CONDUITS SHALL BE INCLUDED IN THE CONTRACT PAY ITEM "UNDERGROUND CONDUIT, GALVANIZED STEEL, 3 1/2" DIA."

ELECTRIC SERVICE CONDUIT INSTALLATION DETAIL

N.T.S.

LIGHTING SPECIFICATIONS

SITE IMPROVEMENT PLANS
CREST HILL COMMONS - PHASE 1
CREST HILL, IL

CiorbaGroup
8725 W. Higgins Rd. Ste 600, Chicago, IL 60631
P 773.775.4509 | www.ciorba.com

Spaceco
Civil Engineering & Surveying

FILENAME: 0022004.01-PDET03.dgn
DATE: 8/21/2026
JOB NO. 0022004.01
SHEET E-6 8 OF

Item D.

ISSUE FOR BID
AUGUST 21, 2026

CREST HILL COMMONS PHASE 1

20650 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403



PROJECT LOCATION MAP
SCALE: 1"=800'-00"

CITY OF CREST HILL
20600 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403

SHEET INDEX

#	SHEET
	L-SERIES
L0.0	SPECIFICATIONS
L0.1	SPECIFICATIONS
L1.0	LAYOUT AND MATERIALS PLAN - PHASE 1 ENLARGEMENT
L2.0	PLANTING PLAN
L2.1	PLANTING PLAN - PHASE 1 ENLARGEMENT
L3.0	DETAILS
L3.1	DETAILS

CONSULTANT INFORMATION

LANDSCAPE ARCHITECT — SHEETS: L-SERIES
RVi PLANNING + LANDSCAPE ARCHITECTURE
22 EAST CHICAGO AVENUE
SUITE 200A
NAPERVILLE, ILLINOIS 60540
T 630.961.1787

ELECTRICAL ENGINEER — SHEETS: E-SERIES
CIORBA GROUP, INC.
8725 W HIGGINS ROAD
SUITE 600
CHICAGO, ILLINOIS, 60631
T 773.775.4009

CIVIL ENGINEER — SHEETS C-SERIES
SPACE CO, INC.
9575 WEST HIGGINS ROAD,
SUITE 700
ROSEMONT, ILLINOIS, 60018
T 847.696.4060
F 847.696.4065

GENERAL NOTES

1. BASEMAP INFORMATION OBTAINED FROM PLANS PREPARED BY SPACE CO, INC. RECEIVED SEPTEMBER 17, 2021.
2. VERIFY SITE CONDITIONS AND INFORMATION ON DRAWINGS. PROMPTLY REPORT ANY CONCEALED CONDITIONS, MISTAKES, DISCREPANCIES OR DEVIATIONS FROM THE INFORMATION SHOWN IN THE CONTRACT DOCUMENTS. THE OWNER IS NOT RESPONSIBLE FOR UNAUTHORIZED CHANGES OR EXTRA WORK REQUIRED TO CORRECT UNREPORTED DISCREPANCIES.
3. SECURE AND PAY FOR PERMITS, FEES AND INSPECTIONS NECESSARY FOR THE PROPER EXECUTION OF THIS WORK. COMPLY WITH CODES APPLICABLE TO THIS WORK.
4. REFER TO SPECIFICATIONS FOR ADDITIONAL CONDITIONS, STANDARDS AND NOTES.
5. THE PLANS AND SPECIFICATIONS ARE INTENDED TO BE COMPLETED ENTIRELY BY THE CONTRACTOR, UNLESS CLEARLY IDENTIFIED AS "BY OWNER." ALL WORK CONTAINED WITHIN IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.

It's smart. It's free. It's the law.
Call before You Dig
JULIE
Call before you dig.
800.892.0123

RVi

PREPARED FOR
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403

CONSULTANTS

CIVIL ENGINEER
SPACE CO, INC.
9575 WEST HIGGINS ROAD,
SUITE 700
ROSEMONT, ILLINOIS, 60018
T 847.696.4060
F 847.696.4065

ELECTRICAL ENGINEER
CIORBA GROUP, INC.
8725 W HIGGINS ROAD
SUITE 600
CHICAGO, ILLINOIS, 60631
T 773.775.4009

CREST HILL COMMONS PHASE 1
ISSUE FOR BID
20650 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403

PROJECT NO: 20005459
DATE: 08/14/2026
DRAWN: KREICNO
REVIEWED: LJ/JEFH

AUGUST 14, 2026
REVISIONS:
NO. DATE ISSUE

ORIGINAL ISSUE

SECTION 033000 - CAST-IN-PLACE CONCRETE

PART 1 - GENERAL

1.1 SUMMARY

A. This Section specifies cast-in place concrete, including formwork, reinforcement, concrete materials, mixture design, placement procedures, and finishes.

B. See Civil Plans, SP1, for earthwork and drainage fill under slabs-on-grade.

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.

B. Design Mixtures: For each concrete mixture.

C. Shop Drawings: Provide shop drawings of the manufacturers recommended installation and foundation requirements prior to actual field installation work for batting cage posts and ballfield netting posts.

D. Concrete cylinder testing.

1.3 QUALITY ASSURANCE

A. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C 94/C 94M requirements for production facilities and equipment.
1. Manufacturer certified according to NRMCA's "Certification of Ready Mixed Concrete Production Facilities."

B. ACI Publications: Comply with the following unless modified by requirements in the Contract Documents:

C. Preinstallation Conference: Conduct conference at Project site.

PART 2 - PRODUCTS

2.1 FORM-FACING MATERIALS

A. Smooth-Formed Finished Concrete: Form-facing panels that will provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.

B. Rough-Formed Finished Concrete: Plywood, lumber, metal, or another approved material. Provide lumber dressed on at least two edges and one side for tight fit.

2.2 STEEL REINFORCEMENT

A. Reinforcing Bars: ASTM A 615/A 615M, Grade 60, deformed.

B. Plain-Steel Welded Wire Reinforcement: ASTM A 185, plain, fabricated from as-drawn steel wire into flat sheets.

C. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded wire reinforcement in place. Manufacture bar supports from steel wire, plastic, or precast concrete according to CRSI's "Manual of Standard Practice."

2.3 CONCRETE MATERIALS

A. Cementitious Material: Use the following cementitious materials, of the same type, brand, and source, throughout Project:
1. Portland Cement: ASTM C 150, Type II
a. Fly Ash: ASTM C 618, Class C.
b. Ground Granulated Blast-Furnace Slag: ASTM C 989, Grade 100 or 120.

B. Normal-Weight Aggregates: ASTM C 33, graded, 3/4-inch nominal maximum coarse-aggregate size.
1. Fine Aggregate: Free of materials with deleterious reactivity to alkali in cement.

C. Lightweight Aggregate: ASTM C 330, 1/2-inch nominal maximum aggregate size.

D. Water: ASTM C 94/C 94M and potable.

E. Air-Entraining Admixture: ASTM C 260.

F. Chemical Admixtures: Provide admixtures certified by manufacturer to be compatible with other admixtures and that will not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
1. Water-Reducing Admixture: ASTM C 494/C 494M, Type A.
2. Retarding Admixture: ASTM C 494/C 494M, Type B.
3. Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type D.
4. High-Range, Water-Reducing Admixture: ASTM C 494/C 494M, Type F.
5. High-Range, Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type G.
6. Plasticizing and Retarding Admixture: ASTM C 1017/C 1017M, Type II.

2.4 CURING MATERIALS

A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.

B. Water: Potable.

C. Clear, Waterborne, Membrane-Forming Curing and Sealing Compound: ASTM C 1315, Type 1, Class A.

2.5 RELATED MATERIALS

Select one or all options in paragraph below. Joint-filler strips are used in floor isolation joints.

A. Expansion- and Isolation-Joint-Filler Strips: ½" thick polyethylene, closed cell, expansion joint filler w/ strip cap.

B. Joint Sealant: See Division 32 "Concrete Paving."

C. Aggregate Base Course: See Division 32 "Earth Moving."

2.6 CONCRETE MIXTURES

A. Prepare design mixtures for each type and strength of concrete, proportioned on the basis of laboratory trial mixture or field test data, or both, according to ACI 301 and ACI 211.1.

B. Proportion normal-weight concrete mixture as follows:
1. Minimum Compressive Strength: 4500 psi at 28 days.
2. Maximum Water-Cementitious Materials Ratio: 0.40.
3. Slump Limit: 3 inches, plus or minus 1 inch.
4. Air Content: 6 percent, plus or minus 1.5 percent at point of delivery for 1-inch nominal maximum aggregate size.

2.7 FABRICATING REINFORCEMENT

A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

2.8 CONCRETE MIXING

A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C 94/C 94M, and furnish batch ticket information.
1. When air temperature is between 85 and 90 deg F, reduce mixing and delivery time from 1-1/2 hours to 75 minutes; when air temperature is above 90 deg F, reduce mixing and delivery time to 60 minutes.

PART 3 - EXECUTION

3.1 FORMWORK

A. Design, erect, shore, brace, and maintain formwork according to ACI 301 to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.

B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117.

C. Provide ¾" chamfer of exterior corners and edges of permanently exposed concrete.

3.2 EMBEDDED ITEMS

A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.

B. Place expansion joint material with caulk around all embedded items.

3.3 STEEL REINFORCEMENT

A. General: Comply with CRSI's "Manual of Standard Practice" for placing reinforcement.

3.4 JOINTS

A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.

B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.

3.5 CONCRETE PLACEMENT

A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.

B. Deposit concrete continuously in one layer or in horizontal layers of such thickness that no new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as indicated. Deposit concrete to avoid segregation.
1. Consolidate placed concrete with mechanical vibrating equipment according to ACI 301.

C. Cold-Weather Placement: Comply with ACI 306.1.

D. Hot-Weather Placement: Comply with ACI 301.

3.6 FINISHING FORMED SURFACES

A. Rough-Formed Finish: As-cast concrete texture imparted by form-facing material with tie holes and defects repaired and patched. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
1. Apply to concrete surfaces below finish grade.

B. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defects. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
1. Apply to concrete surfaces above finish grade.
2. Apply rubbed finish to these surfaces.

C. Related Unformed Surfaces: At tops of walls, horizontal offsets, and similar unformed surfaces adjacent to formed surfaces, strike off smooth and finish with a texture matching adjacent formed surfaces. Continue final surface treatment of formed surfaces uniformly across adjacent unformed surfaces, unless otherwise indicated.

3.7 FINISHING FLOORS AND SLABS

A. General: Comply with ACI 302.1R recommendations for screeding, re-straightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.

B. Broom Finish: Apply a broom finish to exterior concrete platforms, steps, and ramps, and elsewhere as indicated.

3.8 CONCRETE PROTECTING AND CURING

A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and ACI 301 for hot-weather protection during curing.

B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.

C. Cure concrete according to ACI 308.1, by one or a combination of the following methods:
1. Moisture Curing: Keep surfaces continuously moist for not less than seven days.
2. Curing and Sealing Compound: Apply uniformly to floors and slabs indicated in a continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Repeat process 24 hours later and apply a second coat. Maintain continuity of coating and repair damage during curing period.

3.9 CONCRETE SURFACE REPAIRS

A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect's approval.

3.10 FIELD QUALITY CONTROL

A. Testing and Inspecting: Owner will engage a qualified independent testing and inspecting agency to perform field tests and inspections and prepare test reports. Contractor will be responsible to coordinate testing with the Owner and their selected testing agency.
1. Testing Services: Tests shall be performed according to ACI 301.
2. Contractor to pull 3 cylinders for every 50 CY of concrete for compression testing. One at 7 days, one at 28 days and a spare.

END OF SECTION 033000

SECTION 034500 - PRECAST ARCHITECTURAL CONCRETE

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:
1. Precast Coping
2. Precast Cap

1.2 REFERENCES

A. American Society for Testing and Materials (ASTM).
1. ASTM C-150
2. ASTM C-33
3. ASTM C-260
4. ASTM C-494
5. ASTM C-128
6. ASTM C-31

B. Precast/Prestressed Concrete Institute (PCI)

C. American Concrete Institute (ACI)
1. ACI-318

1.3 SUBMITTALS

A. Product Data: For each type of product indicated.

B. Design Mixtures: For each precast concrete mixture. Include compressive strength and water-absorption tests.

C. Shop Drawings: Detail fabrication and installation of architectural precast concrete cladding units. Indicate locations, plans, elevations, dimensions, shapes, and cross sections of each unit. Indicate joints, reveals, and extent and location of each surface finish. Details shall show all reinforcing and special hardware required for fastening.

D. Samples: For each type of finish, including color and texture, indicated on exposed surfaces of architectural precast concrete units, approximately 6" x 6" (300 by 300 by 50 mm).

E. Certification
1. Suppliers shall furnish certification attesting that materials meet specification requirements.

1.4 QUALITY ASSURANCE

A. Design Standards: Comply with ACI 318 (ACI 318M) and design recommendations of PCI MNL 120, "PCI Design Handbook - Precast and Prestressed Concrete," applicable to types of architectural precast concrete units indicated.

B. Quality-Control Standard: For manufacturing procedures and testing requirements, quality-control recommendations, and dimensional tolerances for types of units required, comply with PCI MNL 117, "Manual for Quality Control for Plants and Production of Architectural Precast Concrete Products."

C. Manufacturer's Instructions: In addition to specified requirements, comply with precast concrete manufacturer's instructions and recommendations for substrate preparation, material storage, mixing and application, finishing and curing.

D. Qualifications: Precast Concrete Manufacturer and Trade Contractor must have a minimum of 5 years of successful experience on projects of similar magnitude and complexity to the project.

1.5 DELIVERY, STORAGE AND HANDLING

A. Packaging and Shipping: Precast Concrete to be palletized and shrink wrapped, delivered in original unopened packaging with legible manufacturer identification, including size, piece number, quantities, manufacturer date and inspectors initials.

B. Storage and Protection: Precast Concrete to be stored in secure area in original packaging. Protect from damage by other trades.

1.6 WARRANTY

A. Manufacturer and Installer shall warranty installed system for a period of (1) one year from date of final acceptance against failure of workmanship and materials.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Acceptable manufacturers:
1. Wausau Tile, Inc. as represented by SUSTAIN Architectural Representatives 773.528.8230 or Approved Equal.
2. Marcatone as represented by Cassandra Kraft 651.437.7972 or Approved Equal.
3. Architectural Cast Stone 630.377.4800 or Approved Equal.

2.2 REINFORCING MATERIALS

A. Reinforcing Bars: ASTM A 615/A 615M, Grade 60 (Grade 420), deformed.

B. Low-Alloy-Steel Reinforcing Bars: ASTM A 706/A 706M, deformed.

C. Plain-Steel Welded Wire Reinforcement: ASTM A 185, fabricated from steel wire into flat sheets.

D. Deformed-Steel Welded Wire Reinforcement: ASTM A 497/A 497M, flat sheet.

2.3 CONCRETE MATERIALS

A. Portland Cement: ASTM C 150, Type I or Type III, gray, unless otherwise indicated.
1. For surfaces exposed to view in finished structure, mix gray with white cement, of same type, brand, and mill source.

B. Supplementary Cementitious Materials
1. Fly Ash: ASTM C 618, Class C, with maximum loss on ignition of 3 percent.
2. Metakaolin Admixture: ASTM C 618, Class N.
3. Silica Fume Admixture: ASTM C 1240, with optional chemical and physical requirement.
4. Ground Granulated Blast-Furnace Slag: ASTM C 989, Grade 100 or 120.

C. Normal-Weight Aggregates: Except as modified by PCI MNL 117, ASTM C 33, with coarse aggregates complying with Class 5S. Stockpile fine and coarse aggregates for each type of exposed finish from a single source (pit or quarry) for Project.
1. Face-Mixture-Coarse Aggregates: Selected, hard, and durable, free of material that reacts with cement or causes staining; to match selected finish sample.
a. Gradation: Uniformly graded
2. Face-Mixture-Fine Aggregates: Selected, natural or manufactured sand of same material as coarse aggregate, unless otherwise approved by Architect.

D. Coloring Admixture: ASTM C 979, inorganic pigments, resistant to alkalinity, temperature stable, and nonfading.
1. Color to be selected by Landscape Architect from full manufacturer's range.

E. Air-Entraining Admixture: ASTM C 260, certified by manufacturer to be compatible with other required admixtures.

F. Chemical Admixtures: Certified by manufacturer to be compatible with other admixtures and to not contain calcium chloride, or more than 0.15 percent chloride ions or other salts by weight of admixture.

2.4 STEEL CONNECTION MATERIALS

A. Zinc-Coated Finish: For exterior steel items and items indicated for galvanizing, apply zinc coating by hot-dip process according to ASTM A 123/A 123M or ASTM A 153/A 153M.
1. Galvanizing Repair Paint: High-zinc-dust-content paint with dry film containing not less than 94 percent zinc dust by weight, and complying with DOD-P-21035A or SSPC-Paint 20.

2.5 GROUT MATERIALS

A. Nonmetallic, Nonshrink Grout: Premixed, nonmetallic, noncorrosive, nonstaining grout containing selected silica sands, portland cement, shrinkage-compensating agents, plasticizing and water-reducing agents, complying with ASTM C 1107, Grade A for drypack and Grades B and C for flowable grout and of consistency suitable for application within a 30-minute working time.

2.6 CONCRETE MIXTURES

A. Prepare design mixtures for each type of precast concrete required.
1. Limit use of fly ash and silica fume to 20 percent of portland cement by weight; limit metakaolin and silica fume to 10 percent of portland cement by weight.

B. Design mixtures may be prepared by a qualified independent testing agency or by qualified precast plant personnel at architectural precast concrete fabricator's option.

C. Limit water-soluble chloride ions to maximum percentage by weight of cement permitted by ACI 318 (ACI 318M) or PCI MNL 117 when tested according to ASTM C 1218/C 1218M.

D. Normal-Weight Concrete Mixtures: Proportion mixtures by either laboratory trial batch or field test data methods according to ACI 211.1, with materials to be used on Project, to provide normal-weight concrete with the following properties:
1. Compressive Strength (28 Days): 5000 psi (34.5 MPa) minimum.
2. Air Content 6-8%
3. Water-Cement Ratio .45:1

E. Water Absorption: 6 percent by weight or 14 percent by volume, tested according to PCI MNL 117.

F. Add air-entraining admixture at manufacturer's prescribed rate to result in concrete at point of placement having an air content complying with PCI MNL 117.

G. When included in design mixtures, add other admixtures to concrete mixtures according to manufacturer's written instructions.

2.7 FABRICATION

A. Cast-in Anchors, Inserts, Plates, Angles, and Other Anchorage Hardware: Fabricate anchorage hardware with sufficient anchorage and embedment to comply with design requirements. Accurately position for attachment of loose hardware, and secure in place during pre-casting operations. Locate anchorage hardware where it does not affect position of main reinforcement or concrete placement.

B. Furnish loose hardware items including steel plates, clip angles, seat angles, anchors, dowels, cramps, hangers, and other hardware shapes for securing architectural precast concrete units to supporting and adjacent construction.

C. Cast-in reglets, slots, holes, and other accessories in architectural precast concrete units as indicated on the Contract Drawings.

D. Reinforcement: Comply with recommendations in PCI MNL 117 for fabricating, placing, and supporting reinforcement.

E. Reinforce architectural precast concrete units to resist handling, transportation, and erection stresses.

F. Comply with requirements in PCI MNL 117 and requirements in this Section for measuring, mixing, transporting, and placing concrete. After concrete batching, no additional water may be added.

G. Place face mixture to a minimum thickness after consolidation of the greater of 1 inch (25 mm) or 1.5 times the maximum aggregate size, but not less than the minimum reinforcing cover specified.

H. Place concrete in a continuous operation to prevent seams or planes of weakness from forming in precast concrete units.
1. Place backup concrete mixture to ensure bond with face-mixture concrete.

I. Thoroughly consolidate placed concrete by internal and external vibration without dislocating or damaging reinforcement and built-in items, and minimize pour lines, honeycombing, or entrapped air on surfaces. Use equipment and procedures complying with PCI MNL 117.
1. Place self-consolidating concrete without vibration according to PCI TR-6, "Interim Guidelines for the Use of Self-Consolidating Concrete in Precast/Prestressed Concrete Institute Member Plants."

J. Comply with PCI MNL 117 for hot- and cold-weather concrete placement.

K. Identify pickup points of architectural precast concrete units and orientation in structure with permanent markings, complying with markings indicated on Shop Drawings. Imprint or permanently mark casting date on each architectural precast concrete unit on a surface that will not show in finished structure.

L. Cure concrete, according to requirements in PCI MNL 117, by moisture retention without heat or by accelerated heat curing using low-pressure live steam or radiant heat and moisture. Cure units until compressive strength is high enough to ensure that stripping does not have an effect on performance or appearance of final product.

M. Discard and replace architectural precast concrete units that do not comply with requirements, including structural, manufacturing tolerance, and appearance, unless repairs meet requirements in PCI MNL 117 and Architect's approval.

2.8 FABRICATION TOLERANCES

A. Fabricate architectural precast concrete units straight and true to size and shape with exposed edges and corners precise and true so each finished panel complies with PCI MNL 117 product tolerances as well as position tolerances for cast-in items.

B. All units to conform to shop drawings, with a 1/16" tolerance in dimension.

2.9 FINISHES

A. Panel faces shall be free of joint marks, grain, and other obvious defects. Corners, including false joints shall be uniform, straight, and sharp. Finish exposed-face surfaces of architectural precast concrete units to match approved sample and as follows:
1. Sand Smooth Finish: Use continuous mechanical abrasion with fine grit

B. Finished surfaces to match approved control sample.

C. Finish unexposed surfaces of architectural precast concrete units by float finish.

2.10 CAULKS AND SEALANTS

A. Caulk
1. Sikaflex 1A, installed as recommended by manufacturer; Color to match precast and shall be selected by Landscape Architect from Manufacturer's standard colors.

B. Graffiti Control Sealer
1. Sure Klean Blok-Guard Graffiti Control Ultra as manufactured by PROSOCO 800.255.4255 or approved equal.

2.11 SOURCE QUALITY CONTROL

A. Quality-Control Testing: Test and inspect precast concrete according to PCI MNL 117 requirements. If using self-consolidating concrete, also test and inspect according to PCI TR-6, "Interim Guidelines for the Use of Self-Consolidating Concrete in Precast/Prestressed Concrete Institute Member Plants."

B. Owner will employ an independent testing agency to evaluate architectural precast concrete fabricator's quality-control and testing methods.

PART 3 - EXECUTION

3.1 INSPECTION

A. Examine areas to receive precast concrete for the following:
1. Defects in existing work or substrate.
2. Deviation beyond allowable tolerances for the substrate.

B. Start work only when defects have been corrected.

3.2 INSTALLATION

A. Pre-cast Coping
1. Install clips, hangers, bearing pads, pins and other accessories required for connecting architectural precast concrete units to supporting members and backup materials.
2. Provide mortar setting bed as indicated for cap panels.
3. Erect architectural precast concrete level, plumb, and square within specified allowable tolerances. Provide temporary supports and bracing as required to maintain position, stability, and alignment as units are being permanently connected.
a. Maintain horizontal and vertical joint alignment and uniform joint width as erection progresses.
b. Unless otherwise indicated, provide for uniform joint widths of 3/4 inch (19 mm).
4. Install Skalo Stops in all joints per manufacturers recommendations.
5. Connect architectural precast concrete units in position by bolting, welding, grouting, or as otherwise indicated on Shop Drawings. Remove temporary shims, wedges, and spacers as soon as practical after connecting and grouting are completed.
6. Grouting Connections: Grout connections where required or indicated. Retain grout in place until hard enough to support itself. Pack spaces with stiff grout material, tamping until voids are filled to 1/2" below top of . Place grout to finish smooth, level, and plumb with adjacent concrete surfaces. Keep grouted joints damp for not less than 24 hours after initial set. Promptly remove grout material from exposed surfaces before it affects finishes or hardens.
7. Erect architectural precast concrete units level, plumb, square, true, and in alignment without exceeding the noncumulative erection tolerances of PCI MNL 117, Appendix I.

3.3 REPAIRS

A. Repair damaged architectural precast concrete units if permitted by Landscape Architect. The Landscape Architect reserves the right to reject repaired units that do not comply with requirements.

B. Mix patching materials and repair units so cured patches blend with color, texture, and uniformity of adjacent exposed surfaces and show no apparent line of demarcation between original and repaired work, when viewed in typical daylight illumination from a distance of 20 feet (6 m).

C. Prepare and repair damaged galvanized coatings with galvanizing repair paint according to ASTM A 780.

D. Wire brush, clean, and paint damaged prime-painted components with same type of shop primer.

E. Remove and replace damaged architectural precast concrete units when repairs do not comply with requirements.

3.4 CLEANING

A. Clean surfaces of precast concrete units exposed to view.

B. Clean mortar, plaster, fireproofing, weld slag, and other deleterious material from concrete surfaces and adjacent materials immediately.

C. Clean exposed surfaces of precast concrete units after erection and completion of joint treatment to remove weld marks, other markings, dirt, and stains.
1. Perform cleaning procedures, if necessary, according to precast concrete fabricator's recommendations. Clean soiled precast concrete surfaces with detergent and water, using stiff fiber brushes and sponges, and rinse with clean water. Protect other work from staining or damage due to cleaning operations.
2. Do not use cleaning materials or processes that could change the appearance of exposed concrete finishes or damage adjacent materials.

D. Apply Graffiti Control Sealer per manufacturer's recommendations.

END OF SECTION 034500

RVi

PREPARED FOR
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403

CONSULTANTS

CIVIL ENGINEER
SPACE CO, INC.
6575 WEST HIGGINS ROAD, SUITE 700
ROSEMONT, ILLINOIS, 60018
T 847.696.4060
F 847.696.4065

ELECTRICAL ENGINEER
CIORBA GROUP, INC.
8725 W HIGGINS ROAD SUITE 600
CHICAGO, ILLINOIS, 60631
T 773.775.4009

CREST HILL COMMONS PHASE 1

ISSUE FOR BID
20650 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403

PROJECT NO.	26006459
DATE:	08/14/2026
DRAWN:	KRE/CNO
REVIEWED:	LJL/EFH

AUGUST 14, 2026
REVISIONS
NO DATE ISSUE

SPECIFICATIONS

L0.0

ORIGINAL ISSUE

Item D.

SECTION 044300 - STONE MASONRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes the following applications of stone masonry:
1. Stone Veneer
2. Anchored to concrete backdrop.

1.2 RELATED REQUIREMENTS

A. Structural Design: Details on Drawings indicate a design approach for wall fabrication but do not necessarily include all fabricating details required for the complete structural integrity of the signs, including consideration for static, dynamic, and erection loads during handling, erecting, and service at the installed locations, nor do they necessarily consider the preferred shop practices of the individual wall fabricators. Therefore, it shall be the responsibility of the Fabricator to perform the complete structural design of the signs and to incorporate all the reasonable safety factors necessary to protect the Owner and their representatives, against public liability. Designs which survive rational engineering analysis will be acceptable, provided that shop drawings, including structural design, are approved by the Owner. Signs must meet all applicable local, state, and national codes, as well as testing laboratory listings where required. Connection details and structural calculations to be verified by the structural engineer prior to any fabrication. Fabricator to coordinate with Owner on all footings, structural attachments, and penetrations of slabs.

B. The Drawings presented for pricing are not fabrication drawings. The Contractor is expected to provide all details necessary to effectively explain and specify the fabrication process and the expected performance of the installed product. The Contractor must demonstrate through details and specifications their complete understanding of the desired final product and the method/process by which they are producing said product. The Contractor is responsible to field measure prior to submitting. Repackaging the supplied Drawings with new title blocks and delivering as submittals will not be accepted. Although art may be supplied electronically, Contractors must be prepared to create all graphic content from scratch - per instance as requested - to demonstrate and verify the quality and accuracy of the delivered product.

C. The Bid Set Drawings represent the design intent for the walls required for the Project. The fabricator is responsible for the proper engineering of all elements of the Work and where applicable, to include a set of wet stamped, signed engineering calculations by a licensed Structural Engineer. The internal structure, dimensions, and specifications for all items shall be indicated in the shop drawings.

1.3 SUBMITTALS

A. Contractor shall be responsible for securing all permits, including payment of fees, required by the governing municipal offices for installation of the Project.

B. Structural design and calculations for all walls to confirm structural integrity of the designed support. All structural connections will require certification by licensed Engineer.

C. Mockups: Provide a mockup for installation of all stone masonry indicating craftsmanship, color range, arrangement of stones, patterns, finishes, and joining. If accepted, these mockups may be a part of the final product. Provide enough time in the schedule to allow for mockup review and adjustment prior to proceeding.

D. Samples
1. For each stone type indicated, color of mortar, stone accessory and manufactured product.

1.4 PROJECT CONDITIONS

A. Protection of Stone Masonry: During construction, cover tops of walls, projections, and sills with waterproof sheeting at end of each day's work.

B. Cold-Weather Requirements: Do not use frozen materials or materials mixed or coated with ice or frost. Do not build on frozen substrates. Comply with cold-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.
1. Cold-Weather Cleaning: Use liquid cleaning methods only when air temperature is 40 deg F and above and will remain so until masonry has dried.

C. Hot-Weather Requirements: Comply with hot-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.

PART 2 - PRODUCTS

2.1 LIMESTONE

A. Limestone: Comply with ASTM C568, Specifications for dimensions Limestone and following physical characteristics: Wisconsin (Racine Dolomitic) limestone, Grade A. Absorption: ASTM C97, 1.38% maximum. Compressive strength: ASTM C170, 32,000 psi minimum.

B. Stone Veneer:
1. Match stone veneer to Crest Hill City Hall entry columns
2. Manufacturer: Halquist Stone, 262-246-9000 or approved equal
3. Grade/quality: Standard grade free of cracks, seams or starts which may impair its structural integrity or function.

2.2 SPOT MORTAR MATERIALS

A. Masonry cement: ASTM C91, white nonstaining type.

B. Aggregate: ASTM C144, clean masonry sand, 100% passing #16 sieve.
1. White mortar: Natural white sand or ground white sand.

C. Water: Clean, fresh, and potable.

D. Water repellent admixture: Ammonium stearate, aluminum tristearate or calcium stearate.

2.3 STONE MORTAR MIXES

A. Provide water repellent admixture in all mortar used for stone masonry work. Add to mix in accordance with manufacturer's recommendations. Maximum 2% by weight of portland cement content of mortar.

B. Setting mortar: 1-part non-staining masonry cement, 1-part hydrated lime, and 6 parts damp loose sand.

C. Pointing mortar: same as Setting mortar.

D. Grout: 1-part non-staining masonry cement, 1-1/2 part white damp loose sand.

E. Measure and batch materials either by volume or weight. Use accurate measuring devices to ensure uniformity and coloration of mix. Shovel count measurement of sand is not acceptable.

F. Mix cementitious materials and aggregate in a clean mechanical mixer for at least 5 minutes. Add water in amount to provide satisfactory workable consistency of mortar.

2.4 MASONRY CLEANERS

A. Proprietary Acidic Cleaner: Manufacturer's standard-strength cleaner designed for removing mortar and grout stains, efflorescence, and other new construction stains from stone masonry surfaces without discoloring or damaging masonry surfaces; expressly approved for intended use by cleaner manufacturer and stone producer.

2.5 FABRICATION

A. Select stone to produce pieces of thickness, size, and shape indicated, including details on Drawings. Dress joints (bed and vertical) straight and at right angle to face unless otherwise indicated.

B. Finish exposed faces and edges of stone to comply with requirements indicated for finish and to match approved samples and mockups.

PART 3 - EXECUTION

3.1 SETTING OF MANUFACTURED STONE MASONRY, GENERAL

A. Perform necessary field cutting and trimming as stone is set.
1. Use power saws to cut stone that is fabricated with saw-cut surfaces.
2. Use hammer and chisel to split stone that is fabricated with split surfaces.

B. Sort stone before it is placed in wall to remove stone that does not comply with requirements relating to aesthetic effects, physical properties, or fabrication or that is otherwise unsuitable for intended use.

C. Arrange stones in uncoursed random rubble pattern with 1" maximum joint widths and within tolerances indicated. Insert small stones into spaces between larger stones as needed to produce joints as uniform in width as practical.

D. Arrange stones with color and size variations uniformly dispersed for an evenly blended appearance.

E. Maintain uniform joint widths except for variations due to different stone sizes and where minor variations are required to maintain bond alignment if any.

F. Minimize sharp points, corners or edges. Field modification may be necessary.

G. Add spot mortar where needed to ensure wall stability.

3.2 CONSTRUCTION TOLERANCES

A. Variation from Plumb: For vertical lines and surfaces, do not exceed 1/4 inch in 10 feet, 3/8 inch in 20 feet, or 1/2 inch in 40 feet or more. For external corners, expansion joints, control joints, and other conspicuous lines, do not exceed 1/4 inch in 20 feet or 1/2 inch in 40 feet or more.

B. Variation from Level: For bed joints and lines of exposed lintels, sills, parapets, horizontal grooves, and other conspicuous lines, do not exceed 1/4 inch in 20 feet or 1/2 inch in 40 feet or more.

C. Variation of Linear Building Line: For position shown in plan, do not exceed 1/2 inch in 20 feet or 3/4 inch in 40 feet or more.

3.3 POINTING

A. Prepare stone-joint surfaces for pointing with mortar by removing dust and mortar particles. Where setting mortar was removed to depths greater than surrounding areas, apply pointing mortar in layers not more than 3/8-inch-deep until a uniform depth is formed.

B. Point stone joints by placing and compacting pointing mortar in layers not more than 3/8 inch deep. Compact each layer thoroughly and allow to become thumbprint hard before applying next layer.

C. Tool joints, when pointing mortar is thumbprint hard, with a smooth jointing tool to produce the following joint profile:
1. Joint Profile: Concave.

3.4 ADJUSTING AND CLEANING

A. In-Progress Cleaning: Clean stone masonry as work progresses. Remove mortar fins and smears before tooling joints.

B. Final Cleaning: After mortar is thoroughly set and cured, clean stone masonry as follows:
1. Test cleaning methods on mockup; leave one-half of panel uncleaned for comparison purposes.
2. Protect adjacent stone and nonmasonry surfaces from contact with cleaner by covering them with liquid strippable masking agent, polyethylene film, or waterproof masking tape.
3. Wet wall surfaces with water before applying cleaner; remove cleaner promptly by rinsing thoroughly with clear water.
4. Clean stone masonry by bucket and brush hand-cleaning method described in BIA Technical Note No. 20 Revised II, using job-mixed detergent solution.
5. Clean stone masonry with proprietary acidic cleaner applied according to manufacturer's written instructions.

END OF SECTION 044300

SECTION 321313 - CONCRETE PAVING

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes exterior cement concrete pavement for the following:
1. Concrete paving

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.

B. Design Mixtures: For each concrete pavement mixture.

C. Mockup: Provide 4'x4' mockup for each finish type to serve as the basis for all work, to be maintained on site until after construction. Mockup can be part of the finished area.

1.3 QUALITY ASSURANCE

A. Manufacturer Qualifications: Manufacturer of ready-mixed concrete products who complies with ASTM C 94/C 94M requirements for production facilities and equipment.

B. ACI Publications: Comply with ACI 301, "Specification for Structural Concrete," unless modified by requirements in the Contract Documents.

C. Provide 2 year warranty on materials and workmanship.

PART 2 - PRODUCTS

2.1 STEEL REINFORCEMENT

A. Plain-Steel Welded Wire Reinforcement: ASTM A 185, fabricated from as-drawn steel wire into flat sheets.

B. Plain-Steel Reinforcing Bars: ASTM A 615/A 615M, Grade 60; deformed.

C. Plain Steel Wire: ASTM A 82, as drawn.

D. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars, welded wire reinforcement, and dowels in place. Manufacture bar supports according to CRSI's "Manual of Standard Practice."

2.2 CONCRETE MATERIALS

A. Cementitious Material: Use the following cementitious materials, of the same type, brand, and source throughout the Project:
1. Portland Cement: ASTM C 150, Type I, II, gray
a. Fly Ash: ASTM C 618, Class F.
b. Ground Granulated Blast-Furnace Slag: ASTM C 989, Grade 100 or 120.

A. Normal-Weight Aggregates: ASTM C 33, coarse aggregate, uniformly graded. Provide aggregates from a single source.

B. Water: ASTM C 94/C 94M.

C. Air-Entraining Admixture: ASTM C 260.

D. Chemical Admixtures: ASTM C 494/C 494M, of type suitable for application, certified by manufacturer to be compatible with other admixtures and to contain not more than 0.1 percent water-soluble chloride ions by mass of cementitious material.

2.4 CURING MATERIALS

A. Water: Potable.

B. Evaporation Retarder: Waterborne, monomolecular film forming; manufactured for application to fresh concrete.

C. Clear Waterborne Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, dissipating.

D. Concrete will be sealed using a water based silane / siloxane water repellent for color sensitive concrete. Follow manufacturer's recommendations for curing.

2.5 RELATED MATERIALS

A. Expansion- and Isolation-Joint-Filler Strips: 1/2" thick polyethylene, closed cell, expansion joint filler w/ strip cap

B. Joint Sealant / Caulk: Sonneborn, Sonolastic TX 1 or approved equal

2.6 CONCRETE MIXTURES

A. Prepare design mixtures, proportioned according to ACI 301, with the following properties:
1. Compressive Strength (28 Days): 3500 psi.
2. Maximum Water-Cementitious Materials Ratio at Point of Placement: 0.45.
3. Slump Limit: 4 inches, plus or minus 1 inch.
4. Air Content: 5-1/2 percent plus or minus 1.5 percent.

2.7 CONCRETE MIXING

A. Ready-Mixed Concrete: Measure, batch, and mix concrete materials and concrete according to ASTM C 94/C 94M. Furnish batch certificates for each batch discharged and used in the Work.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Proof-roll prepared subbase surface below concrete pavements with heavy pneumatic-tired equipment to identify soft pockets and areas of excess yielding.

3.2 EDGE FORMS AND SCREED CONSTRUCTION

A. Set, brace, and secure edge forms, bulkheads, and intermediate screed guides for pavement to required lines, grades, and elevations. Install forms to allow continuous progress of work and so forms can remain in place at least 24 hours after concrete placement.

B. Clean forms after each use and coat with form-release agent to ensure separation from concrete without damage.

3.3 STEEL REINFORCEMENT

A. General: Comply with CRSI's "Manual of Standard Practice" for fabricating, placing, and supporting reinforcement.

3.4 JOINTS

A. General: Form construction, isolation, and contraction joints and tool edgings true to line with faces perpendicular to surface plane of concrete. Construct transverse joints at right angles to centerline, unless otherwise indicated.

B. Construction Joints: Set construction joints at side and end terminations of pavement and at locations where pavement operations are stopped for more than one-half hour unless pavement terminates at isolation joints.

C. Isolation Joints: Form isolation joints of preformed joint-filler strips abutting concrete curbs, catch basins, manholes, inlets, structures, walks, other fixed objects, and where indicated.

D. Contraction Joints: Form weakened-plane contraction joints, sectioning concrete into areas as indicated. Construct contraction joints for a depth equal to at least one-fourth of the concrete thickness to match jointing of existing adjacent concrete pavement.

E. Edging: Tool edges of pavement, gutters, curbs, and joints in concrete after initial floating with an edging tool to a 1/4-inch radius. Repeat tooling of edges after applying surface finishes. Eliminate tool marks on concrete surfaces.

3.5 CONCRETE PLACEMENT

A. Moisten subbase to provide a uniform dampened condition at time concrete is placed.

B. Comply with ACI 301 requirements for measuring, mixing, transporting, and placing concrete.

C. Deposit and spread concrete in a continuous operation between transverse joints. Do not push or drag concrete into place or use vibrators to move concrete into place.

D. Screed pavement surfaces with a straightedge and strike off.

E. Commence initial floating using bull floats or darbies to impart an open textured and uniform surface plane before excess moisture or bleed water appears on the surface. Do not further disturb concrete surfaces before beginning finishing operations or spreading surface treatments.

3.6 FLOAT FINISHING

A. General: Do not add water to concrete surfaces during finishing operations.

B. Float Finish: Begin the second floating operation when bleed-water sheen has disappeared and concrete surface has stiffened sufficiently to permit operations. Float surface with power-driven floats, or by hand floating if area is small or inaccessible to power units. Finish surfaces to true planes. Cut down high spots and fill low spots. Refloat surface immediately to uniform granular texture.
1. Medium-to-Coarse-Textured Broom Finish: Provide a coarse finish by striating float-finished concrete surface 1/16 to 1/8 inch deep with a stiff-bristled broom, perpendicular to line of traffic.

C. Allow completion of floating and troweling when excess moisture or surface sheen has disappeared, complete surface finishing using mechanical or hand methods.

3.7 CONCRETE PROTECTION AND CURING

A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures.

B. Comply with ACI 306.1 for cold-weather protection.

C. Evaporation Retarder: Apply evaporation retarder to concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.

D. Begin curing after finishing concrete but not before free water has disappeared from concrete surface.

E. Curing Methods: Cure concrete by curing and sealing compound.

3.8 PAVEMENT TOLERANCES

A. Comply with tolerances of ACI 117 and as follows:
1. Elevation: 1/4 inch.
2. Thickness: Plus 3/8 inch, minus 1/4 inch.
3. Surface: Gap below 10-foot-long, unleveled straightedge not to exceed 1/4 inch.
4. Joint Spacing: 3 inches.
5. Contraction Joint Depth: Plus 1/4 inch, no minus.
6. Joint Width: Plus 1/8 inch, no minus.

3.9 REPAIRS AND PROTECTION

A. Remove and replace concrete pavement that is broken, damaged, or defective or that does not comply with requirements in this Section.

B. Protect concrete from damage. Exclude traffic from pavement for at least 14 days after placement.

C. Maintain concrete pavement free of stains, discoloration, dirt, and other foreign material. Sweep concrete pavement not more than two days before date scheduled for Substantial Completion inspections.

3.10 FIELD QUALITY CONTROL

A. Testing and Inspecting: Owner will engage a qualified independent testing and inspecting agency to perform field tests and inspections and prepare test reports.
1. Testing Services: Tests shall be performed according to ACI 301.
2. Contractor to pull 4 cylinders for every 50 CY of concrete for compression testing. One at 7 days, two at 28 days and a spare.

END OF SECTION 321313

SECTION 329200 - TURF AND GRASSES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Turf Grass Seed
2. Turf Grass Sod (Alternate)
3. Topsoil
4. Herbicide
5. Fertilizer
6. Planting Soil Mix

1.2 DEFINITIONS

A. Finish Grade: Elevation of finished surface of planting soil.

B. Manufactured Soil: Soil produced off-site by homogeneously blending mineral soils or sand with stabilized organic soil amendments to produce topsoil or planting soil.

C. Planting Soil: Native or imported topsoil, manufactured topsoil, or surface soil modified to become topsoil; mixed with soil amendments.

D. Subgrade: Surface or elevation of subsoil remaining after completing excavation, or top surface of a fill or backfill immediately beneath planting soil.

E. Subsoil: All soil beneath the topsoil layer of the soil profile and typified by the lack of organic matter and soil organisms.

1.3 SUBMITTALS

A. Product Data: For each type of product indicated.

B. Certification of grass seed.

C. Certification of each seed mixture for turf grass sod.

D. Product certificates.

E. Planting Schedule: Indicating anticipated planting dates for each type of planting.

1.4 QUALITY ASSURANCE

A. Installer's Qualifications: A qualified landscape installer whose work has resulted in successful lawn establishment.
1. Installer's Field Supervision: Require Installer to maintain an experienced full-time supervisor of Project site when planting is in progress.

B. Soil-Testing Laboratory Qualifications: An independent laboratory, recognized by the State Department of Agriculture, with the experience and capability to conduct the testing indicated and that specializes in types of tests to be performed.
1. Topsoil Analysis: As indicate in Division 32 "Exterior Plants"

1.5 DELIVERY, STORAGE, AND HANDLING

A. Planting Restrictions: Plant during one of the following periods. Coordinate planting periods with maintenance periods to provide required maintenance from date of Substantial Completion.
1. Spring Planting: April 15-June 15
2. Fall Planting: August 15-October 15

B. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit.

1.6 LAWN MAINTENANCE

A. Initial Lawn Maintenance Service: Provide full maintenance by skilled employees of landscape Installer. Maintain as required in Part 3. Begin maintenance immediately after each area is planted and continue until acceptable lawn is established, but for not less than the following periods:
1. Seed: 60 days from date of Substantial Completion.
2. Sod: 30 days from date of Substantial Completion

PART 2 - PRODUCTS

2.1 SEED

A. Seed Species: State-certified seed of grass species, as follows:
1. Field of Dreams Gameday Mixture: Available as through Conserv FS, 815.334.5950
a. 70% Kentucky Bluegrass of three varieties or equals (Diva, Appalachian, Gateway, Award, Rockstar, Nuglade, Wild Horse, or Blue Chip Plus)
b. 30% Perennial Ryegrass of two varieties or equals (Top Gunn II, Accent II, Palmer III, Panther H20, or Pennant H20)
1. IDOT Class 2A Salt Tolerant Roadside Mixture: Available as through Conserv FS, 815.334.5950
a. Inferno Tall Fescue or Turfnot II Tall Fescue: 60lbs / acre
b. Perennial Ryegrass: 20 lbs / acre
c. Audubon Red Fescue: 30 lbs / acre
d. Rescue 911 Hard Fescue: 30 lbs / acre
e. Fults Dafans Alkaligrass: 60 lbs / acre

2.2 SEED / PERFORMANCE CRITERIA

A. Mixes shall meet the following criteria, according to the National Turfgrass Evaluation Program
1. Sun/Shade: Sun
2. Traffic: High traffic
3. Water: None after establishment
4. Maintenance: Low Level of Care
5. Overall quality: >5.0 (NTEP)
6. Density: 5.0-9 (dense)
7. Greenup: 5.0-9 (early greenup)
8. Texture: 5.0-9 (fine)
9. Color: 5.0-9 (Dark green)
10. Disease resistance: 5.0-9 (High resistance)
11. Establishment Vigor: 5.0-9 (Vigorous)

2.3 TURFGRASS SOD (ALTERNATE)

A. If sod alternate is elected, sod species shall perform in a similar manner and be submitted for approval prior to ordering.

B. Turfgrass Sod: Certified Number 1 Quality/Premium, including limitations on thatch, weeds, diseases, nematodes, and insects, complying with TPI's "Specifications for Turfgrass Sod Materials" in its "Guideline Specifications to Turfgrass Sodding." Furnish viable sod of uniform density, color, and texture, strongly rooted, and capable of vigorous growth and development when planted.
1. Minimum ½" soil depth.

C. Turfgrass Species: Kentucky Bluegrass
1. HD 2000 Kentucky Bluegrass: Available through Central Sod Farms, Inc., 630.904.1017 or approved equal

2.4 TOPSOIL

A. Topsoil: A naturally occurring loam or silt loam (USDA texture) soil from on-site sources Natural soil shall be a harvested loam or silt loam mineral soil, uniform in color and texture, containing no gray clay and free from grass roots, sod, weeds, rocks or stones greater than 0.75 in. diameter, stiff clay, clods, or any other substance undesirable to plant growth. The soil shall be loose, friable, and of good tilth. The particle size distribution ranges using USDA Particle Size Classes shall be as follows:

Sand	2.00 - 0.05mm	15-50%
Silt	0.05 - 0.002mm	30-70%
Clay	<0.002mm	3-20%

B. Topsoil shall be suitable for ornamental plant growth with pH range of 5.5 to 7, and a minimum of 8 percent organic material content.

C. Segregated Topsoil from on-site sources will be considered acceptable unless otherwise noted.

2.5 HERBICIDES

A. Selective herbicides: EPA registered and approved, of type recommended by manufacturer for application.

2.6 FERTILIZER

A. Superphosphate: Commercial, phosphate mixture, soluble; a minimum of 20 percent available phosphoric acid.

B. Starter Fertilizer: Coarse grade "endoROOTS" granular, 3-3-4 fertilizer as manufactured by Roots Inc, 800.342.6173 or approved equal.

C. Growth Fertilizer: Commercial-grade complete fertilizer of neutral character, consisting of fast- and slow-release nitrogen, 50 percent derived from natural organic sources of urea formaldehyde, phosphorous, and potassium in the following composition:
1. Composition: Country Club 17-0-17 granular fertilizer as manufactured by Lebanon Turf Products or approved equal

D. Maintenance Fertilizer: Granular or pelleted Commercial-grade complete fertilizer of neutral character, consisting of fast- and slow-release nitrogen consisting of 50 percent water-insoluble nitrogen, phosphorus, and potassium in the following composition:
1. Composition: Roots Fine Grade Turf Food, 15-3-8 as manufactured by Roots Inc. 800.342.6173 or approved equal.

2.7 EROSION CONTROL BLANKET

A. Erosion control blanket shall be Curlex NetFree Blanket as manufactured by American Excelsior Company 815.768.5866 or approved equal.
1. Secure in place with E-Staple manufactured by American Excelsior Company or approved equal.

2.8 PLANTING SOIL MIX

A. 12" Depth Planting Soil Mix: Topsoil mixed with the following soil amendments and fertilizers in the following quantities:
1. Ratio of Soil Conditioner to Topsoil by Volume: 1:4.
2. Weight of Commercial Fertilizer per 1000 Sq. Ft.: 5 pounds.
3. Weight of Slow-Release Fertilizer per 1000 Sq. Ft.: 5 pounds.

B. 24" Depth Planting Soil Mix: Provide planter soil consisting of the approximate percentages by volume:
1. 60% Sandy loam mineral soil
2. 20% Coarse washed sand
3. 15% Organic amendment
4. 15% Coarse horticultural-grade perlite

Thoroughly blend components prior to placement. Place soil in lifts and lightly consolidate to establish uniform density without excessive compaction. Provide sufficient additional material to compensate for initial settlement and establish specified finish grades.

PART 3 - EXECUTION

3.1 LAWN PREPARATION

A. Limit lawn subgrade preparation to areas to be planted.

B. Newly Graded Subgrades: Loosen subgrade to a minimum depth of 4 inches. Remove stones larger than 1 inch in any dimension and sticks, roots, rubbish, and other extraneous matter and legally dispose of them off Owner's property.
1. Spread planting soil mix to a depth of 6 inches but not less than required to meet finish grades after light rolling and natural settlement. Do not spread if planting soil or subgrade is frozen, muddy, or excessively wet.

C. Unchanged Subgrades: If lawns are to be planted in areas unaltered or undisturbed by excavating, grading, or surface soil stripping operations, prepare surface soil as follows:
1. Remove existing grass, vegetation, and turf. Do not mix into surface soil.
2. Loosen surface soil to a depth of at least of 6 inches. Apply soil amendments and according to planting soil mix proportions and mix thoroughly into top 6 inches of soil. Till soil to a homogeneous mixture of fine texture.
3. Remove stones larger than 1 inch in any dimension and sticks, roots, trash, and other extraneous matter.
4. Legally dispose of waste material, including grass, vegetation, and turf, off Owner's property.

D. Finish Grading: Grade planting areas to a smooth, uniform surface plane with loose, uniformly fine texture. Grade to within plus or minus 1/2 inch of finish elevation. Roll and rake, remove ridges, and fill depressions to meet finish grades. Limit fine grading to areas that can be planted within 7 days.

E. Apply Starter Fertilizer at 10 lbs / 1000 sf. Work into soil to 1 inch depth.

F. Moisten prepared lawn areas before planting if soil is dry. Water thoroughly and allow surface to dry before planting. Do not create muddy soil.

G. Restore areas if eroded or otherwise disturbed after finish grading and before planting.

3.2 SEEDING

A. Do not broadcast or drop seed when wind velocity exceeds 5 mph. Evenly distribute seed by sowing equal quantities in two directions at right angles to each other.

B. Sow seed at a total rate of 10 lbs /1000 sq. ft.

C. Rake seed lightly into top 1/8 inch of soil, roll lightly, and water with fine spray.

D. Apply erosion control blanket to all areas

E. Protect seeded areas from hot, dry weather or drying winds by applying peat mulch or topsoil within 24 hours after completing seeding operations. Soak areas, scatter mulch uniformly to a depth of 3/16 inch, and roll surface smooth.

F. Install seed under favorable weather conditions unless approved by the Owner's Representative. The conditions of the guarantee apply regardless of the date of installation. The generally accepted times for seeding are
Spring - April 1 to May 31
Fall - August 15 to September 31

3.3 LAWN MAINTENANCE

A. Maintain and establish lawn by watering, fertilizing, weeding, mowing, trimming, replanting, and other operations. Roll, regrade, and replant bare or eroded areas to produce a uniformly smooth lawn. Provide materials and installation the same as those used in the original installation.

B. Watering: Provide and maintain temporary piping, hoses, and lawn-watering equipment to convey water from sources and to keep lawn uniformly moist to a depth of 4 inches.
1. Schedule watering to prevent wilting, puddling, erosion, and displacement of seed or mulch. Lay out temporary watering system to avoid walking over muddy or newly planted areas.
2. Water lawn at a minimum rate of 1 inch per week.

C. Mow lawn as soon as top growth is tall enough to cut. Repeat mowing to maintain specified height without cutting more than 40 percent of grass height. Remove no more than 40 percent of grass-leaf growth in initial or subsequent mowings. Do not delay mowing until grass blades bend over and become matted. Do not mow when grass is wet. Schedule initial and subsequent mowings to maintain the following grass height:
1. Mow grass 1-1/2 to 2 inches high.

D. Lawn Postfertilization: Apply fertilizer after initial mowing and when grass is dry.
1. Use fertilizer that will provide actual nitrogen of at least 5 lb/1000 sq. ft. to lawn area.

3.4 SATISFACTORY LAWNS

A. Satisfactory Seeded Lawn: At end of maintenance period, a healthy, uniform, close stand of grass has been established, free of weeds and surface irregularities, with coverage exceeding 90 percent over any 10 sq. ft. and bare spots not exceeding 5 by 5 inches.

B. Use specified materials to reestablish lawns that do not comply with requirements and continue maintenance until lawns are satisfactory.

3.5 CLEANUP AND PROTECTION

A. Promptly remove soil and debris created by lawn work from paved areas. Clean wheels of vehicles before leaving site to avoid tracking soil onto roads, walks, or other paved areas.

B. Erect barricades and warning signs as required to protect newly planted areas from traffic. Maintain barricades throughout maintenance period and remove after lawn is established.

END OF SECTION 329200

RVi

PREPARED FOR
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403

CONSULTANTS

CIVIL ENGINEER
SPACE CO, INC.
9575 WEST HIGGINS ROAD, SUITE 700
ROSEMONT, ILLINOIS, 60018
T 847.696.4060
F 847.696.4065

ELECTRICAL ENGINEER
CIORBA GROUP, INC.
8725 W HIGGINS ROAD SUITE 600
CHICAGO, ILLINOIS, 60631
T 773.775.4009

CREST HILL COMMONS PHASE 1

ISSUE FOR BID
20650 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403

PROJECT NO:	26005459
DATE:	08/14/2026
DRAWN:	KRE/CNO
REVIEWED:	LJ/EFH

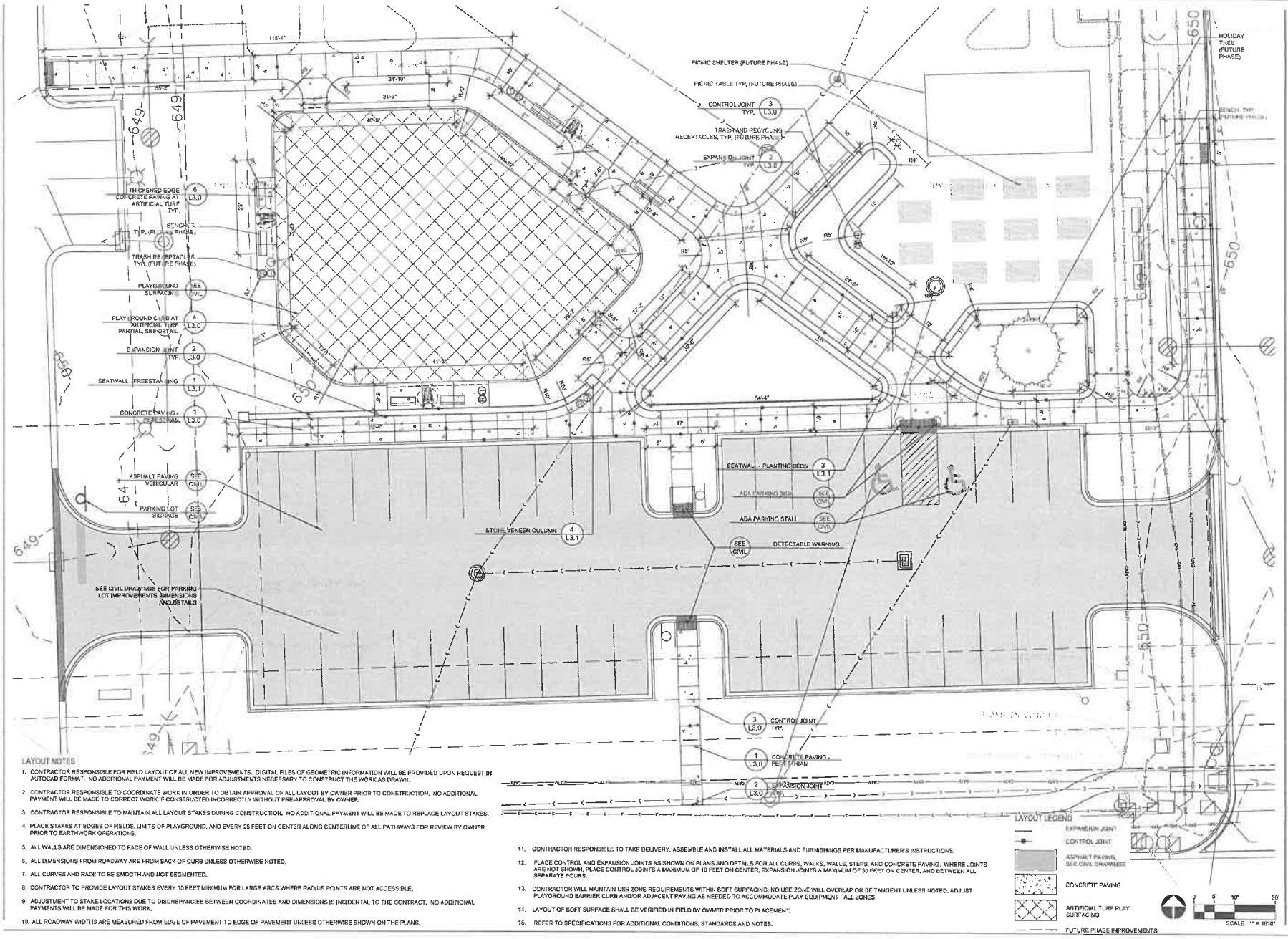
AUGUST 14, 2026
REVISIONS:
NO DATE ISSUE

SPECIFICATIONS

L0.1

ORIGINAL ISSUE

Item D.



LAYOUT NOTES

1. CONTRACTOR RESPONSIBLE FOR FIELD LAYOUT OF ALL NEW IMPROVEMENTS. DIGITAL FILES OF GEOMETRIC INFORMATION WILL BE PROVIDED UPON REQUEST IN AUTOCAD FORMAT. NO ADDITIONAL PAYMENT WILL BE MADE FOR ADJUSTMENTS NECESSARY TO CONSTRUCT THE WORK AS DRAWN.
2. CONTRACTOR RESPONSIBLE TO COORDINATE WORK IN ORDER TO OBTAIN APPROVAL OF ALL LAYOUT BY OWNER PRIOR TO CONSTRUCTION. NO ADDITIONAL PAYMENT WILL BE MADE TO CORRECT WORK IF CONSTRUCTED INCORRECTLY WITHOUT PRE-APPROVAL BY OWNER.
3. CONTRACTOR RESPONSIBLE TO MAINTAIN ALL LAYOUT STAKES DURING CONSTRUCTION. NO ADDITIONAL PAYMENT WILL BE MADE TO REPLACE LAYOUT STAKES.
4. PLACE STAKES AT EDGES OF FIELDS, LIMITS OF PLAYGROUND, AND EVERY 25 FEET ON CENTER ALONG CENTERLINE OF ALL PATHWAYS FOR REVIEW BY OWNER PRIOR TO EARTHWORK OPERATIONS.
5. ALL WALLS ARE DIMENSIONED TO FACE OF WALL UNLESS OTHERWISE NOTED.
6. ALL DIMENSIONS FROM ROADWAY ARE FROM BACK OF CURB UNLESS OTHERWISE NOTED.
7. ALL CURVES AND RADII TO BE SMOOTH AND NOT SEGMENTED.
8. CONTRACTOR TO PROVIDE LAYOUT STAKES EVERY 10 FEET MINIMUM FOR LARGE ARCS WHERE RADIUS POINTS ARE NOT ACCESSIBLE.
9. ADJUSTMENT TO STAKE LOCATIONS DUE TO DISCREPANCIES BETWEEN COORDINATES AND DIMENSIONS IS INCIDENTAL TO THE CONTRACT. NO ADDITIONAL PAYMENTS WILL BE MADE FOR THIS WORK.
10. ALL ROADWAY WIDTHS ARE MEASURED FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT UNLESS OTHERWISE SHOWN ON THE PLANS.
11. CONTRACTOR RESPONSIBLE TO TAKE DELIVERY, ASSEMBLE AND INSTALL ALL MATERIALS AND FURNISHINGS PER MANUFACTURER'S INSTRUCTIONS.
12. PLACE CONTROL AND EXPANSION JOINTS AS SHOWN ON PLANS AND DETAILS FOR ALL CURBS, WALKS, WALLS, STEPS, AND CONCRETE PAVING. WHERE JOINTS ARE NOT SHOWN, PLACE CONTROL JOINTS A MAXIMUM OF 10 FEET ON CENTER, EXPANSION JOINTS A MAXIMUM OF 30 FEET ON CENTER, AND BETWEEN ALL SEPARATE POURS.
13. CONTRACTOR WILL MAINTAIN USE ZONE REQUIREMENTS WITHIN SOFT SURFACING; NO USE ZONE WILL OVERLAP OR BE TANGENT UNLESS NOTED. ADJUST PLAYGROUND BARRIER CURB AND/OR ADJACENT PAVING AS NEEDED TO ACCOMMODATE PLAY EQUIPMENT FALL ZONES.
14. LAYOUT OF SOFT SURFACE SHALL BE VERIFIED IN FIELD BY OWNER PRIOR TO PLACEMENT.
15. REFER TO SPECIFICATIONS FOR ADDITIONAL CONDITIONS, STANDARDS AND NOTES.

RVi

PREPARED FOR
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403

CONSULTANTS

CIVIL ENGINEER
SPACE CO, INC.
9575 WEST HIGGINS ROAD,
SUITE 700
ROSEMONT, ILLINOIS, 60018
T 847.696.4060
F 847.696.4065

ELECTRICAL ENGINEER
CIORBA GROUP, INC.
9725 W HIGGINS ROAD
SUITE 600
CHICAGO, ILLINOIS, 60631
T 773.775.4006

CREST HILL COMMONS PHASE 1

ISSUE FOR BID
20650 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403

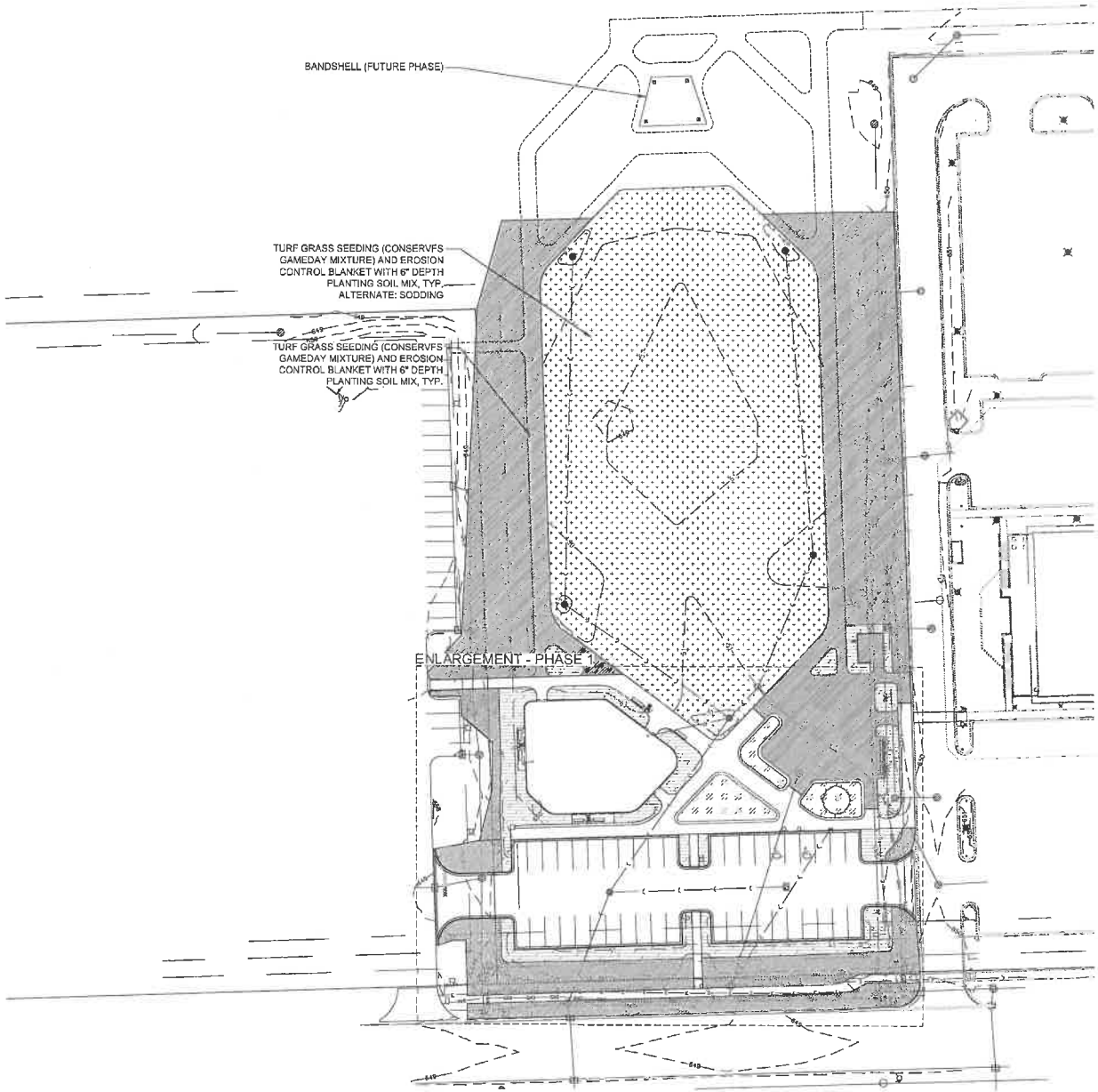
PROJECT NO	26009459
DATE	08/14/2026
DRAWN	KRE/CNO
REVIEWED	LJU/EFH

NO.	DATE	ISSUE

LAYOUT AND MATERIALS PLAN - PHASE 1

L1.0

ORIGINAL ISSUE



PLANTING NOTES

1. Seed/Sod limit line is approximate. Seed/Sod to limits of grading and disturbance. Contractor responsible for restoration of any unauthorized disruption outside of designated construction area.
2. Contractor responsible for erosion control in all seeded/sodded areas.
3. Bedlines are to be spade cut to a minimum depth of 3 inches unless otherwise shown on the plans. Curved bedlines are to be smooth and not segmented.
4. Do not locate plants within 10' of utility structures, or within 5' horizontally of underground utility lines unless otherwise shown on the plans. Consult with Landscape Architect if these conditions exist.
5. FOR UNIT PRICE CONTRACTS. Payments will be made based on actual quantities installed as measured in place by the Owners Representative.
6. Refer to specifications for additional conditions, standards and notes.

PLANTING LEGEND

- Erosion control blanket with 24" depth planting soil mix, typ.
- Erosion control blanket with 12" depth planting soil mix, typ.
- Salt tolerant roadside seeding and erosion control blanket with 6" depth planting soil mix, typ.
- Turf grass seeding and erosion control blanket with 6" depth planting soil mix, typ.
- Turf grass seeding (ConservFS Gameday mixture) and erosion control blanket with 6" depth planting soil mix, typ. ALTERNATE: Sodding
- Future Phase Improvements

TURF SEED MIXES

Mix	Seed Type	% by count
Field of Dreams Gameday Mixture		
Kentucky Bluegrass (70% of 3 varieties)		70.00%
	Diva	
	Appalachian	
	Gateway	
	Award	
	Rockstar	
	Hughlade	
	Wild Horse	
	Blue Chip Plus	
Perennial Ryegrass (30% of 2 varieties)		30.00%
	Tom Gunn II	
	Assent II	
	Palmer III	
	Panther H2O	
	Pennant H2O	
	Total	100.00%
IDOT Class 2A Salt Tolerant Roadside Mixture		
	Inferno Tall Fescue	30.00%
	Perennial Ryegrass	10.00%
	Audubon Red Fescue	15.00%
	Rescue 911 Hard Fescue	15.00%
	Tufts Dissons Alkaligrass	30.00%
	Total	100.00%

See Sheet L0.1 Specifications for product information and installation.

0 15' 30' 60'
SCALE: 1" = 30'-0"

RVi

PREPARED FOR
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403

CONSULTANTS

CIVIL ENGINEER
SPACE CO, INC.
9575 WEST HIGGINS ROAD,
SUITE 700
ROSEMONT, ILLINOIS, 60018
T 847.696.4060
F 847.696.4066

ELECTRICAL ENGINEER
CIORBA GROUP, INC.
8725 W HIGGINS ROAD
SUITE 600
CHICAGO, ILLINOIS, 60631
T 773.775.4059

CREST HILL COMMONS PHASE 1

ISSUE FOR BID
20650 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403

PROJECT NO: 26005459
DATE: 08/14/2026
DRAWN: KRE/CNO
REVIEWED: LJL/EPH

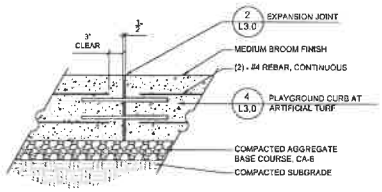
AUGUST 14, 2026
REVISIONS
NO. DATE ISSUE

PLANTING PLAN

L2.0

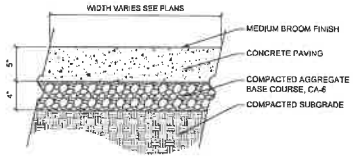
ORIGINAL ISSUE

FINAL ISSUE
RVi
PREPARED FOR
CITY OF CREST HILL
20690 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403
CONSULTANTS
CIVIL ENGINEER
SPACE CO, INC.
9575 WEST HIGGINS ROAD,
SUITE 515
ROSEMONT, ILLINOIS, 60018
T 847.696.4590
F 847.696.4595
ELECTRICAL ENGINEER
CORBA GROUP, INC.
8753 W HIGGINS ROAD
SUITE 660
CHICAGO, ILLINOIS, 60631
T 773.774.4008
CREST HILL COMMONS PHASE 1
ISSUE FOR BID
20650 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403
PROJECT NO: 20006459
DATE: 08/14/2026
DRAWN: KRE/CNO
REVIEWED: LAJ/EPH
AUGUST 14, 2026
REVISIONS
NO DATE ISSUE
PLANTING PLAN - PHASE 1 ENLARGEMENT
L2.1
SCALE: 1" = 60'
PLANTING NOTES
1. Seed/Sod lines are approximate. Seed/Sod to limits of grading and disturbance. Contractor responsible for restoration of all areas disturbed by construction outside of designated construction area.
2. Contractor responsible for erosion control in all seeded/sodded areas.
3. Mulch in areas not to be seeded or sodded shall be placed to a minimum depth of 3 inches and as otherwise shown on the plans. Curved beds are to be smooth and not segmented.
4. Do not locate plants within 10' of utility transformers, electrical boxes, or underground utility lines unless otherwise shown on the plans. Consult with Landscape Architect if these conditions exist.
5. FOR UNIT PRICE CONTRACTS: Payments will be made based on actual quantities installed as measured in place by the Owner's Representative.
6. Refer to specifications for additional conditions, standards and details.
PLANTING LEGEND
Erosion control blanket with 12" depth planting soil mix, typ.
Erosion control blanket with 12" depth planting soil mix, typ.
Sod tolerant roadside seeding and erosion control blanket with 6" depth planting soil mix, typ.
Turf grass seeding (conserv/9 Gameday mixture) and erosion control blanket with 6" depth planting soil mix, typ.
Turf grass seeding (Conserv/9 Gameday mixture) and erosion control blanket with 6" depth planting soil mix, typ. ALTERNATE: Sodding
EROSION CONTROL BLANKET WITH 12" DEPTH PLANTING SOIL MIX, TYP.
TURF GRASS SEEDING (CONSERV/9 GAMEDAY MIXTURE) AND EROSION CONTROL BLANKET WITH 6" DEPTH PLANTING SOIL MIX, TYP. ALTERNATE: SODDING
SALT TOLERANT ROADSIDE SEEDING (IDOT CLASS 2A MIXTURE) AND EROSION CONTROL BLANKET WITH 6" DEPTH PLANTING SOIL MIX, TYP.
SPADE EDGE
L3.0
649
650
651

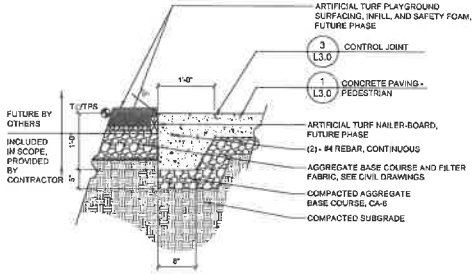


NOTE:
PLACE EXPANSION JOINTS 30' O.C. UNLESS OTHERWISE NOTED.

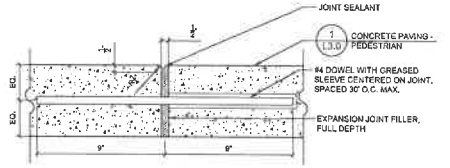
5 EXPANSION JOINT AT PLAYGROUND CURB
1" = 1'-0"



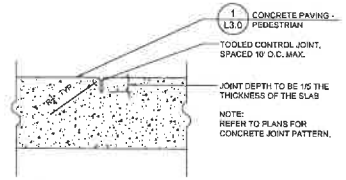
1 CONCRETE PAVING - PEDESTRIAN
1 1/2" = 1'-0"



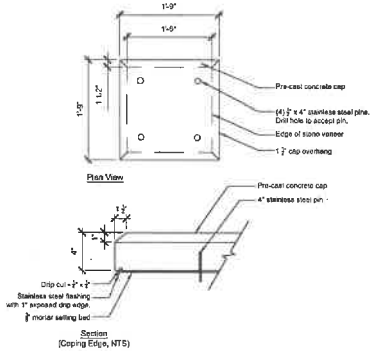
6 THICKENED EDGE CONCRETE PAVING AT ARTIFICIAL TURF
1" = 1'-0"



2 EXPANSION JOINT
3" = 1'-0"

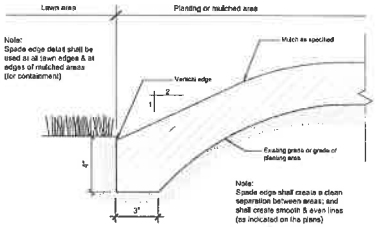


3 CONTROL JOINT
3" = 1'-0"

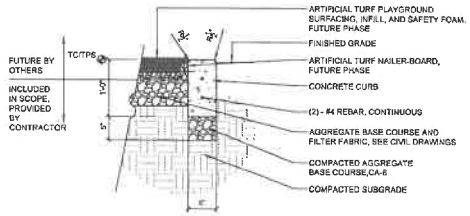


9 PRECAST CAP - COLUMN
1" = 1'-0"

P-MN-LOC-CHES-65



7 SPADE EDGE
3" = 1'-0"



4 PLAYGROUND CURB AT ARTIFICIAL TURF
1" = 1'-0"

RVi

PREPARED FOR
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403

CONSULTANTS

CIVIL ENGINEER
SPACE CO, INC.
9575 WEST HIGGINS ROAD,
SUITE 700
ROSEMONT, ILLINOIS, 60018
T 847.696.4060
F 847.696.4065

ELECTRICAL ENGINEER
CIORDIA GROUP, INC.
8725 W HIGGINS ROAD
SUITE 600
CHICAGO, ILLINOIS, 60631
T 773.775.4008

CREST HILL COMMONS PHASE 1

ISSUE FOR BID
20650 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403

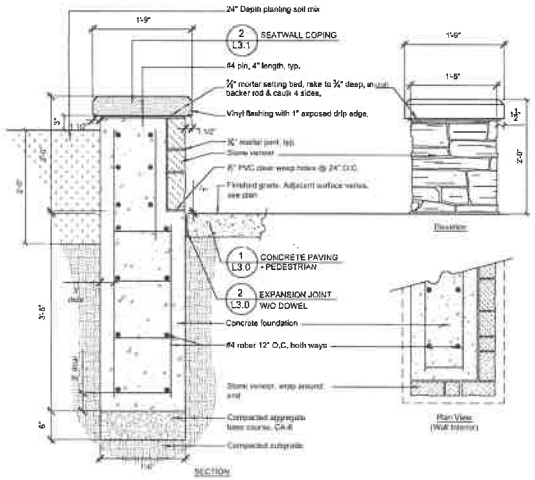
PROJECT NO: 26006459
DATE: 08/14/2026
DRAWN: KREJCNO
REVIEWED: LAL/EFH

AUGUST 14, 2026
REVISIONS:
NO. DATE ISSUE

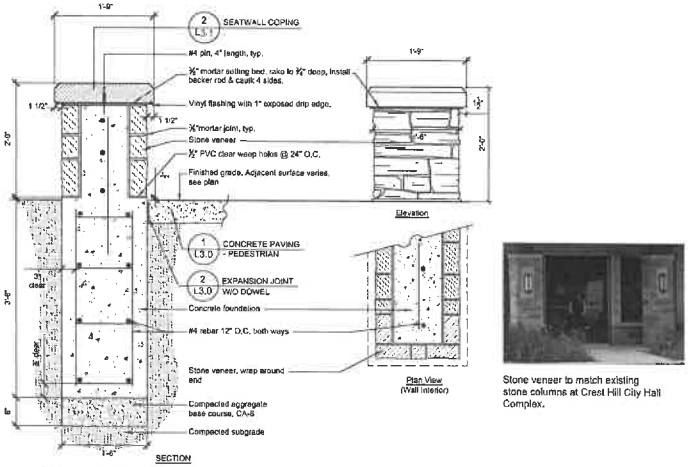
DETAILS

L3.0

ORIGINAL ISSUE

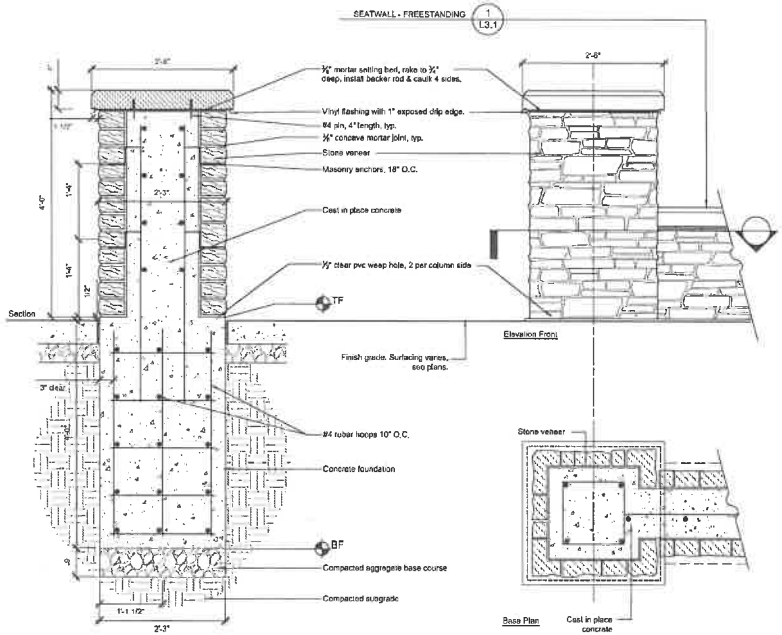


3 SEATWALL - PLANTING BEDS

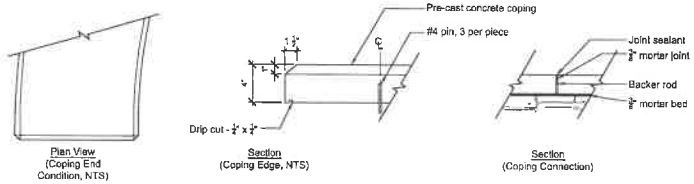


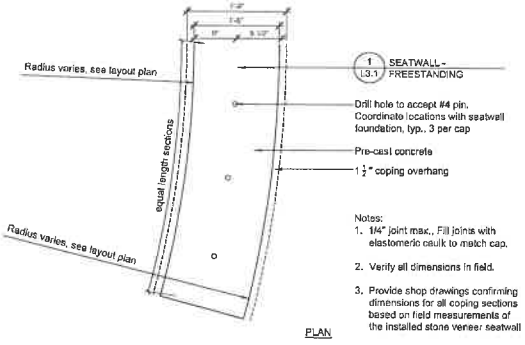
Stone veneer to match existing stone columns at Crest Hill City Hall Complex.

1 SEATWALL - FREESTANDING



4 STONE VENEER COLUMN





Notes:
1. 1/4" joint max., Fill joints with elastomeric caulk to match cap.
2. Verify all dimensions in field.
3. Provide shop drawings confirming dimensions for all coping sections based on field measurements of the installed stone veneer seatwall

2 SEATWALL COPING

RVi

PREPARED FOR
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD,
CREST HILL, ILLINOIS, 60403

CONSULTANTS

CIVIL ENGINEER
SPACE CO, INC.
9575 WEST HIGGINS ROAD, SUITE 700
ROSEMONT, ILLINOIS, 60018
T 847.696.4060
F 847.696.4065

ELECTRICAL ENGINEER
CIORBA GROUP, INC.
8725 W HIGGINS ROAD
SUITE 600
CHICAGO, ILLINOIS, 60631
T 773.775.4009

CREST HILL COMMONS PHASE 1

ISSUE FOR BID
20650 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS, 60403

PROJECT NO:	26006459
DATE:	08/14/2026
DRAWN:	KRE/CNO
REVIEWED:	LAL/EFH

AUGUST 14, 2026
REVISIONS.
NO. DATE ISSUE

DETAILS

L3.1

ORIGINAL ISSUE

PREVAILING WAGES

Will County Prevailing Wage Rates posted on 7/15/2026

						Overtime										
Trade Title	Rg	Type	C	Base	Foreman	M-F	Sa	Su	Hol	H/W	Pension	Vac	Trng	Other Ins	Add OT 1.5x owed	Add OT 2.0x owed
ASBESTOS ABT-GEN	All	ALL		53.00	54.00	1.5	1.5	2.0	2.0	19.86	18.34	0.00	0.91		0.00	0.00
ASBESTOS ABT-MEC	All	BLD		43.52	47.00	1.5	1.5	2.0	2.0	17.84	16.75	0.00	1.01		3.42	6.84
BOILERMAKER	All	BLD		62.06	67.64	2.0	2.0	2.0	2.0	7.07	27.81	0.00	3.69	2.72	0.00	40.50
BRICK MASON	All	BLD		54.81	60.29	1.5	1.5	2.0	2.0	14.74	25.51	0.00	1.59	0.00	13.05	17.40
CARPENTER	All	ALL		58.51	64.36	2.0	2.0	2.0	2.0	14.49	31.73	2.56	1.04		0.00	0.00
CEMENT MASON	All	ALL		48.85	50.85	2.0	1.5	2.0	2.0	13.37	33.80	0.00	0.80	0.00	0.00	0.00
CERAMIC TILE FINISHER	All	BLD		51.09	51.09	1.5	1.5	2.0	2.0	14.00	18.32	0.00	1.41	0.00	17.32	23.08
CERAMIC TILE LAYER	All	BLD		59.44	64.44	1.5	1.5	2.0	2.0	14.00	22.43	0.00	1.54	0.00	23.67	31.56
COMMUNICATION TECHNICIAN	All	BLD		48.00	52.80	1.5	1.5	2.0	2.0	18.59	19.52	0.00	0.78	2.42	0.00	0.00
CONCRETE SPECIALIST	All	BLD		53.56	60.18	1.5	1.5	2.0	2.0	14.74	26.81	0.00	1.59	0.00	15.00	20.00
CONCRETE SPECIALIST WELDER	All	BLD		56.24	60.18	1.5	1.5	2.0	2.0	14.74	26.81	0.00	1.59	0.00	15.00	20.00
ELECTRIC PWR EQMT OP	All	ALL		67.18	73.73	1.5	1.5	2.0	2.0	12.99	23.34	0.00	3.69	0.00	0.00	0.00
ELECTRIC PWR GRNDMAN	All	ALL		52.40	73.73	1.5	1.5	2.0	2.0	10.13	18.20	0.00	2.87	0.00	0.00	0.00
ELECTRIC PWR LINEMAN	All	ALL		67.18	73.73	1.5	1.5	2.0	2.0	12.99	23.34	0.00	3.69	0.00	0.00	0.00
ELECTRICIAN	All	BLD		61.00	66.49	1.5	1.5	2.0	2.0	18.98	23.33	0.00	1.45	5.50	0.00	0.00
ELEVATOR CONSTRUCTOR	All	BLD		73.65	82.86	2.0	2.0	2.0	2.0	16.37	21.76	5.89	0.80		0.00	0.00
GLAZIER	All	BLD		55.35	56.85	1.5	2.0	2.0	2.0	16.54	27.36	0.00	2.35	0.00	0.00	0.00
HEAT/FROST INSULATOR	All	BLD		58.02	61.50	1.5	1.5	2.0	2.0	17.84	20.05	0.00	1.01		5.07	10.14
IRON WORKER	All	ALL		54.50	59.95	2.0	2.0	2.0	2.0	15.16	31.82	0.00	1.35	0.00	0.00	0.00
LABORER	All	ALL		53.00	53.75	1.5	1.5	2.0	2.0	19.86	18.34	0.00	0.91		0.00	0.00
LATHER	All	ALL		58.51	64.36	2.0	2.0	2.0	2.0	14.49	31.73	2.56	1.04		0.00	0.00
MACHINIST	All	BLD		61.89	65.89	1.5	1.5	2.0	2.0	14.43	9.95	1.85	1.47		0.00	0.00
MARBLE FINISHER	All	ALL		41.74	56.44	1.5	1.5	2.0	2.0	14.74	22.81	0.00	1.01	0.00	9.00	12.00
MARBLE SETTER	All	BLD		53.75	59.13	1.5	1.5	2.0	2.0	14.74	24.78	0.00	1.27	0.00	11.96	15.94
MATERIAL TESTER I	All	ALL		43.00		1.5	1.5	2.0	2.0	19.86	18.34	0.00	0.91		0.00	0.00
MATERIALS TESTER II	All	ALL		48.00		1.5	1.5	2.0	2.0	19.86	18.34	0.00	0.91		0.00	0.00

Will County Prevailing Wage Rates posted on 7/15/2026

MILLWRIGHT	All	ALL		58.51	64.36	2.0	2.0	2.0	2.0	14.49	31.73	2.56	1.04		0.00	0.00
OPERATING ENGINEER	All	BLD	1	68.80	72.80	2.0	2.0	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	2	67.50	72.80	2.0	2.0	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	3	64.95	72.80	2.0	2.0	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	4	63.20	72.80	2.0	2.0	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	5	72.55	72.80	2.0	2.0	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	6	69.80	72.80	2.0	2.0	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	7	71.80	72.80	2.0	2.0	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	FLT	1	78.55	78.55	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.90	0.00	0.00	0.00
OPERATING ENGINEER	All	FLT	2	77.05	78.55	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.90		0.00	0.00
OPERATING ENGINEER	All	FLT	3	72.55	78.55	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.90	0.00	0.00	0.00
OPERATING ENGINEER	All	FLT	4	68.05	78.55	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.90	0.00	0.00	0.00
OPERATING ENGINEER	All	FLT	5	80.05	78.55	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.90	0.00	0.00	0.00
OPERATING ENGINEER	All	FLT	6	68.05	78.55	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.90	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	1	67.00	71.00	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	2	66.45	71.00	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	3	64.40	71.00	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	4	63.00	71.00	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	5	61.80	71.00	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	6	70.00	71.00	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	7	68.00	71.00	1.5	1.5	2.0	2.0	25.95	22.30	2.00	2.80	0.00	0.00	0.00
PAINTER	All	ALL		56.30	63.34	1.5	1.5	1.5	2.0	16.86	18.24	0.00	1.86	0.00	0.00	0.00
PAINTER - SIGNS	All	BLD		48.16	54.11	1.5	1.5	2.0	2.0	8.20	16.81	0.00	0.00	0.00	0.00	0.00
PILEDRIVER	All	ALL		58.51	64.36	2.0	2.0	2.0	2.0	14.49	31.73	2.56	1.04		0.00	0.00
PIPEFITTER	All	BLD		59.50	62.50	1.5	1.5	2.0	2.0	16.00	23.85	0.00	2.87	0.00	0.00	0.00
PLASTERER	All	BLD		54.98	58.28	1.5	1.5	2.0	2.0	18.50	22.10	0.00	1.25		0.00	0.00
PLUMBER	All	BLD		62.00	65.70	1.5	1.5	2.0	2.0	20.85	18.00	0.00	2.17		0.00	0.00
ROOFER	All	BLD		53.75	58.75	1.5	1.5	2.0	2.0	12.95	18.19	0.00	1.14	0.00	0.00	0.00
SHEETMETAL WORKER	All	BLD		60.89	65.76	1.5	1.5	2.0	2.0	18.91	19.90	0.00	1.82	2.72	0.00	0.00
SPRINKLER FITTER	All	BLD		63.20	65.95	1.5	1.5	2.0	2.0	15.45	19.95	0.00	1.15	0.00	0.00	0.00

Will County Prevailing Wage Rates posted on 7/15/2026

STONE MASON	All	BLD		54.81	60.29	1.5	1.5	2.0	2.0	14.74	25.51	0.00	1.59	0.00	13.05	17.40
SURVEY WORKER	All	BLD		60.00	61.00	1.5	1.5	2.0	2.0	20.50	14.95	0.00	1.59		0.00	0.00
SURVEY WORKER	All	HWY		60.00	61.00	2.0	2.0	1.5	1.5	20.50	14.95	0.00	1.59		0.00	0.00
TERRAZZO FINISHER	All	BLD		53.44	53.44	1.5	1.5	2.0	2.0	14.00	19.59	0.00	1.14	0.00	13.89	18.52
TERRAZZO MECHANIC	All	BLD		57.35	60.85	1.5	1.5	2.0	2.0	14.00	20.97	0.00	1.50	0.00	14.63	19.50
TRAFFIC SAFETY WORKER I	All	HWY		44.65	46.65	1.5	1.5	2.0	2.0	11.00	10.33	0.00	1.05	0.00	0.00	0.00
TRAFFIC SAFETY WORKER II	ALL	HWY		45.65	47.65	1.5	1.5	2.0	2.0	11.00	10.33	0.00	1.05	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	1	50.74	51.29	1.5	1.5	2.0	2.0	12.65	14.90	0.00	0.35	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	2	50.89	51.29	1.5	1.5	2.0	2.0	12.65	14.90	0.00	0.35	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	3	51.09	51.29	1.5	1.5	2.0	2.0	12.65	14.90	0.00	0.35	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	4	51.29	51.29	1.5	1.5	2.0	2.0	12.65	14.90	0.00	0.35	0.00	0.00	0.00
TUCKPOINTER	All	BLD		53.53	54.53	1.5	1.5	2.0	2.0	12.05	23.73	0.00	1.48	0.00	0.00	0.00

Legend

Rg Region
Type Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers
C Class
Base Base Wage Rate
OT M-F Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.
OT Sa Overtime pay required for every hour worked on Saturdays
OT Su Overtime pay required for every hour worked on Sundays
OT Hol Overtime pay required for every hour worked on Holidays
H/W Health/Welfare benefit
Vac Vacation
Trng Training
Other Ins Employer hourly cost for any other type(s) of insurance provided for benefit of worker.

Explanations WILL COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Will County Prevailing Wage Rates posted on 7/15/2026

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice, sound and vision production and reproduction, telephone and telephone interconnect, facsimile, equipment and appliances used for domestic, commercial, educational and entertainment purposes, pulling of wire through conduit but not the installation of conduit.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of

interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under: Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small

Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

SURVEY WORKER

Operates survey equipment (such as levels, transits, data collectors, GPS and robotic total stations) for the purpose of performing construction layout and/or grade checking.

SURVEY FOREMAN

Operates survey equipment (such as levels, transits, data collectors, GPS and robotic total stations) for the purpose of performing construction layout and/or grade checking; oversees survey crew operations; and/or coordinates work of survey crews.

TRAFFIC SAFETY Worker I

Traffic Safety Worker I - work associated with the delivery, installation, pick-up and servicing of safety devices during periods of roadway construction, including such work as set-up and maintenance of barricades, barrier wall reflectors, drums, cones, delineators, signs, crash attenuators, glare screen and other such items, and the layout and application or removal of conflicting and/or temporary roadway markings utilized to control traffic in construction zones, as well as flagging for these operations.

TRAFFIC SAFETY WORKER II

Work associated with the installation and removal of permanent pavement markings and/or pavement markers including both installations performed by hand and installations performed by truck.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yeards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

Raymond R. Soliman
Mayor

Christine Vershay-Hall
Clerk

Jamie Malloy
Treasurer

Ward 1
Scott Dyke
Angelo Deserio

Ward 2
Claudia Gazal
Darrell Jefferson

Ward 3
Tina Oberlin
Mark Cipiti

Ward 4
Nate Albert
Joe Kubal

Blaine
City Administrator

Crest Hill
CITY OF NEIGHBORS

September 22, 2026

Austin Tyler Construction Inc.
700 South Rowell Avenue
Joliet, Illinois 60433

RE: City of Crest Hill
Crest Hill Commons, Phase 1
Notice of Award

You are here notified that your bid dated September 11, 2026, for the above referenced project has been considered and you are the apparent Successful Bidder and have been awarded the Contract by the City of Crest Hill, City Council at their September 21, 2026, council meeting. The approved contract amount for this Improvement is $1,743,026.97

Attached to this letter are three contracts to be executed and returned to the City Engineer within Fifteen (15) days after date of the notice of award of the Contract. Deliver with the with the executed Contract Documents and Contract security (Bonds) as specified.

Failure to comply with these conditions within the time specified will entitle CITY to consider your Bid in default, to annul this Notice of Award and to declare your Bid security forfeited.

Should there be any questions on this matter, please feel free to call or email me at your convenience.

Very Truly Yours,

Ronald J Wiedeman, P.E.
City Engineer

Encl:
CC: File

CITY OF CREST HILL
1610 Plainfield Road
Crest Hill, IL 60403
815-741-5100
cityofcresthill.com

City Council Memo

Crest Hill, IL

Meeting Date: October 5, 2026

Submitter: Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director

Department: Community Development

Agenda Item: Approval of an Ordinance approving application of Kurt Fife - Extreme 2017 LLC for Preliminary and Final Plat of Subdivision, Rezoning 1618-1620 N Broadway St. from B-2 (General Business District) to B-3 (Business Service District), a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and a Variation Request from the Crest Hill Zoning Ordinance with Respect to Real Property Located at 1618-1626 N Broadway Street in Crest Hill, Illinois

Summary:
Kurt Fife - Extreme 2017 LLC (the Applicant) is the owner of Reasonable Tree Experts and the Subject Property located at 1618-1626 N Broadway Street, Crest Hill. The Applicant is proposing to operate a landscaping contractor-based business on the property that will include outdoor storage and an above-ground fuel tank for fueling the business vehicles on site. The applicant is proposing to redevelop the property and improve it to more closely meet the city's current standards for development and meet screening and landscaping requirements. Reasonable Tree Experts was founded in 1976, and the business specificizes in difficult tree removal, tree trimming, stump grinding and removal, consultation, and lot clearing for municipalities residential and commercial properties with certified arborists. The proposal includes Preliminary and Final Plat of Subdivision to consolidate five (5) parcels into one (1) parcel and dedicate utility and sidewalk easement; rezone 1618-1620 N Broadway St from B-2 to B-3; Special Use for a Contractor-Based Business known as Reasonable Tree Experts; and a Variation request from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to decrease the required front yard setback for a drive aisle adjacent to an existing building. The existing legal non-confirming physical attributes of the Subject Property will remain unchanged. Additionally, the applicant will discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, and will install sidewalk and landscaping improvements along Broadway Street as part of this project.

Overall, the proposed Contractor-Based Business for the commercially zoned Subject Property is consistent with other existing automotive and commercial activities on the Broadway Street commercial corridor. The proposed Special Use permitted by the proposed rezoning is appropriate for a Contractor-Based Business, given the functional characteristics of the area and the nature of the operations. Contractor-Based Businesses typically involve limited on-site customer traffic, with activity primarily consisting of administrative functions, equipment storage, and dispatching of vehicles to off-site job locations. Additionally, Contractor-Based Businesses often serve the local community, providing

essential services that benefit nearby residential and commercial properties. Given these factors, the proposed rezoning and Special Use will allow for a use that aligns with the existing and planned character of the neighborhood, while maintaining compatibility with surrounding land uses and supporting economic activity. The requested Variation to decrease the required front yard setback for a drive aisle adjacent to an existing building will help address the operational needs of a Contractor-Based Business, such as adequate space for vehicle maneuvering and internal circulation, which require a site layout that is often constrained by strict setback requirements. The requested Variation is necessary to enable a reasonable and functional use of the property for a Contractor-Based Business, consistent with its physical characteristics and intended purpose.

Figure 1: Location Map of 1618-1626 N Broadway St. (the Subject Property)



The Plan Commission conducted the required public hearing for this application at its September 10, 2026, meeting and recommended unanimous approval of the requested Preliminary and Final Plat of Subdivision, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and Variation Request from the Crest Hill Zoning Ordinance, subject to the nine (9) conditions referenced in the Staff Report. A copy of the draft approval Ordinance is included with the agenda backup materials for this item.

At the September 28, 2026 City Council Work Session, the application was presented and a discussion took place about the application. No alterations were requested to the draft Ordinance that was attached to the packet. As such, the attached Ordinance and Exhibits are the same as the packet presented at the Work Session.

Council Action Requested: Community Development Staff recommend that the City Council approve the Ordinance pertaining to Preliminary and Final Plat of Subdivision, Rezoning, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and Variation Request from the Crest Hill Zoning Ordinance with respect to real property located at 1618-1626 N Broadway Street in Crest Hill, IL.

Attachments:

- Attachment A – September 10, 2026, Draft Plan Commission Meeting Minutes
- Attachment B – An Ordinance Approving Plat of Subdivision, Rezoning, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and a Variation Request from the Crest Hill Zoning Ordinance with respect to real property located at 1618-1626 N Broadway Street in Crest Hill, Illinois - Application of Kurt Fife - Extreme 2017 LLC (with associated Exhibits)

MINUTES OF THE
CREST HILL PLAN COMMISSION

The September 10, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Jeff Peterson, Commissioner Marty Flynn, and Commissioner John Stanton.

Also present were: Community Development Director Dan Ritter, and City Planner Atefa Ghaznawi.

Absent were: Commissioner Slabozeski.

Chairman Thomas noted that Commissioner Slabozeski had informed the Commission of her inability to attend. He further announced that Commissioner Gordon Butler submitted his resignation effective September 3, 2026, having relocated outside the City of Crest Hill and therefore no longer eligible to serve. Chairman Thomas extended the Commission's gratitude for Commissioner Butler's more than eleven years of service and offered best wishes to Gordon and Judy Butler as they begin the next chapter of their lives.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on August 13, 2026, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Carroll, to approve the minutes from the Plan Commission meeting held on August 13, 2026.
On roll call, the vote was:
AYES: Commissioners Peterson, Carroll, Flynn, Chairman Thomas.
NAYES: None.
ABSTAIN: Commissioner Stanton.
ABSENT: Commissioner Slabozeski.
There being four (4) affirmative votes, the MOTION CARRIED.

NEW BUSINESS: Chairman Thomas advised that the order of agenda items would be modified: the original Item 2 (1618-1626 N. Broadway St, Reasonable Tree Experts) would be heard last, with Items 3 (1700 Plainfield Road) and 4 (2350 Plainfield Road) elevated to second and third, respectively.

Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-9-9-2, a request of Jawal Hamayel - First Global Trading LLC, seeking approval of a Special Use permit for an Automobile Sales and/or Leasing business known as High Bridge Auto Sales located on the approximately 1.46 Acre, B-2 General Business District zoned property at 1700 Plainfield Road, Crest Hill.

DRAFT

Chairman Thomas asked for a Motion to Open the Public Hearing for Case SU-26-9-9-2.

(#2) Motion by Commissioner Flynn seconded by Commissioner Peterson, to open the public hearing for Case SU-26-9-9-2.
On roll call, the vote was:
AYES: Commissioners Flynn, Peterson, Carroll, Stanton, Chairman Thomas.
NAYES: None.
ABSTAIN: None.
ABSENT: Commissioner Slabozeski.
There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:04 p.m.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork is not in order. City Planner Ghaznawi reported that the required public notice publication was not published on time, rendering the necessary paperwork insufficient to proceed. Accordingly, staff recommended continuing the hearing to the October 8, 2026, Plan Commission meeting.

Chairman Thomas confirmed that no members of the public were present to speak to this case. Chairman Thomas stated that the public hearing for this case will be continued on October 8, 2026, and asked for a motion to continue the public hearing for Case SU-26-9-9-2

(#3) Motion by Commissioner Carroll seconded by Commissioner Peterson, to continue the public hearing for Case SU-26-9-9-2 to the October 8, 2026, Plan Commission meeting.
On roll call, the vote was:
AYES: Commissioners Carroll, Peterson, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSTAIN: None.
ABSENT: Commissioner Slabozeski.
There being five (5) affirmative votes, the MOTION CARRIED.

Chairman Thomas stated that the public hearing for Case SU-26-9-9-2 is now continued until the October 8, 2026, Plan Commission meeting.

Chairman Bill Thomas presented the Public Hearing and Consideration of petitions SU-26-10-9-3 and V-26-8-9-2, a request of Ahmed Mosin - 2350 Property LLC (D/B/A Shell) seeking the Crest Hill Zoning Ordinance and Code of Ordinances approvals for a Special Use permit for redevelopment of an existing fueling station; multiple Variations from the Crest Hill Zoning Ordinance Table 2 Zoning Districts and Standards, Nonresidential Districts, Section 11.5 Parking Setbacks, and Section 11.6 Design, Development, and Maintenance; and a Variation from Section 15.12.060 of Chapter 15.12 Crest Hill Sign Code, located on the approximately 0.85 Acre, B-2 General Business District zoned property located at 2350 Plainfield Road, Crest Hill.

DRAFT

Chairman Thomas asked for a Motion to open the Public Hearing for Cases SU-26-10-9-3 and V-26-8-9-2.

(#4) Motion by Commissioner Peterson seconded by Commissioner Stanton, to open the public hearing for Case SU-26-10-9-3- and V-26-8-9-2.
On roll call, the vote was:
AYES: Commissioners Peterson, Stanton, Carroll, Flynn, Chairman Thomas.
NAYES: None.
ABSTAIN: None.
ABSENT: Commissioner Slabozeski.
There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:07 p.m.

Chairman Bill Thomas asked if the paperwork was in order. Community Development Director Dan Ritter reported that while the required notice was published in the newspaper and mailed to surrounding residents, the mailings were sent approximately two to three days later than required by the Zoning Ordinance. Staff recommended continuing the hearing to October 8, 2026, and indicated that a secondary round of notices would be sent to ensure residents were properly informed of the continuance. Director Ritter noted that a few residents were present who had come specifically for this item and recommended that the Commission allow them to speak, with their comments entered into the public record and carried forward to the next hearing.

Chairman Thomas invited anyone wishing to comment to sign in at the podium and be sworn in, noting that while not all questions might be answerable that evening, responses would be provided by the October 8th, 2026, Plan Commission meeting. Two residents came forward. Residents were sworn in by Chairman Thomas.

Randy Massey, a resident living directly behind the subject property, raised several concerns. He asked whether the existing building would be demolished and relocated. Director Ritter confirmed that the current building would be demolished and a new structure would be constructed further away from the residential properties, closer to Plainfield Road, and it would be bigger than the current footprint. Mr. Massey expressed concern that this arrangement would move parking, noise, and vehicle traffic closer to residences, and he preferred the parking remain toward the street side with the rear used only for access. Director Ritter clarified that there would in fact be more green space between the homes and the drive aisle under the new plan, and that the overall amount of impervious surface on the site would be reduced, not increased.

Mr. Massey raised concerns about drainage, noting that what had historically been a grassy drainage area in the rear appeared, based on the plans, to be paved over, and if all the runoff would go onto his property. Director Ritter clarified that no new paving would be added to that area, and that impervious surface would be reduced overall, posing no additional drainage risk to neighboring properties. Director Ritter offered to meet with Mr. Massey after the meeting to review the site plan in more detail.

DRAFT

Mr. Massey also raised concerns about the placement of the dumpster enclosure, noting it appeared to be moving closer to residential properties. He described significant noise disturbance from late-night garbage collection at the current dumpster location, estimating that pickup operations could last approximately thirty minutes beginning as early as 2:00 a.m. Director Ritter acknowledged that late-night commercial refuse collection in proximity to residential areas has been addressed in other parts of the city, and committed to raising the scheduling issue directly with the property owners, noting that noise ordinance violations could apply. Director Ritter further noted that under the new proposal, the dumpster enclosure would be fully enclosed in masonry matching the building's brick and stone exterior.

On the subject of exterior improvements, Director Ritter explained that the canopy columns, building facade, and dumpster enclosure would all feature coordinated brick and stone construction. Mr. Massey expressed concern about the exterior lighting that will be on 24/7 and if any measures will be taken. Director Ritter explained that all site lighting would be replaced with new full-cutoff, downcast LED fixtures designed to prevent light spillage onto adjacent properties. Mr. Massey noted that the current operator had previously improved the situation by tilting the lights downward, and welcomed the formal upgrade.

Mr. Massey expressed concern about the condition of the existing perimeter fence, noting that it was substantially deteriorated and that he had personally installed supports on his side of the property to prevent it from collapsing. Director Ritter acknowledged that staff had observed poor conditions during a site visit and committed to raising with the applicant the possibility of replacing the entire fence rather than making spot repairs. Director Ritter also noted that the ordinance permits fencing up to eight feet in height, and that he would explore whether an upgrade from the current six-foot fence would be feasible. Mr. Massey indicated a preference for an eight-foot fence, citing occasional incidents of individuals sheltering behind the property overnight.

Regarding landscaping, Mr. Massey noted that AT&T had removed portions of the rear screening vegetation during utility work the prior fall. Director Ritter acknowledged that this was new information and committed to having the applicant reassess the landscaping buffer with the current condition in mind.

Director Ritter confirmed that the originally proposed drive-through element had been eliminated early in the design process, as it was not feasible given the site's constrained dimensions and the City's concerns. The revised proposal calls for a convenience store with a to-go restaurant component, currently planned to include a Wetzel's Pretzels tenant, with no fast food drive-through and no truck fueling. There will be no change to the layout and location of the existing gas pumps.

Kristi Flores**,** a resident of Greengold Street, which runs behind the gas station property, stated that she had previously spoken with Director Ritter regarding her concerns. She described an increase in pedestrian foot traffic on Greengold Street since the station began operating twenty-four hours a day this year, noting that the absence of a sidewalk on Plainfield Road causes pedestrians to use the residential street at all hours. She also raised safety concerns regarding the rear driveway access onto Sycamore Street, noting limited sight lines and the absence of a stop sign, which she characterized as an accident waiting to happen, particularly given that Greengold Street is used as

a detour route when accidents occur at the nearby Gaylord/Route 30 intersection. Ms. Flores stated she had personally experienced near misses in the area in recent months, and she preferred the rear driveway to be moved away from the residences and closer to Plainfield Road. Director Ritter confirmed that a stop sign would be added at that location and that staff would work to clear vegetation to improve sight lines. He explained that the existing rear driveway position could not be relocated closer to the Plainfield Road intersection, as this would create additional safety hazards from an engineering and safety standpoint and would not be permitted by the City or IDOT.

Ms. Flores asked whether the twenty-four-hour operation hours could be conditioned as part of the approval. Director Ritter explained that the current zoning code does not restrict hours of operation for gas stations, and that the existing property has no such limitations in place. He noted that staff could inquire with the applicant about their intended hours, but acknowledged that hours of operation are generally not restricted through the zoning process for this type of use. Ms. Flores expressed concern that a twenty-four-hour convenience restaurant use would compound the issues already associated with the twenty-four-hour fueling operation.

Director Ritter reiterated that staff had worked to improve the project as much as possible given the existing conditions, acknowledging that a gas station in such close proximity to residential uses is not an ideal land use arrangement, but noting that the infrastructure is established and that this redevelopment represents a meaningful improvement over the status quo.

Chairman Thomas thanked the speakers and confirmed that all comments would be entered into the public record and addressed at the October 8th, 2026, Plan Commission meeting.

Chairman Thomas stated that the public hearing for this case will be continued on October 8, 2026, and asked for a motion to continue the public hearing for Case SU-26-10-9-3 & V-26-8-9-2.

(#5) Motion by Commissioner Carroll seconded by Commissioner Flynn, to continue the public hearing for Case SU-26-10-9-3 & V-26-8-9-2 to the October 8, 2026, Plan Commission meeting.
On roll call, the vote was:
AYES: Commissioners Carroll, Flynn, Peterson, Stanton, Chairman Thomas.
NAYES: None.
ABSTAIN: None.
ABSENT: Commissioner Slabozeski.
There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was continued to the October 8, 2026, meeting at 7:28 p.m.

Chairman Bill Thomas presented the Public Hearing and Consideration of petitions for Preliminary and Final Plat of Subdivision, RZ-26-2-9-1, SU-26-8-9-1, and V-26-7-9-1, a request of Kurt Fife - Extreme 2017 LLC seeking the Crest Hill Zoning Ordinance and Code of Ordinances approvals to rezone 1618-1620 N Broadway St from B-2 to B-3; consolidate five (5) parcels into one (1) parcel, and dedicate Utility and Sidewalk Easement; Special Use for a Contractor-Based Business known as Reasonable Tree Experts; and a Variation request from Section 11.5 Parking Setbacks

DRAFT

of the Crest Hill Zoning Ordinance, located on the approximately 0.95 Acre, B-2 General Business District and B-3 Business Service District zoned property located at 1618-1626 N Broadway Street, Crest Hill.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing and Consideration of petitions Preliminary and Final Plat of Subdivision, RZ-26-2-9-1, SU-26-8-9-1, and V-26-7-9-1, a request of Kurt Fife - Extreme 2017 LLC seeking the Crest Hill Zoning Ordinance and Code of Ordinances approvals to rezone 1618-1620 N Broadway St from B-2 to B-3; consolidate five (5) parcels into one (1) parcel, and dedicate Utility and Sidewalk Easement; Special Use for a Contractor-Based Business known as Reasonable Tree Experts; and a Variation request from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance, located on the approximately 0.95 Acre, B-2 General Business District and B-3 Business Service District zoned property located at 1618-1626 N Broadway Street, Crest Hill.

(#6) Motion by Commissioner Peterson seconded by Commissioner Stanton, to open a public hearing for Case Numbers RZ-26-2-9-1, SU-26-8-9-1, and V-26-7-9-1.
On roll call, the vote was:
AYES: Commissioners Peterson, Stanton, Carroll, Flynn, Chairman Thomas.
NAYES: None.
ABSENT: Commissioners Slabozeski.
There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:30 p.m.

Chairman Thomas stated that the subject of the hearing is to discuss the three requests of Kurt Fife – Extreme 2017 LLC seeking changes to the Crest Hill Zoning Ordinance and Code of Ordinances for his contractor-based business known as Reasonable Tree Experts located at 1618-1626 North Broadway Street in Crest Hill. Chairman Thomas asked City Planner Atefa Ghaznawi to present the specifics of the case.

City Planner Atefa Ghaznawi presented the details of the application. The subject property is located at 1618–1626 North Broadway Street and consists of five parcels under common ownership: three to the north, which are already zoned B-3, and two to the south, which were recently acquired and are currently zoned B-2. The applicant demolished a dilapidated house on the two southern parcels to enable expansion of the business. The applicant, who also owns the business, has operated Reasonable Tree Experts in various locations since 1976 and has been operating at this Broadway Street location for a few years.

The requests before the Commission are: (1) a rezoning of the two southern B-2 parcels to B-3 to create a uniform zoning classification across the consolidated site; (2) a preliminary and final plat of subdivision to consolidate all five parcels into one and to dedicate a ten-foot utility and sidewalk easement along Broadway Street in conjunction with the City's planned water main extension to the east side of Broadway; (3) a special use permit for a contractor-based business known as

Reasonable Tree Experts; and (4) a variation from Section 11.5 of the Zoning Ordinance to reduce the required ten-foot parking setback to five feet along a drive aisle needed to access an existing overhead door on the existing Broadway-facing building.

City Planner Atefa Ghaznawi explained that the existing structures on the property are nonconforming with respect to certain setbacks, and that those conditions would be retained as existing legal nonconformities. Any future demolition or new construction would require a return to the City and the Plan Commission for approval, at which time the property would be brought into full compliance with the City requirements.

With respect to site improvements, City Planner Ghaznawi described a significant upgrade to the Broadway Street frontage. The current condition features nearly continuous pavement across the full width of the property, with two existing buildings served by multiple curb cuts. Under the proposal, all excess pavement would be removed and replaced with landscaping and a new public sidewalk. Only two access driveways would be retained. The rear of the property would be paved in asphalt to accommodate outdoor storage of vehicles, equipment, and landscaping materials. A six-foot screening fence with gates facing Broadway Street would be installed, along with fencing on the north and south sides of the property, to properly screen outdoor storage from the public right-of-way. ADA-accessible parking would be provided. Trees would be planted along the rear (eastern) property boundary to buffer against adjacent unincorporated Will County properties. A dumpster enclosure and designated material storage areas would also be established. Additionally, the applicant proposes to install an above-ground fuel tank on the northern portion of the property for on-site fueling of company vehicles.

Staff concluded that the rezoning and special use requests are consistent with the auto-oriented, light industrial, and commercial character of the Broadway Street corridor, and that the improvements would meaningfully enhance the property and contribute to the economic vitality of the area. Staff did not oppose the requested variation, finding it reasonable given the nature of the business and existing site conditions. Staff recommended approval subject to nine conditions of approval as referenced in the September 10, 2026, staff report.

Kurt Fife, owner of Extreme 2017 LLC, was sworn in by Chairman Thomas.

Kurt Fife, owner of Extreme 2017 LLC and operator of Reasonable Tree Experts, provided background on the business, noting that he has been in the tree service industry for fifty years, having begun working in the field in 1970s. He described Reasonable Tree Experts as a family business, with his son Derek—a certified arborist—having been involved in the business for seventeen to eighteen years. Mr. Fife noted that he is seventy-two years old and is working toward retirement, with the intention that his son will continue the operation. Mr. Fife and his wife Cynthia reside in Crest Hill.

Mr. Fife described the business as serving municipal, commercial, and residential clients with tree removal, tree trimming, stump removal, and lot clearing services. He noted that the business has worked for both the City of Crest Hill and the City of Joliet, and clarified that the business is not open to the public for retail sales of trees or plants. He also reflected on the company's contributions to the community, including banner installation for the City's 50th anniversary

DRAFT

celebration, mulch donations for City entrances and Lidice Park, and the provision of a brush and wood waste recycling facility that had been particularly valued by the community following storm events.

Mr. Fife described the survey and plat work as having been conducted by Tom Carroll of Geotech. He noted that the City had offered to waive connection fees for sewer and water, in recognition of the significant investment the applicant would be making in site improvements.

Chairman Thomas asked about the customer parking referenced in the staff presentation, noting that the business is not open to the public. Mr. Fife clarified that the parking spaces would be used primarily by employees rather than members of the public.

Chairman Thomas also sought confirmation regarding the above-ground fuel tank, noting that bollards had been discussed as a required protective measure. City Planner Ghaznawi confirmed that Condition No. 9 of the approval conditions requires compliance with IFC and NFPA standards as well as approval by the Lockport Township Fire District, the building official, and the state fire marshal. Condition No. 7 further provides that as part of the final engineering for the building permits more details will be provided for the proposed above-ground fuel tank. Mr. Fife explained that the business previously operated two above-ground fuel tanks at its prior location and is familiar with the regulatory requirements. He noted that the state fire marshal's permit requirements include a shutoff switch located one hundred feet from the fuel, physical protection barriers, and a double-walled tank. Cooper Oil is the company's established fuel supplier. Mr. Fife indicated that he had already selected an electrician and that the permitting process was underway. Director Ritter clarified that final engineering details, including fire and building code compliance, would be addressed at the building permit stage and were not expected to be fully resolved at the zoning stage.

Chairman Thomas stated that Mr. Fife is waiting on the City for the water/sewer hook-up, but asked Mr. Fife for his timing for his business. Mr. Fife stated that he wanted to get started soon. He stated that he has to bring the crane and log loader into gas stations for fuel, which is dangerous, expensive and thus not a wise thing to be doing. They need the ability to be able to fuel up at their property, and they are getting closer to be able to do that.

Commissioner Stanton asked about fencing along the eastern boundary of the property. Mr. Fife explained that the eastern edge features a significant grade drop into unincorporated Will County and that there are no adjacent uses requiring separation. City Planner Ghaznawi and Director Ritter noted that a fence in that location would be of limited practical value given the topography, and that tree plantings along the rear boundary would serve as a more effective and appropriate buffer.

Commissioner Peterson, who had visited the site earlier in the day, spoke positively about the project, describing it as exactly the type of development needed on Broadway Street and likening it to momentum that had already begun in the 1800 block of Broadway with a prior commercial project approved by the Plan Commission and the City Council. He urged the Commission not to let the opportunity pass.

DRAFT

Director Ritter offered broader context, noting that Broadway Street has long been the subject of discussion regarding its future character and development potential. He described the Reasonable Tree Experts project as a model for what the City hopes to achieve: a well-screened, landscaped, code-compliant business occupying a consolidated parcel with a clean frontage, sidewalk, and green space. Director Ritter expressed hope that this project, along with other emerging developments on Broadway, will help establish a positive pattern of incremental improvement.

Director Ritter clarified for the record that the connection fee waiver mentioned by Mr. Fife would need to be formally requested and approved by the City Council as a separate matter, independent of this zoning application. The City is planning to extend the water main along the east side of Broadway and install tap connections without requiring a recapture from individual property owners, which Director Ritter noted would not be economically feasible given the property values on that corridor.

Chairman Thomas, echoing Commissioner Peterson's sentiments, expressed enthusiasm for the project and acknowledged the challenge of developing the historically narrow and irregularly configured parcels along Broadway Street. He thanked Mr. Fife for his long-standing loyalty to Crest Hill as a business owner and resident.

Chairman Thomas confirmed for the public record that Mr. Fife had reviewed and agreed to all nine conditions of approval. Mr. Fife confirmed this.
The Conditions of Approval are as follows: The plans submitted for building permits shall be in substantial compliance with the plans approved by the City Council and identified below, unless otherwise noted in the remaining conditions:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Subdivision shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall discontinue and seal the existing septic(s) and water well(s) on the property and connect to the City's sewer and water within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.

DRAFT

5. The applicant shall apply for a building permit for the proposed exterior improvements within ninety (90) days following the approval of the Special Use permit. This requirement may be extended up to an additional ninety (90) days with approval of the Community Development Director for weather, technical, or other delays not caused by the property owner.
6. All required final engineering plans showing a full topographic survey, proposed geometry and grading, and related supporting project information shall be submitted for final engineering review and approval in conjunction with the formal building permit application submitted with this project.
7. All required final engineering and building plans showing location/relocation of the proposed fuel tank, landscaping details along the Broadway Street frontage and the east property line, final location of outdoor storage enclosure and dumpster enclosure, and related supporting project information shall be submitted for final review and approval in conjunction with the formal building permit application submitted with this project.
8. Proposed outdoor storage enclosure and dumpster enclosure shall maintain a minimum 10 ft setback from the rear and side property lines.
9. The proposed fuel tank location shall be in compliance with the IFC, NFPA, and other adopted regulations or requirements as directed by the Building Official, Lockport Township Fire Protection District, and State Fire Marshal.

No members of the public came forward to comment.

Chairman Thomas asked for a Motion to Close the Public Hearing.

(#7) Motion by Commissioner Peterson seconded by Commissioner Flynn, to close the Public Hearing on case numbers RZ-26-2-9-1, SU-26-8-9-1, and V-26-7-9-1.
On roll call, the vote was:
AYES: Commissioners Peterson, Flynn, Carroll, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: Commissioners Slabozeski.
There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:55 p.m.

Chairman Bill Thomas asked for a motion to approve the three requests of Kurt Fife – Extreme 2017 LLC, seeking changes to the Crest Hill Zoning Ordinance and Code of Ordinances for his contractor-based business known as Reasonable Tree Experts, located at 1618–1626 North Broadway Street, Crest Hill, based on conformance to the nine conditions referenced in the September 10, 2026, Plan Commission Staff Report.

(#8) Motion by Commissioner Peterson seconded by Commissioner Stanton, to recommend to the City Council the conditional Approval of the petitions Preliminary and Final Plat of Subdivision, RZ-26-2-9-1, SU-26-8-9-1, and V-26-7-9-1.
On roll call, the vote was:
AYES: Commissioners Peterson, Stanton, Carroll, Flynn, Chairman Thomas.
NAYES: None.

DRAFT

ABSENT: Commissioners Slabozeski.
There being five (5) affirmative votes, the MOTION CARRIED.

The Plan Commission unanimously recommends City Council's conditional approval of the Preliminary and Final Plat of Subdivision; the Rezoning of 1618–1620 North Broadway Street from B-2 to B-3; the Special Use for a contractor-based business known as Reasonable Tree Experts; and the Variation from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to decrease the required front yard setback for a drive aisle, subject to the project being implemented in substantial conformance with the nine (9) conditions for approval and application documents referenced in the September 10, 2026, Plan Commission Staff Report, for Petition Case # RZ-26-2-9-1, Case # SU-26-8-9-1, and Case # V-26-7-9-1.

This recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the September 28, 2026, Workshop and the October 5, 2026, City Council meeting for final consideration.

OTHER BUSINESS: There was no other business.

PUBLIC COMMENTS: There were no public comments.

STAFF UPDATES:
Community Development Director Dan Ritter provided the following updates:
Comprehensive Plan Update: The first draft of the comprehensive plan update was received from the consultant (Houseal Lavigne) and will undergo internal staff review. Public engagement activities, including a community open house and Plan Commission review sessions, are anticipated in late September and October, with a formal recommendation and City Council adoption to follow.
Seasons of Crest Hill: A groundbreaking ceremony scheduled for September 9th was rained out and is expected to be rescheduled for October. Construction is underway, with the developer having obtained permits and begun on-site work. The development will bring high-end apartments with a road network, open space, clubhouse, and pool to Crest Hill.
Quick Trip / Former Village Hall Demolition: The electrical disconnection of the former City Hall building was completed, clearing the way for a demolition permit to be obtained. The developer's goal is to demolish the former city hall before the end of September. Staff noted plans to salvage bricks or other sentimental materials from the structure prior to demolition.
Sign Code: The updated signage code was adopted by the City Council and is now in effect, covering ground signs, wall signs, and temporary signs. Director Ritter recognized City Planner Atefa Ghaznawi for her substantial work on the update and noted that further code modernization efforts would continue.
Crest Hill Commons (City Center Park): Zoning for the Crest Hill Commons adjacent to City Hall was approved by the City Council, and the Phase 1 work has been bid out. Phase 1 will include playground installation, walkways, entrance features, retaining walls, and a parking lot. Stakes are

DRAFT

already visible on site. The space is expected to become usable during 2027, with completion of full buildout anticipated in subsequent phases.

There being no further business before the Commission, a motion for adjournment was in order.

(#9) Motion by Commissioner Peterson seconded by Commissioner Carroll, to adjourn the September 10, 2026, Plan Commission meeting.
On roll call, the vote was:
AYES: Commissioners Peterson, Carroll, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: Commissioners Slabozeski.
There being five (5) affirmative votes, the MOTION CARRIED.

The meeting was adjourned at 8:04 p.m.

As approved this_____day of_____, 2026.
As presented_____
As amended_____

_____
BILL THOMAS, COMMISSION CHAIRMAN

DRAFT

ORDINANCE NO. _____

AN ORDINANCE APPROVING FINAL PLAT OF SUBDIVISION, REZONING, AND SPECIAL USE PERMIT FOR A CONTRACTOR-BASED BUSINESS KNOWN AS REASONABLE TREE EXPERTS, AND REQUESTED VARIATION FROM THE CREST HILL ZONING ORDINANCE WITH RESPECT TO CERTAIN REAL PROPERTY LOCATED AT 1618-1626 N. BROADWAY STREET IN CREST HILL, ILLINOIS (APPLICATION OF KURT FIFE - EXTREME 2017 LLC)

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-13-5 (the "Code") authorizes the corporate authorities to vary the application of its local zoning requirements "in harmony with their general purpose and intent and in accordance with general or specific rules therein contained in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land;" and

WHEREAS, the Code states that Plat of Subdivision, Rezoning, Special Use, and Variation requests shall be permitted only upon making certain findings pursuant to requirements listed in the Code; and

WHEREAS, the City of Crest Hill ("City") has enacted procedures, requirements, and standards for Zoning Map Amendment (Rezoning) in Section 12.8-5 of the Crest Hill Zoning Ordinance; and

WHEREAS, the City has enacted procedures, requirements, and standards for Special Use in Section 12.7-6 of the Crest Hill Zoning Ordinance; and

WHEREAS, the City of Crest Hill ("City") has enacted procedures, requirements, and standards for Variations from its zoning requirements in Section 12.6-2 of the Crest Hill Zoning Ordinance; and

WHEREAS, the City has enacted procedures, requirements, and standards for Plats of Subdivision in Chapter 15.32 Subdivision Regulations of the Crest Hill Code of Ordinances; and

WHEREAS, Kurt Fife - Extreme 2017 LLC (the "Applicant") is the owner of the real property located at 1618-1626 N Broadway Street in the City of Crest Hill, Illinois, bearing PINs 11-04-33-412-034-0000; 11-04-33-412-033-0000; 11-04-33-412-032-0000; 11-04-33-412-045-0000; and 11-04-33-412-029-0000, which is legally described in Exhibit A-1 attached hereto (the "Property"); and

WHEREAS, the Applicant has filed an application requesting approval of Preliminary and Final Plat of Subdivision, Rezoning of the Property from B-2 to B-3, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and a Parking Setback Variation from the Crest Hill Zoning Ordinance (the "Application); and

WHEREAS, the Crest Hill Plan Commission, after proper notice thereof given, conducted a public hearing on the Application on September 10, 2026; and

WHEREAS, based on the evidence presented at the public hearing and upon making the following findings, which are more fully detailed in the Findings and Decision attached hereto as Exhibit A, the Plan Commission on September 10, 2026 recommended conditional approval of the requested Preliminary and Final Plat of Subdivision, Rezoning, Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and requested Parking Setback Variation outlined in Exhibit A-2, and as follows:

A. The Preliminary and Final Plat of Subdivision, Rezoning, Special Use Permit, and requested Variation are in harmony with the general purpose and intent of the Zoning Ordinance; and

B. The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, or general welfare, and the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and

C. The plight of the Applicant is due to unique circumstances and thus strict enforcement of the Crest Hill Zoning Ordinance would result in practical difficulties or impose exceptional hardships due to the special and unusual conditions that are not generally found on other properties in the same zoning district; and

D. The Property cannot yield a reasonable return for the proposed commercial uses if permitted to be used only under the conditions allowed by the Zoning Ordinance; and

E. The Preliminary and Final Plat of Subdivision, Rezoning, Special Use Permit, and requested Variation, if granted, will not alter the essential character of the locality and will not be a substantial detriment to adjacent properties; and

WHEREAS, the Plan Commission's recommendation to approve the Preliminary and Final Plat of Subdivision, Rezoning the Property from B-2 to B-3, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and requested Parking Setback Variation, as listed in Exhibit A-2 was made subject to the project being implemented in substantial conformance with the nine (9) conditions for approval and the application documents referenced in the September 10, 2026, Community Development Department Staff Report attached hereto as Exhibit A-3 (the "Staff Report"); and

WHEREAS, the City Council has examined the September 10, 2026, Findings and Decision of the Plan Commission and has considered the presentations and arguments of the Applicant at a regularly scheduled open meeting; and

WHEREAS, the City Council finds that it is in the best interests of the City that the recommendation of the Plan Commission be adopted and that the Application be granted subject

to the project being implemented in substantial conformance with the nine (9) conditions for approval and application documents referenced in the Staff Report; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: The Preambles of this Ordinance are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts and ratifies the Findings and Decision of the Plan Commission, attached hereto and incorporated by reference herein as Exhibit A, as the findings and decision of the City Council in relation to the Application.

SECTION 3: The Preliminary and Final Plat of Subdivision, Rezoning the Property from B-2 to B-3, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and a Parking Setback Variation request listed in Exhibit A-2 are hereby granted and approved subject to the project being implemented in substantial conformance with the following nine (9) conditions for approval and application documents referenced in the September 10, 2026, Community Development Staff Report for the petitions Preliminary and Final Plat of Subdivision, Case #RZ-26-2-9-1, Case #SU-26-8-9-1, and Case #V-26-7-9-1:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Subdivision shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall discontinue and seal the existing septic(s) and water well(s) on the property and connect to the City's sewer and water within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.

5. The applicant shall apply for a building permit for the proposed exterior improvements within ninety (90) days following the approval of the Special Use permit. This requirement may be extended up to an additional ninety (90) days with approval of the Community Development Director for weather, technical, or other delays not caused by the property owner.
6. All required final engineering plans showing a full topographic survey, proposed geometry and grading, and related supporting project information shall be submitted for final engineering review and approval in conjunction with the formal building permit application submitted with this project.
7. All required final engineering and building plans showing location/relocation of the proposed fuel tank, landscaping details along the Broadway Street frontage and the east property line, final location of outdoor storage enclosure and dumpster enclosure, and related supporting project information shall be submitted for final review and approval in conjunction with the formal building permit application submitted with this project.
8. Proposed outdoor storage enclosure and dumpster enclosure shall maintain a minimum 10 ft setback from the rear and side property lines.
9. The proposed fuel tank location shall be in compliance with the IFC, NFPA, and other adopted regulations or requirements as directed by the Building Official, Lockport Township Fire Protection District, and State Fire Marshal.

SECTION 4: This Ordinance shall become effective only upon the Applicant executing and submitting to the City the Unconditional Agreement and Consent attached hereto as Exhibit A-4, within 60 days of the passage of this Ordinance. If the Unconditional Agreement and Consent is not executed within 60 days, this Ordinance shall have no force and effect and shall be subject to repeal by the City Council without further notice or hearing due to the Applicant.

SECTION 5: The City Clerk is hereby authorized and directed to record a copy of this Ordinance against the Subject Property, and further to annotate the Rezoning and Special Use Permit granted hereby on the Crest Hill Official Zoning Map.

SECTION 6: This Ordinance shall take effect upon its passage according to law.

[*Left Intentionally Blank*]

PASSED THIS 5TH DAY OF OCTOBER, 2026

	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	_____	_____	_____	_____

_____
Christine Vershay-Hall, City Clerk

APPROVED THIS 5TH DAY OF OCTOBER, 2026.

_____
Raymond R Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

EXHIBIT A

FINDINGS AND DECISION OF THE PLAN COMMISSION AS TO PETITIONS PRELIMINARY AND FINAL PLAT OF SUBDIVISION, CASE NO. RZ-26-2-9-1, CASE NO. SU-26-8-9-1, AND CASE NO. V-26-7-9-1 APPLICATION OF KURT FIFE - EXTREME 2017 LLC FOR PRELIMINARY AND FINAL PLAT OF SUBDIVISION, REZONING, SPECIAL USE PERMIT FOR A CONTRACTOR-BASED BUSINESS KNOWN AS REASONABLE TREE EXPERTS, AND A PARKING SETBACK VARIATION FROM THE CREST HILL ZONING ORDINANCE ON PROPERTY LOCATED AT 1616-1626 N. BROADWAY STREET IN THE CITY OF CREST HILL, ILLINOIS.

THIS APPLICATION, coming before the Plan Commission for hearing and decision, and the Plan Commission having heard the evidence in support and opposition to the application at a regularly scheduled meeting held on September 10, 2026, being fully advised on the premises, THE COMMISSION HEREBY MAKES THE FOLLOWING FINDINGS:

A. That the applicant, Kurt Fife - Extreme 2017 LLC is the owner of the real property located at 1618-1626 N. Broadway Street in the City of Crest Hill, Illinois, bearing PINs 11-04-33-412-034-0000; 11-04-33-412-033-0000; 11-04-33-412-032-0000; 11-04-33-412-045-0000; and 11-04-33-412-029-0000;

B. That the Application seeks approval of Preliminary and Final Plat of Subdivision, Rezoning 1618-1620 N Broadway St. from B-2 to B-3, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and a Parking Setback Variation from the Crest Hill Zoning Ordinance for the property described in the application, commonly known as 1618-1626 N. Broadway Street in Crest Hill, Illinois (the "Property"), with PINs 11-04-33-412-034-0000; 11-04-33-412-033-0000; 11-04-33-412-032-0000; 11-04-33-412-045-0000; and 11-04-33-412-029-0000, which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;

C. That the Application seeks approval of a Variation from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to decrease the required front yard setback for a drive aisle adjacent to an existing building;

D. That the Property is zoned B-2 and B-3;

E. That the Application was properly submitted and notice of the Application and the public hearing were properly made;

F. That no interested parties filed their written appearance herein;

G. That the public hearing was opened and called to order on September 10, 2026, and the applicant presented evidence and arguments in support of its application on September 10, 2026;

H. That the rules adopted by the Plan Commission for the conduct of public hearings by the Plan Commission were duly followed and observed;

I. That the proposed Preliminary and Final Plat of Subdivision, Rezoning, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and Parking Setback Variation requested, as considered under Sections 12.8-5, 12.7-6, and 12.6-2 of the Zoning Ordinance meet the thirteen (13) standards for Rezoning, the six (6) standards for Special Use , and the three (3) standards for the granting of a Variation as well as the supplemental considerations set forth in subsections 12.6-2(1)-(8) of the Zoning Ordinance;

THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD BY SAME AND ARGUMENTS AND SUGGESTIONS HEARD AT THE PUBLIC HEARING, AND HAVING DULY CONSIDERED THE MANDATES AND STANDARDS AS SET FORTH IN THE CITY OF CREST HILL, ILLINOIS ZONING ORDINANCE FOR THE GRANTING OF PRELIMINARY AND FINAL PLAT OF SUBDIVISION, REZONING, SPECIAL USE PERMIT, AND VARIATION AS FOLLOWS:

1. That the approval of the application of Kurt Fife - Extreme 2017 LLC for Preliminary and Final Plat of Subdivision, Rezoning 1618-1620 N Broadway St. from B-2 to B-3, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and a Parking Setback Variation as listed in the attached Exhibit A-2 for the Property located at 1618-1626 N Broadway Street in Crest Hill, Illinois with PINs 11-04-33-412-034-0000; 11-04-33-412-033-0000; 11-04-33-412-032-0000; 11-04-33-412-045-0000; and 11-04-33-412-029-0000 is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for Preliminary and Final Plat of Subdivision, Rezoning, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and requested Parking Setback Variation be granted subject to the project being implemented in substantial conformance with the following nine (9) conditions for approval and application documents referenced in the September 10, 2026, Community Development Staff Report for this request, as follows:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Subdivision shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall discontinue and seal the existing septic(s) and water well(s) on the property and connect to the City's sewer and water within 6 months following completion of the City's water main installation on the property. This requirement may be

extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.

5. The applicant shall apply for a building permit for the proposed exterior improvements within ninety (90) days following the approval of the Special Use permit. This requirement may be extended up to an additional ninety (90) days with approval of the Community Development Director for weather, technical, or other delays not caused by the property owner.
6. All required final engineering plans showing a full topographic survey, proposed geometry and grading, and related supporting project information shall be submitted for final engineering review and approval in conjunction with the formal building permit application submitted with this project.
7. All required final engineering and building plans showing location/relocation of the proposed fuel tank, landscaping details along the Broadway Street frontage and the east property line, final location of outdoor storage enclosure and dumpster enclosure, and related supporting project information shall be submitted for final review and approval in conjunction with the formal building permit application submitted with this project.
8. Proposed outdoor storage enclosure and dumpster enclosure shall maintain a minimum 10 ft setback from the rear and side property lines.
9. The proposed fuel tank location shall be in compliance with the IFC, NFPA, and other adopted regulations or requirements as directed by the Building Official, Lockport Township Fire Protection District, and State Fire Marshal.

[Left Intentionally Blank]

Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 10th Day of September, 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	___X___	_____	_____	_____
Commissioner Ken Carroll	___X___	_____	_____	_____
Commissioner Cheryl Slabozeski	_____	_____	___X___	_____
Commissioner Marty Flynn	___X___	_____	_____	_____
Commissioner Jeff Peterson	___X___	_____	_____	_____
Commissioner John Stanton	___X___	_____	_____	_____

Approved:

_____

Bill Thomas, Chairman

Attest:

_____

Christine Vershay-Hall, City Clerk

EXHIBIT A-1

LEGAL DESCRIPTION

PROPERTY ADDRESS: 1618-1626 N BROADWAY STREET, CREST HILL, IL, 60403

PERMANENT INDEX NOs: 11-04-33-412-034-0000; 11-04-33-412-033-0000; 11-04-33-412-032-0000; 11-04-33-412-045-0000; and 11-04-33-412-029-0000

LEGAL DESCRIPTION:

REASONABLE TREE SUBDIVISION, THAT PART OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN WILL COUNTY, ILLINOIS.

EXHIBIT A-2

1618-1626 N BROADWAY ST – LIST OF REQUESTED VARIATION

Crest Hill Zoning Ordinance, Section 11.5 Parking Setbacks:

(i) Minimum required front yard setback for parking and drive aisle is 10 feet in B-3 Zoning District. *Proposed front yard setback for a drive aisle is 5 feet.*

EXHIBIT A-3

September 10, 2026 Community Development Department Staff Report

EXHIBIT A-4

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The City of Crest Hill, Illinois **("City")**:

WHEREAS, KURT FIFE - EXTREME 2017 LLC is the owner of the real property located at 1618-1626 N. Broadway Street in the City of Crest Hill, Illinois, bearing PINs 11-04-33-412-034-0000; 11-04-33-412-033-0000; 11-04-33-412-032-0000; 11-04-33-412-045-0000; and 11-04-33-412-029-0000 (the "Subject Property") and has applied for and been granted Preliminary and Final Plat of Subdivision, Rezoning 1618-1620 N Broadway Street from B-2 to B-3, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and requested Parking Setback Variation from the City of Crest Hill Zoning Ordinance; and

WHEREAS, Ordinance No. _____, approved and passed by the Crest Hill City Council on October 5, 2026, ("the **Ordinance**"), approved Preliminary and Final Plat of Subdivision, Rezoning 1618-1620 N Broadway Street from B-2 to B-3, a Special Use Permit for a Contractor-Based Business known as Reasonable Tree Experts, and requested Parking Setback Variation from the City of Crest Hill Zoning Ordinance, subject to nine (9) conditions; and

WHEREAS, Section 4 of the Ordinance provides, among other things, that the Ordinance shall not take effect, and subject to repeal unless and until KURT FIFE - EXTREME 2017 LLC has executed, within 60 days following the passage of the Ordinance, this Unconditional Agreement and Consent to accept and abide by all the terms, conditions, and limitations set forth in the Ordinance.

NOW, THEREFORE, KURT FIFE - EXTREME 2017 LLC hereby agrees, warrants, and covenants as follows:

1. That KURT FIFE - EXTREME 2017 LLC is the legal owner of the Subject Property and that KURT FIFE has the authority to execute this Unconditional Agreement and Consent on behalf of EXTREME 2017 LLC.

2. That the Owner hereby unconditionally agrees to, accepts, consents to, and will abide by all terms, conditions, limitations, restrictions, and provisions of the Ordinance.

3. That the Owner acknowledges that all required public notices and hearings have been properly given and held with respect to the application process and passage of the Ordinance, understands and has considered the possibility of revocation or repeal of the Ordinance as a result of violation of its terms or failure to abide by the conditions set forth in the Ordinance, and agrees, covenants and warrants that it will not challenge any such revocation on the basis of any procedural infirmity or a denial of any procedural right, provided that the City will provide the Owner with written notice of the City's intent to Repeal or Revoke the Ordinance.

4. That the Owner acknowledges and agrees that the City shall not be in any way liable for any damages or injuries that may be sustained as a result of the City's granting of the Preliminary and Final Plat of Subdivision, Rezoning, Special Use Permit, and Variation, or its passage of the

Ordinance, and that the City's approvals do not, and will not, in any way be deemed to insure it against damage or injury of any kind at any time.

5. That the Owner hereby agrees to release, defend, indemnify, and hold harmless the City of Crest Hill, its corporate authorities, elected and appointed officials, officers, employees, agents, representatives, and attorneys from any and all claims that may, at any time, be asserted against them in connection with (a) the City's review and approval of the Preliminary and Final Plat of Subdivision, Rezoning, Special Use Permit, and Parking Setback Variation, and any plans and issuance of any other permits, (b) the City's passage of the Ordinance, and (c) the maintenance and use of the Property as authorized by the Ordinance.

6. The undersigned is an authorized representative of the Owner duly authorized and empowered to execute this Unconditional Agreement and Consent on behalf of the Owner.

[Signature page to follow]

OWNER: KURT FIFE - EXTREME 2017 LLC

By: _____

Its: _____

SUBSCRIBED and **SWORN** to before me

this _____day of _____, 2026.

_____
Notary Public

Crest Hill
CITY OF NEIGHBORS

To: Plan Commission

From: Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director

Date: September 10, 2026

Re: 1618-1626 N Broadway Street, Plat of Subdivision, Rezone 1618-1620 N Broadway St from B-2 to B-3 (Case # RZ-26-2-9-1); Special Use for a Contractor-Based Business known as Reasonable Tree Experts (Case # SU-26-8-9-1); and a Variation request from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to Decrease the Required Front Yard Setback for a Drive Aisle (Case # V-26-7-9-1)

Project Details

Project:	Preliminary and Final Plat of Subdivision to Consolidate Five (5) Parcels into One (1) Parcel and Dedicate Utility and Sidewalk Easement; Rezone 1618-1620 N Broadway St from B-2 to B-3; Special Use for a Contractor-Based Business known as Reasonable Tree Experts; and a Variation Request from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to Decrease the Required Front Yard Setback for a Drive Aisle.
Applicant:	Kurt Fife - Extreme 2017 LLC
Requests:	Special approvals from the City of Crest Hill Zoning Ordinance and Code of Ordinances for Preliminary and Final Plat of Subdivision to Consolidate Five (5) Parcels into One (1) Parcel and Dedicate Utility and Sidewalk Easement; Rezone 1618-1620 N Broadway St from B-2 to B-3; Special Use for a Contractor-Based Business known as Reasonable Tree Experts; and a Variation Request from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to Decrease the Required Front Yard Setback for a Drive Aisle.
Location:	1618-1626 N Broadway Street (the "Subject Property")

Site Details

Lot Size:	Approximately 0.92 Acre
Existing Zoning:	B-2 General Business District & B-3 Business Service District
Existing Improvements:	Approx. 2,400 SF & 960 SF two existing one-story commercial buildings, and existing pavement and driveways

---

Surrounding Zoning and Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcels	Commercial, Landscaping Contractor-Based Business	Mixed-Use/Flex	B-2, B-3
North	HVAC Contractor-Based Business	Mixed-Use/Flex	B-2
South	Auto Repair	Mixed-Use/Flex, Heavy Industrial	B-2
East	Industrial, Truck Parking and Repair	Heavy Industrial	Unincorporated, Will County
West	HVAC Contractor-Based Business, Car Dealership, Auto Repair, Single-Family Detached Residence	Local Commercial, Mixed-Use/Flex	B-1, B-3, R-1

Exhibits

Application documents submitted by Applicant include:

1. Exhibit D – Application for Development 2026-07-31
2. Exhibit E – Legal Description 2026-08-03
3. Exhibit F – List of Requested Variations 2026-08-03
4. Exhibit G – Project Narrative 2026-08-03
5. Exhibit H – Response to Standards for Variation
6. Exhibit I – Response to Standards for Special Use
7. Exhibit J – Response to Standards for Rezoning
8. Exhibit K – Proposed Site Plan prepared by Geotech Inc. last revised 2026-08-20
9. Exhibit L – Plat of Subdivision prepared by Geotech Inc. last revised 2026-08-20

Application Background and Project Summary

Kurt Fife - Extreme 2017 LLC (the Applicant) is the owner of Reasonable Tree Experts and the Subject Property located at 1618-1626 N Broadway Street, Crest Hill. The Applicant is proposing to operate a landscaping contractor-based business on the property that will include outdoor storage and an above-ground fuel tank for fueling the business vehicles on site. The applicant is proposing to redevelop the property and improve it to more closely meet the city's current standards for development and meet screening and landscaping requirements. Reasonable Tree Experts was founded in 1976, and the business specializes in difficult tree removal, tree trimming, stump grinding and removal, consultation, and lot clearing for municipal, residential and commercial properties with certified arborists. The proposed hours of operation are Monday – Friday 7:00 AM – 7:00 PM, Saturday 7:00 AM – 2:00 PM, and Sunday Closed.

The proposal includes Preliminary and Final Plat of Subdivision to consolidate five (5) parcels into one (1) parcel and dedicate utility and sidewalk easement; rezone 1618-1620 N Broadway St from B-2 to B-3; Special Use for a Contractor-Based Business known as Reasonable Tree Experts; and a Variation request from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to decrease the required front yard setback for a drive aisle adjacent to an existing

building. The existing legal non-confirming physical attributes of the Subject Property will remain unchanged. Additionally, the applicant will discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, and install sidewalk and landscaping improvements along Broadway Street as part of this project.

Figure 1: Location Map of 1618-1626 N Broadway Street (the Subject Property)



Proposed Exterior Improvements

- Construct new driveways and rear parking lot; install new gates facing Broadway Street; install fencing along the west, north and south of the Subject Property; install an above-ground fuel tank for fueling the business vehicles on site; discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, after the City work is completed to extend the water main; and install sidewalk and landscaping improvements along Broadway Street.

Summary of Requested Petitions

The Applicant is seeking approval for the following petitions:

(i) Preliminary and Final Plat of Subdivision to consolidate five (5) parcels into one (1) parcel and dedicate 10 feet Utility and Sidewalk Easement
(ii) Rezone 1618-1620 N Broadway St from B-2 (General Business District) to B-3 (Business Service District)
(iii) Special Use for a Contractor-Based Business
(iv) A Variation from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to Decrease the Required Front Yard Setback for a Drive Aisle

Staff Analysis

Overall, the proposed Contractor-Based Business for the commercially zoned Subject Property is consistent with other existing automotive and commercial activities on the Broadway Street commercial corridor. The proposed Special Use permitted by the proposed rezoning is appropriate for a Contractor-Based Business, given the functional characteristics of the area and the nature of the operations. Contractor-Based Businesses typically involve limited on-site customer traffic, with activity primarily consisting of administrative functions, equipment storage, and dispatching of vehicles to off-site job locations. As such, Contractor-Based Businesses are generally compatible with areas that accommodate light industrial, service commercial, or transitional land uses.

The Subject Property is located on the Broadway Street commercial corridor, which accommodates a mix of uses that range from service commercial, warehouse, light industrial, and residential uses. A Contractor-Based Business is consistent with this pattern and represents a low- to moderate-intensity use that can coexist with other permitted and existing uses on Broadway Street. The nature of the operation—primarily involving office functions, storage, and dispatching—does not preclude or conflict with future development opportunities on adjacent properties. Additionally, Contractor-Based Businesses often serve the local community, providing essential services that benefit nearby residential and commercial properties. Given these factors, the proposed rezoning and Special Use will allow for a use that aligns with the existing and planned character of the neighborhood, while maintaining compatibility with surrounding land uses and supporting economic activity.

With respect to the public services, the anticipated demand is expected to be minimal and well within the capacity of existing infrastructure and municipal service providers. Services such as fire protection, utilities, and roadway networks are already in place to serve similar commercial or light industrial uses in the area. The Subject Property will benefit from the City's water main extension to the east side of Broadway Street, by dedicating utility and sidewalk easements on the property, sealing the existing septic and water wells, and connecting to the City's water and sewer utilities. In addition, the productive reuse of the existing commercial property will contribute to the overall stability and attractiveness of the area, supporting continued reinvestment and improvement along Broadway Street. Accordingly, the proposed rezoning and Special Use will not interfere with, but rather support, the planned and anticipated development of the surrounding area.

The Variation request to decrease the required front yard setback for a drive aisle adjacent to an existing building if granted, will not alter the essential character of the neighborhood. The operational needs of a Contractor-Based Business for maneuvering and accessing the existing commercial building will require a site layout that is often constrained by strict front yard setback requirements. Under the current regulations, the developable area will be significantly reduced, limiting the ability to develop the site in a manner that can support efficient operations. As a result, the property will be restricted to a layout that is impractical or economically unfeasible for a Contractor-Based Business, thereby diminishing its utility and marketability. The inability to reasonably accommodate necessary improvements and operational features will prevent the property from achieving a viable return under the existing zoning regulations in the B-3 Zoning District. Accordingly, relief from the required front yard setback for a drive aisle is necessary to enable a reasonable and functional use of the property for a Contractor-Based Business, consistent with its physical characteristics and intended purpose.

Staff feedback on specific aspects of the requested approvals

- **Crest Hill Zoning Ordinance, Section 11.5 Parking Setbacks**
  (i) Minimum required front yard setback for parking and drive aisle is 10 feet in B-3 Zoning District. *Proposed front yard setback for a drive aisle is 5 feet.*

Staff reviewed the proposed project with respect to the applicable City regulations. The Crest Hill Zoning Ordinance classifies Contractor-Based Businesses as Special Use in the B-3 Business Service District. To operate the proposed Contractor-Based Business, 1618-1620 N Broadway St must be rezoned from B-2 General Business District to B-3 Business Service District, and a Special Use permit and the above-mentioned Variation request be granted.

Variation Approval Standards and Findings

Section 12.6-2 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a Variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings can be modified or changed as the Plan Commission deems fit and based on the specific findings from the public hearing.

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone.
   The property in question cannot yield a reasonable return if limited to compliance with the front yard setback regulations for parking and drive aisles in the B-3 Zoning District as currently applied to a Contractor-Based Business. The operational needs of a Contractor-Based Business for maneuvering and accessing the existing commercial building and established setbacks will require a site layout that is often constrained by strict setback requirements. Under the current regulations, the developable area will be significantly reduced, limiting the ability to redevelop the site in a manner that can support efficient operations.

   As a result, the property will be restricted to a layout that is impractical and economically unfeasible for a Contractor-Based Business, thereby diminishing its utility and marketability. The inability to reasonably accommodate necessary improvements and operational features will prevent the property from achieving a viable return under the existing zoning constraints. Accordingly, relief from the front yard setback regulations for a drive aisle is necessary to enable a reasonable and functional use of the property for a Contractor-Based Business, consistent with its physical characteristics and intended purpose.

2. That the plight of the owner is due to unique circumstances.
   The plight of the owner is due to unique circumstances related to the physical characteristics of the property and the operational requirements of a Contractor-Based Business, rather than any conditions created by the owner. The Subject Property will be constrained by factors such as the location of the existing building, limited lot depth, and the location of the existing and proposed utility infrastructure, all of which can significantly restrict the developable area under the standard setback requirements for parking and drive aisle in the B-3 Zoning District. These constraints will make it difficult to configure the site in a manner that accommodates the functional needs of a Contractor-Based Business, including vehicle maneuvering and internal circulation.

When combined with strict setback limitations, these requirements can create conditions that are not reasonably adaptable to the standard development patterns. Accordingly, the hardship experienced by the property owner arises from these unique physical and regulatory circumstances, which limit the practical use of the Subject Property for an otherwise appropriate and permitted type of business, rather than from any self-created conditions.

3. That the variation, if granted, will not alter the essential character of the locality.
The requested Variation, if granted, will not alter the essential character of the locality. The relief sought is limited to an adjustment in front yard setback requirements for a drive aisle to accommodate a Contractor-Based Business, a use that is generally low- to moderate-intensity in nature. The primary functions of such a business—office operations, vehicle parking, and equipment storage—will be designed and operated in a manner that is consistent with the surrounding development patterns. The Variation requested will not introduce a new or more intensive use to the area than already exists, nor is the development inconsistent with the existing character of the Broadway Street Commercial Corridor and the nearby properties. Any potential visual or operational impacts associated with the proposed Contractor-Based Business will be effectively mitigated through site design measures such as improved landscaping, fencing, screening, and organized outdoor storage.

Furthermore, the surrounding area along Broadway Street includes a mix of residential, commercial, service-oriented and light industrial uses, where similar flexibility in site design is often necessary to accommodate practical development needs. The proposed Variation will allow the property to function efficiently while maintaining compatibility with the adjacent properties. Accordingly, the approval of the Variation from front yard setback requirements for a drive aisle will not change the essential character of the locality, but will instead allow the property to be developed in a manner that is both functional and consistent with the surrounding area.

In addition, Section 12.6-2 Standards for Variations, Section 12.7-6 Standards for Special Use, and 12.8-5 Standards for Rezoning/Map Amendments of the Zoning Ordinance further suggest that the Plan Commission supplement the above standards by taking into consideration the extent to which the facts listed on Exhibit A, Exhibit B, and Exhibit C have been established by the evidence presented during the public hearing process and further support the approval of the Applicant's requests. Please refer to Exhibit H for the response to Standards for Variations, Exhibit I for the response to Standards for Special Use, and Exhibit J for the response to Standards for Rezoning.

Conditions of Approval

The plans submitted for building permits shall be in substantial compliance with the plans approved by the City Council and identified below, unless otherwise noted in the remaining conditions:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Subdivision shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the

required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.

2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall discontinue and seal the existing septic(s) and water well(s) on the property and connect to the City's sewer and water within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.
5. The applicant shall apply for a building permit for the proposed exterior improvements within ninety (90) days following the approval of the Special Use permit. This requirement may be extended up to an additional ninety (90) days with approval of the Community Development Director for weather, technical, or other delays not caused by the property owner.
6. All required final engineering plans showing a full topographic survey, proposed geometry and grading, and related supporting project information shall be submitted for final engineering review and approval in conjunction with the formal building permit application submitted with this project.
7. All required final engineering and building plans showing location/relocation of the proposed fuel tank, landscaping details along the Broadway Street frontage and the east property line, final location of outdoor storage enclosure and dumpster enclosure, and related supporting project information shall be submitted for final review and approval in conjunction with the formal building permit application submitted with this project.
8. Proposed outdoor storage enclosure and dumpster enclosure shall maintain a minimum 10 ft setback from the rear and side property lines.
9. The proposed fuel tank location shall be in compliance with the IFC, NFPA, and other adopted regulations or requirements as directed by the Building Official, Lockport Township Fire Protection District, and State Fire Marshal.

Staff Recommendation

Based on the drafted findings reflected in this staff report, Staff recommends the following motion to provide a recommendation to the City Council. This motion may be amended by any Plan Commission member making the motion based upon the findings of the public hearing. Staff recommends that any motion be made in the positive form to correspond with the applicant's request to avoid confusion.

The Plan Commission recommends City Council conditional approval of Preliminary and Final Plat of Subdivision; Rezone 1618-1620 N Broadway St from B-2 to B-3; Special Use for a Contractor-Based Business known as Reasonable Tree Experts; and a Variation request from Section 11.5 Parking Setbacks of the Crest Hill Zoning Ordinance to decrease the required front yard setback for a drive aisle, subject to the project being implemented in substantial conformance with the nine (9) conditions for approval and application documents referenced in the September 10, 2026, Plan Commission Staff Report for petitions Preliminary and Final Plat of Subdivision, Case # RZ-26-2-9-1, Case # SU-26-8-9-1, and Case # V-26-7-9-1.

EXHIBIT A

Supplemental Variation Approval Facts to Consider Per Zoning Ordinance Section 12.6-2

1. *That the particular physical surroundings, shape, or topographical condition of the specific property involved will result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.*

2. *The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.*

3. *That the alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property.*

4. *That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.*

5. *That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the City Council, as "similar and compatible uses."*

6. *That the variation granted is the minimum adjustment necessary for the reasonable use of the land.*

7. *That the granting of any variation is in harmony with the general purposes and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City.*

8. *That, for reasons fully set forth in the recommendations of the Plan Commission, and the report of the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance deprives the applicant of any reasonable use of his land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.*

EXHIBIT B

Supplemental Special Use Approval Facts to Consider Per Zoning Ordinance Section 12.7-6

1. *That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.*

2. *That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*

3. *That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*

4. *That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.*

5. *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*

6. *That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.*

EXHIBIT C

Supplemental Rezoning/Map Amendments Approval Facts to Consider Per Zoning Ordinance Section 12.8-5

1. *Whether the uses permitted by the proposed amendment would be appropriate in the area concerned.*

2. *Whether adequate public school facilities and other public services exist or can be created to serve the needs of any additional dwelling units likely to be constructed as a result of such change.*

3. *Whether the proposed change is in accord with any existing or proposed plans for providing public water supply and sanitary sewers in the vicinity.*

4. *Whether the proposed amendment is likely to result in an increase or decrease in the total zoned residential capacity of the City and the probable effect of such change on the cost of providing public services.*

5. *The amount of vacant land which is currently zoned for similar development in the City or in contiguous areas, and particularly in the vicinity of the area included in the proposed amendment, and any special circumstances which may make part of such vacant land unavailable for development.*

6. *The recent rate at which land is being developed in the proposed district of the City, and particularly in the vicinity of the area included in the proposed amendment.*

7. *The effect of the proposed amendment upon the growth of existing neighborhoods as envisaged by the Crest Hill Comprehensive Plan.*

8. *Whether other areas designated for similar development are likely to be so developed if the proposed amendment is adopted, and whether the designation for such future development should be withdrawn from such areas by further amendment of this Ordinance.*

9. *If the proposed amendment involves a change from a residential to a non-residential designation, whether more non-residential land is needed in the proposed location to provide commercial services or employment for the residents of the City.*

10. *Existing uses and zoning within the general area of the property in question.*

11. *The extent to which property values are diminished by particular zoning restrictions.*

12. *The extent to which the restriction of property values of the petitioner promotes the health, safety, morals, or general welfare of the public.*

13. *Whether the proposed amendment is the minimum adjustment necessary to allow the reasonable use of the property.*

Crest Hill
CITY OF NEIGHBORS

EXHIBIT D

Application for Development RZ-26-2-9-1

For Office Use Only: **Case Number:** SU-26-8-9-1, V-26-7-9-1

Project Name: Reasonable Tree Experts

Owner: Kurt Fife
Street address: ~~1618~~ 1618-1626 Broadway
City, St., Zip: Crest Hill IL 60403
Phone: [redacted]
Email: [redacted]

Correspondence To: Boyd Ingemunson
Street address: [redacted]
City, St., Zip: [redacted]
Phone: [redacted]
Email: [redacted]

Property Address: 1618-1626
Street address: ~~1618~~ Broadway
City, St., Zip: Crest Hill IL 60403
PIN: 11-04-33-412-029, 045, 632
11-04-33-412-033, 034

Property Information:
Lot Width: 276'
Lot Depth: 150'
Total Area: 41,400 sq ft

*Submit an electronic version of the legal description only in a Word document to: buildingdepartment@cityofcresthill.com

Existing Zoning: B3, B2
Requested Zoning: B3 SU
Existing Land Use:
Proposed Land Use: Contractor & Landscape Business

Adjoining Properties Zoning and Uses:
North of Property: Commercial - HVAC Repair (B2)
South of Property: Commercial - (B2)
East of Property: Industrial - Parking Repair Automotive
West of Property: Commercial - Car Salesman (B3)

Purpose Statement (intended use and approval sought):

Development Request: Please check all that apply and describe:

[X] Rezoning: 1618-1626 N Broadway from B-2 to B-3

[X] Special Use: Tree Contractor & Landscape Business

[X] Variance: Section 11.5 Parking setbacks Crest Hill Zoning ordinance

[ ] ~~Planned Unit Development~~: _____

[ ] ~~Annexation~~: _____

[X] Plat: Consolidate 5 parcels into 1 parcel & dedicate utility & sidewalk easement

[X] ~~Other~~: _____

Contact Information – If not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

[X] Civil Engineer: ~~Eric~~ Tom Carroll Phone: [redacted]

Company: Geotech Email: [redacted]

[ ] Contractor: _____ Phone: _____

Company: _____ Email: _____

[ ] Architect: _____ Phone: _____

Company: _____ Email: _____

[ ] Builder: _____ Phone: _____

Company: _____ Email: _____

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

[redacted] 7/31/2026

Signature of the Applicant Date

If you (the applicant) are not the owner of record, please provide the owner's signature.

_____ _____

Signature of the Owner Date

EXHIBIT E

1618-1626 N BROADWAY STREET - LEGAL DESCRIPTION

PROPERTY ADDRESS: 1618-1626 N BROADWAY STREET, CREST HILL, IL, 60403

PERMANENT INDEX NOs: 11-04-33-412-034-0000; 11-04-33-412-033-0000; 11-04-33-412-032-0000; 11-04-33-412-045-0000; and 11-04-33-412-029-0000

LEGAL DESCRIPTION:

REASONABLE TREE SUBDIVISION, THAT PART OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN WILL COUNTY, ILLINOIS.

EXHIBIT F

1618-1626 N BROADWAY ST – LIST OF REQUESTED VARIATIONS

Crest Hill Zoning Ordinance, Section 11.5 Parking Setbacks:

(i) Minimum required front yard setback for parking and drive aisle is 10 feet in B-3 Zoning District. Proposed front yard setback for a drive aisle is 5 feet.

EXHIBIT G

REASONABLE TREE EXPERTS

Reasonable Tree Experts started in 1976. We incorporated March 1993 (C Corp) under T.R.D.A. Wood Products, Inc. dba Reasonable Tree Experts.

At present: We do tree removal, tree trimming, stump removal, and lot clearing for Residential, Municipalities, and Commercial with Certified Arborists.
Past Business: Along with the tree business, we owned and operated Chicagoland Wholesale Mulch in Crest Hill under the same Corporation from 1995-- - 2025. Along with mulch manufacturing, we did wood recycling. We also did site-development clearing for construction from 1985 - 1996.

Hours of operation: M - F = 7:00am to 7:00pm
Sat = 7:00am to 2:00pm
Sunday Closed

Number of employees: Between 5 and 12
*Varies due to demand and seasonal work

Services Offered: Difficult tree removal - Tree trimming - Stump grinding - Consultation

OVERALL SITE IMPROVEMENTS

Demolition of house at 1620 N. Broadway
Consolidate 5 lots to 1 parcel and re-zone
Fence the property with 2 gates and 2 entrances
Pavement, sidewalk, and curbs as outlined on plans via Geotech and approved with Crest Hill
Install fuel tank per regulations by State Fire Marshall and City of Crest Hill, to be completed August 5 - 6, 2026.
Hook-up to city water and sewer - when available
Specific parking marked for trucks, employees, trailers, and handicapped space
Storage area for wood chips
Wall signs on buildings - 2
Possibly a future electric or digital sign
Storage for tools, miscellaneous attachments, saws, etc. for business needs - Repair and service equipment, air compressor, etc.
Office areas: 3 workstations
At present there are 4 exterior motion-censored lights and 8 security cameras inside and outside.
Would like to add 2 exterior lights for the outside wall-mounted signs
Future add on: Truck port cover at rear of building (similar to a carport) to be out of the weather

EXHIBIT H: City of Crest Hill Standards for Variations

12.6-2 STANDARDS FOR VARIATIONS, CREST HILL ZONING ORDINANCE

The Plan Commission shall recommend, and the City Council shall grant a variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

1. **That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone;**
   The property in question cannot yield a reasonable return if limited to compliance with the front yard setback regulations for parking and drive aisles in the B-3 Zoning District as currently applied to a Contractor-Based Business. The operational needs of a Contractor-Based Business for maneuvering and accessing the existing commercial building will require a site layout that is often constrained by strict setback requirements. Under the current regulations, the developable area will be significantly reduced, limiting the ability to develop the site in a manner that can support efficient operations.

   As a result, the property will be restricted to a layout that is impractical and economically unfeasible for a Contractor-Based Business, thereby diminishing its utility and marketability. The inability to reasonably accommodate necessary improvements and operational features will prevent the property from achieving a viable return under the existing zoning constraints. Accordingly, relief from the front yard setback regulations for a drive aisle is necessary to enable a reasonable and functional use of the property for a Contractor-Based Business, consistent with its physical characteristics and intended purpose.

2. **That the plight of the owner is due to unique circumstances;**

   The plight of the owner is due to unique circumstances related to the physical characteristics of the property and the operational requirements of a Contractor-Based Business, rather than any conditions created by the owner. The Subject Property will be constrained by factors such as the location of the existing building, limited lot depth, and the location of the existing and proposed utility infrastructure, all of which can significantly restrict the developable area under the standard setback requirements for parking and drive aisle in the B-3 Zoning District. These constraints will make it difficult to configure the site in a manner that accommodates the functional needs of a Contractor-Based Business, including vehicle maneuvering and internal circulation.

   In addition, Contractor-Based Businesses often require more flexible site layouts than conventional commercial uses due to the need for outdoor operational space and access for larger vehicles and equipment. When combined with strict setback limitations, these requirements can create conditions that are not reasonably adaptable to the standard development patterns. Accordingly, the hardship experienced by the property owner arises from these unique physical and regulatory circumstances, which limit the practical use of the Subject Property for an otherwise appropriate and permitted type of business, rather than from any self-created conditions.

3. **That the Variation, if granted, will not alter the essential character of the locality.**
   The requested Variation, if granted, will not alter the essential character of the locality. The relief sought is limited to adjustment in front yard setback requirements for a drive aisle to accommodate a Contractor-Based Business, a use that is generally low- to moderate-intensity in

nature. The primary functions of such a business—office operations, vehicle parking, and equipment storage—will be designed and operated in a manner that is consistent with the surrounding development patterns. The Variation requested will not introduce a new or more intensive use to the area than already exists, nor is the development inconsistent with the existing character of the Broadway Street Commercial Corridor and the nearby properties. Any potential visual or operational impacts associated with the proposed Contractor-Based Business will be effectively mitigated through site design measures such as improved landscaping, fencing, screening, and organized outdoor storage.

Furthermore, the surrounding locality typically includes a mix of residential, commercial, service-oriented and light industrial uses, where similar flexibility in site design is often necessary to accommodate practical development needs. The proposed Variation will allow the property to function efficiently while maintaining compatibility with the adjacent properties. Accordingly, the approval of the Variation from front yard setback requirements for a drive aisle will not change the essential character of the locality, but will instead allow the property to be developed in a manner that is both functional and consistent with the surrounding area.

For the purpose of supplementing the above standards, the Plan Commission, in making the determination, whenever there are particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

1. **That the particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.**
   The particular physical surroundings, shape, and site conditions of the Subject Property will result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict application of the zoning regulations governing front yard setbacks were enforced for the proposed Contractor-Based Business. The Subject Property will be constrained by the unique physical characteristics such as strict location of the existing buildings, and nonconforming lot configuration that reduce the amount of developable area. These conditions, when combined with the functional requirements of a Contractor-Based Business—such as building area, employee and fleet parking, equipment storage, and safe vehicle maneuvering—significantly limit the ability to utilize the Subject Property in a practical and efficient manner under the strict zoning requirements in the B-3 Zoning District.

   Strict adherence to the current front yard setback requirements in the B-3 Zoning District will result in an inefficient site layout that restricts the usable portion of the property to an extent that impairs reasonable development. This condition is not generally experienced by other properties within the same zoning district that may have more conventional dimensions or fewer physical constraints. Accordingly, the hardship arises from the unique physical characteristics of the property itself, rather than any action by the owner, and creates a limitation on the reasonable use and development of the Subject Property for a Contractor-Based Business under the strict application of the Zoning Ordinance.

2. **The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.**
   The conditions upon which the Variation request is based are unique to the Subject Property and the specific operational requirements of the proposed Contractor-Based Business, and are not

generally applicable to other properties within the B-3 Zoning District. The Subject Property is distinguished by physical limitations such as strict location of the existing buildings, lot coverage limits, and nonconforming lot configuration that reduce flexibility in meeting strict front yard setback requirements. These conditions are inherent to the property itself and are not typically present across other similarly zoned parcels, which may have more conventional shapes, sizes, and development opportunities.

In addition, the nature of the proposed Contractor-Based Business requires functional site planning for vehicle parking, equipment storage, and operational circulation. When combined with the site's unique physical constraints, these requirements create a need for flexibility that is specific to this property and its intended use, rather than a condition experienced broadly by other properties in the B-3 Zoning District. Accordingly, the basis for the requested variation arises from unique, site-specific circumstances affecting the Subject Property and is not a general condition applicable to other properties within the same zoning classification.

3. **That the alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property**
   The alleged difficulty or hardship is caused by the strict application of the Zoning Ordinance requirements governing front yard setbacks for parking and drive aisles, and is not self-created by any person presently having an interest in the property. The existing ordinance standards, when applied to the subject property, limit the amount of developable area available for a contractor-based business and restrict the placement and configuration of necessary site improvements such as existing buildings, parking areas, vehicle maneuvering space, and outdoor storage. These requirements, while generally applicable across the B-3 zoning district, create practical limitations when applied to a property with site-specific constraints.

   The condition prompting the request for relief is not the result of any action by the current property owner, including subdivision, construction, or use decisions. Rather, the hardship arises from the interaction between the Zoning Ordinance requirements and the existing physical characteristics of the site, which together restrict reasonable development of the property for its intended use. Accordingly, the difficulty experienced is attributable to the regulatory framework as applied to the property, rather than any self-imposed condition, and justifies consideration of the requested Variation for the proposed Contractor-Based Business.

4. **That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.**
   The proposed Variation from front yard setback requirements will not impair an adequate supply of light and air to adjacent properties, nor will it substantially increase street congestion, create fire hazards, endanger public safety, or diminish surrounding property values. The requested Variation is intended solely to allow a more functional site layout for the proposed Contractor-Based Business, including appropriately configured parking and site circulation, and limited outdoor storage of vehicles, equipment and material.

   Any potential impacts to adjacent properties will be mitigated through site design measures such as buffering and screening which will help preserve light, air, and visual compatibility with the adjacent properties. The scale and nature of the proposed Contractor-Based Business typically do

not generate high levels of pedestrian or customer traffic, and vehicular activity can be accommodated on-site, thereby minimizing any effect on the surrounding streets. Furthermore, with proper ingress and egress design, traffic circulation will not be significantly impacted, and emergency access will be maintained in accordance with all applicable regulations. The proposed Contractor-Based Business is not expected to introduce conditions that would increase fire risk or otherwise compromise public safety. Accordingly, the Variation will allow reasonable use of the property for The proposed Contractor-Based Business without adversely affecting adjacent properties or the surrounding neighborhood.

5. **That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the City Council, as "similar and compatible uses.**
   The requested Variation does not permit a use otherwise excluded from the B-3 Zoning District, except as may be authorized through the established review and approval process for "similar and compatible uses" by the Plan Commission, subject to approval by the City Council. The relief sought is limited to adjustments in front yard setback requirements for a drive aisle to accommodate the proposed Contractor-Based Business, which is consistent with the type of low- to moderate-intensity service and light industrial uses in the Broadway Street Commercial Corridor. The Variation does not introduce a fundamentally new or unrelated use, nor does it expand permitted uses beyond those that are reviewed and approved through the City's existing zoning procedures.

6. **That the variation granted is the minimum adjustment necessary for the reasonable use of the land.**
   The requested Variation represents the minimum adjustment necessary to permit the reasonable use of the Subject Property for the proposed Contractor-Based Business. The relief sought is narrowly tailored to address specific constraints related to front yard setback requirements for a drive aisle that limits the ability to utilize the site in a functional and efficient manner. This adjustment is intended solely to accommodate essential components of the Contractor-Based operation, including required parking, vehicle circulation, and limited outdoor storage.

   The Variation request does not seek broad or unnecessary deviations from the Crest Hill Zoning Ordinance, but rather only one modification required to allow the property to be used in a practical and viable manner consistent with its intended purpose. All other applicable zoning standards, including those related to safety, access, buffering, and screening will remain in full effect. Accordingly, the Variation request is the minimum relief necessary to enable reasonable development and use of the property for the proposed Contractor-Based Business while maintaining compliance with the intent and purpose of the Crest Hill Zoning Ordinance.

7. **That the granting of any variation is in harmony with the general purposes and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City.**
   The granting of the requested Variation is in harmony with the general purposes and intent of the Crest Hill Zoning Ordinance and supports its objective of promoting reasonable and appropriate land use while protecting the public health, safety, and welfare. The relief sought from front yard setback requirements for a drive aisle is limited in scope and is intended solely to allow the efficient and practical development of the proposed Contractor-Based Business. The proposed use is generally low- to moderate-intensity in nature and will be operated in a manner that is compatible with surrounding properties through appropriate site planning, buffering, and compliance with applicable development standards.

   The Variation request will not be injurious to the neighborhood or detrimental to the public welfare. Any potential impacts related to traffic, noise, or outdoor activity will be effectively mitigated through standard regulatory controls and site design measures. The essential character of the locality will remain unchanged, as the proposed use is consistent with the existing transitional land use patterns on the Broadway Street Commercial Corridor. Furthermore, the Variation request is not in conflict with the City's Comprehensive Plan for development. Rather, it supports the Comprehensive Plan's broader goals of encouraging compatible land use transitions, promoting economic development, and allowing for the efficient use of the land within appropriate areas. Accordingly, the granting of the Variation request for front yard setback requirements for a drive aisle is consistent with the Crest Hill Zoning Ordinance and Comprehensive Plan and will not adversely affect the surrounding area or the overall community welfare.

8. **That, for reasons fully set forth in the recommendations of the Plan Commission, and the report of the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance would deprive the applicant of any reasonable use of his land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.**
   The circumstances and conditions affecting the Subject Property are such that strict application of the Zoning Ordinance provisions governing front yard setbacks requirements will substantially limit the ability of the property owner to make a reasonable and beneficial use of the Subject Property for the proposed Contractor-Based Business. The combined effect of these requirements, when applied to the site's physical constraints and the operational needs of the proposed Contractor-Based Business, significantly reduces the developable area available for existing buildings, parking, vehicle maneuvering, and equipment storage. This results in a site configuration that will not be practical or functional for the intended use, thereby limiting the property's ability to be reasonably utilized in a manner consistent with similar properties and permitted development expectations. While mere loss in value is not, by itself, sufficient to justify the Variation request, the conditions here go beyond a simple reduction in value. The strict application of the Zoning Ordinance will effectively deprive the property owner of a reasonable and viable use of the Subject Property for the proposed Contractor-Based Business, given the functional requirements of the use and the constraints imposed by the existing regulations. Accordingly, the requested Variation is necessary to allow a reasonable and beneficial use of the Subject Property consistent with the intent of the Zoning Ordinance and the operational requirements of the proposed Contractor-Based Business.

EXHIBIT I: City of Crest Hill Standards for Special Uses

SECTION 12.7-6 STANDARDS FOR SPECIAL USES, CREST HILL ZONING ORDINANCE

No special use, including Planned Unit Developments, shall be recommended by the Plan Commission unless said Commission shall find:

1. **That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.**
   The establishment, maintenance, and operation of the proposed Contractor-Based Business will not be detrimental to or endanger the public health, safety, or general welfare. Contractor-Based Businesses are generally low-intensity in nature, with the majority of work occurring off-site and limited on-site activity related to office functions, equipment storage, and dispatching. As such, the use is not expected to generate significant noise, traffic, or environmental impacts beyond those typically associated with permitted commercial and light industrial uses on the Broadway Street Commercial Corridor.

   Potential impacts to public health and safety—such as vehicle movements, outdoor storage, and operational activities—will be effectively managed through compliance with the applicable zoning regulations, building codes, and performance standards. Measures such as designated parking and loading areas, proper screening and buffering, adherence to hours of operation, and safe ingress and egress will ensure that the proposed Contractor-Based Business operates in a controlled and orderly manner. In addition, the property will be subject to oversight by local authorities, including fire, police, and code enforcement, further ensuring that all activities are conducted safely and in accordance with the applicable regulations. Accordingly, with appropriate site design and regulatory compliance, the proposed Contractor-Based Business will not pose a risk to public health, safety, or general welfare and is compatible with the surrounding area.

2. **That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.**
   The proposed Contractor-Based Business will not be injurious to the use and enjoyment of other properties in the immediate vicinity for permitted purposes, nor will it substantially diminish or impair property values within the neighborhood. Contractor-Based Businesses are typically characterized by limited on-site activity, with most operations occurring off-site. As a result, impacts such as noise, traffic, and customer activity are generally minimal and comparable to other low-intensity commercial or light industrial uses in the Broadway Street Commercial Corridor. Any potential external effects—such as vehicle storage, equipment, and materials—will be effectively mitigated through appropriate site design, including screening, fencing, landscaping, and designated storage areas.

   In addition, adherence to the zoning regulations governing hours of operation, screening, and access, will ensure that the use remains compatible with surrounding properties. Proper ingress and egress design will minimize traffic disruptions, and buffering measures will protect nearby residential and commercial uses. Given these considerations, the operation of the proposed Contractor-Based Business at the Subject Property is not expected to interfere with the reasonable use and enjoyment of neighboring properties. On the contrary, maintaining and utilizing the Subject Property in a productive manner may contribute positively to the Broadway Street

Commercial Corridor by reducing vacancy and underutilization. Therefore, the proposed Special Use will not adversely affect nearby property values or the overall character of the neighborhood.

3. **That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.**
   The establishment of the proposed Contractor-Based Business will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the existing Zoning Districts. The Subject Property is located on the Broadway Street Commercial Corridor which accommodates a mix of uses that is transitioning toward commercial or light industrial activities. The proposed Contractor-Based Business is consistent with this pattern and represents a low- to moderate-intensity use that can coexist with the other permitted uses in the on the Broadway Street Commercial Corridor. The nature of the operation—primarily involving office functions, storage, and dispatching—does not preclude or conflict with the future development opportunities on the adjacent properties.

   Furthermore, the proposed Contractor-Based Business will be subject to applicable zoning regulations and performance standards, ensuring that site design, access, screening, and operational characteristics remain compatible with the surrounding properties. These measures will help maintain an orderly development pattern and prevent adverse impacts that could otherwise hinder neighboring investment or redevelopment. In addition, the productive use of the existing commercial property will contribute to the overall stability and attractiveness of the Broadway Street Commercial Corridor, supporting continued reinvestment and improvement. Accordingly, the proposed Special Use will not interfere with, but rather align with, the planned and anticipated development of the Broadway Street Commercial Corridor and the surrounding area.

4. **That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.**
   Adequate utilities, access roads, drainage, and other necessary facilities are in place to support the proposed Contractor-Based Business. The Subject Property will benefit from City's water main extension to the east side of Broadway Street, by dedicating utility and sidewalk easement on the property, sealing the existing septic and water wells, and connecting to the City's water and sewer infrastructure. The anticipated demand associated with the proposed Contractor-Based Business is relatively modest and can be accommodated within the capacity of the existing infrastructure. Any required service connections or upgrades will be completed in accordance with applicable engineering standards and the City requirements.

   The site has direct access to the Broadway Street Commercial Corridor that is sufficient to accommodate the type and volume of traffic generated by contractor operations, including employee vehicles and work trucks. Ingress and egress will be designed to ensure safe and efficient traffic flow, minimizing congestion and maintaining compatibility with the surrounding uses. Based on these factors, the necessary infrastructure and public facilities are in place to adequately support the proposed Contractor-Based Business.

5. **That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**
   Adequate measures will be taken to provide ingress and egress designed to minimize traffic congestion on public streets for the proposed Contractor-Based Business. The nature of a Contractor-Based Business typically results in limited and predictable traffic patterns, with most vehicle trips occurring during standard business hours and consisting primarily of employee vehicles and work trucks. Customer traffic is generally minimal. The site will be designed to accommodate these patterns through clearly defined access points that provide safe and efficient entry and exit.

   The proposed internal circulation will allow for the orderly movement of vehicles, including sufficient space for maneuvering and staging, thereby preventing queuing or congestion on the adjacent Broadway Street. Additionally, on-site parking and loading areas will be provided in accordance with zoning requirements to ensure that all business-related vehicles are accommodated on the property. Based on these considerations, the proposed ingress and egress design will effectively minimize traffic congestion and ensure safe and efficient access to and from the site.

6. **That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.**
   The proposed Contractor-Based Business will conform to the applicable regulations of the Crest Hill Zoning Ordinance and applicable City requirements. The site is designed in accordance with applicable landscaping, screening, and fencing regulations to ensure compatibility with the surrounding properties. In addition, the proposed Contractor-Based Business will adhere to all building, fire, and life safety codes, as well as any applicable licensing or operational requirements. Accordingly, the proposed Special Use will be developed and operated in full compliance with the Crest Hill Zoning Ordinance and all other applicable City regulations.

EXHIBIT J: City of Crest Hill Standards for Rezoning/Map Amendments

12.8-5 STANDARDS FOR REZONING/MAP AMENDMENTS CREST HILL ZONING ORDINANCE

The Plan Commission shall recommend, and the City Council shall grant a Rezoning/Map Amendment only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

1. **Whether the uses permitted by the proposed amendment would be appropriate in the area concerned.**
   The proposed use permitted by the proposed rezoning will be appropriate for a Contractor-Based Business given the functional characteristics of the Broadway Street Commercial Corridor and the nature of the operations. Contractor-Based Businesses typically involve limited on-site customer traffic, with activities primarily consisting of administrative functions, equipment storage, and dispatching of vehicles to off-site job locations. As such, a Contractor-Based Business is generally compatible with the Broadway Street Commercial Corridor that accommodates light industrial, service commercial, or transitional land uses.

   The Subject Property appears capable of supporting such operations without creating undue impacts on surrounding properties. Potential concerns such as noise, traffic, and outdoor storage will be effectively mitigated through compliance with zoning performance standards and the Conditions of Approval. Additionally, Contractor-Based Businesses often serve the local community, providing essential services that benefit nearby residential and commercial properties. Given these factors, the proposed rezoning will allow for a use that aligns with the existing and planned character of the area, while maintaining compatibility with surrounding land uses and supporting economic activity.

2. **Whether adequate public school facilities and other public services exist or can be created to serve the needs of any additional dwelling units likely to be constructed as a result of such change.**
   The proposed rezoning to allow a Contractor-Based Business is not anticipated to generate additional dwelling units; therefore, it will not place a direct impact on public school capacity. Contractor-Based Businesses are typically non-residential in nature, involving office, storage, and dispatch functions rather than housing, and accordingly do not contribute to increased student enrollment.

   With respect to other public services, the anticipated demand is expected to be minimal and well within the capacity of existing infrastructure and municipal service providers. Services such as fire protection, utilities, and roadway networks are already in place to serve similar commercial or light industrial uses in the area. The Subject Property will benefit from City's water main extension to the east side of Broadway Street, by dedicating utility and sidewalk easement on the property, sealing the existing septic and water wells, and connecting to the City's water and sewer infrastructure.

3. **Whether the proposed change is in accord with any existing or proposed plans for providing public water supply and sanitary sewers in the vicinity.**
   The proposed rezoning for a Contractor-Based Business is in accordance with existing and planned public water supply and sanitary sewer service for the area. The Subject Property is located within

an area that is already served, and planned to be served, by municipal water and sewer infrastructure consistent with adopted utility plans and capital improvement programs.

Contractor-Based Businesses typically have relatively modest water usage and wastewater generation compared to more intensive commercial or industrial uses. Any site-specific connections or improvements will be completed in compliance with applicable engineering standards and municipal regulations. Accordingly, the proposed rezoning aligns with the community's infrastructure planning, and adequate sanitary sewer services are available, and public water services can be readily provided, to support the intended use.

4. **Whether the proposed amendment is likely to result in an increase or decrease in the total zoned residential capacity of the City and the probable effect of such change on the cost of providing public services.**
   The proposed rezoning to allow a Contractor-Based Business is not expected to result in an increase/decrease in the City's total zoned residential capacity. The proposed rezoning will reclassify two parcels on the Subject Property from B-2 General Business District to B-3 Business Service District which will not materially affect the overall housing supply within the City.

   With respect to public service costs, Contractor-Based Businesses generally place a lower demand on municipal services compared to residential uses. They do not generate school enrollment and typically require fewer ongoing services such as parks, libraries, and residential waste collection. While there may be minor demands on services such as police, fire protection, and roadway maintenance due to business operations and vehicle trips, these impacts are generally modest and comparable to other low-intensity commercial and light industrial uses in the Broadway Street Commercial Corridor.

5. **The amount of vacant land which is currently zoned for similar development in the City or in contiguous areas, and particularly in the vicinity of the area included in the proposed amendment, and any special circumstances which may make part of such vacant land unavailable for development.**
   There is a limited amount of vacant land within the City and in contiguous areas that is currently zoned for similar Contractor-Based Business development, particularly in locations that provide the necessary access, visibility, and compatibility with surrounding uses. While some parcels are zoned for commercial or light industrial purposes, not all are readily developable for a Contractor-Based Business due to site-specific constraints.

   In the vicinity of the Subject Property, vacant land appropriately zoned for a Contractor-Based Business are constrained by factors such as inadequate lot size or configuration, lack of direct access to arterial or collector roadways, limited availability of utilities, environmental conditions (e.g., floodplain or drainage issues), or proximity to residential properties that will make contractor operations less suitable. Additionally, some vacant parcels are held for future development, encumbered by ownership or market limitations, or otherwise not available for immediate use. Given these considerations, the amount of vacant, suitable, and available land for Contractor-Based Businesses is effectively limited. The proposed rezoning will help address this gap by reusing an existing commercial property that is functional, appropriately located, and capable of accommodating the operational needs of such a business without adverse impacts on surrounding properties.

6. **The recent rate at which land is being developed in the proposed district of the City, and particularly in the vicinity of the area included in the proposed amendment.**
   The recent rate of development within the City—particularly in and around the area of the proposed rezoning—indicates a steady and ongoing pattern of growth across residential, commercial, and industrial sectors.

   Within the vicinity of the Subject Property, development patterns are characterized by incremental infill, redevelopment of underutilized existing commercial properties, and continued expansion of commercial and light industrial uses. These trends support the conclusion that the area is actively transitioning and accommodating new development consistent with the market demand. Based on these factors, the recent rate of land development on the Broadway Street Commercial Corridor and the surrounding area can be characterized as steady and increasing, reflecting an active development climate. The proposed rezoning to allow a Contractor-Based Business is consistent with this pattern and represents a logical continuation of the ongoing development trends in the area.

7. **The effect of the proposed amendment upon the growth of existing neighborhoods as envisaged by the Crest Hill Comprehensive Plan.**
   The proposed rezoning to allow a Contractor-Based Business is consistent with the growth and development patterns envisioned by the Crest Hill Comprehensive Plan and is not expected to adversely affect existing neighborhoods. The Comprehensive Plan generally promotes the orderly transition between land uses, encouraging appropriate buffers and compatibility between residential areas and non-residential uses. Contractor-Based Businesses, which are typically low-intensity in nature with limited customer traffic, can function effectively in transitional areas between residential neighborhoods and commercial and light industrial uses. When properly regulated, such uses do not generate the level of activity typically associated with more intensive commercial operations.

   The Subject Property is located on the Broadway Street Commercial Corridor where there are a mix of uses and a transition in land use. Allowing a Contractor-Based Business at this location supports the Crest Hill Comprehensive Plan's objectives by facilitating adaptive reuse and productive use of an existing commercial property while maintaining compatibility with the surrounding development. Any potential impacts related to noise, traffic, or outdoor storage will be mitigated through compliance with zoning standards, buffering, screening, and operational limitations. Accordingly, the proposed rezoning will not hinder the growth of the existing neighborhoods but rather support the Comprehensive Plan's vision of balanced development, appropriate land use transitions, and the efficient use of land resources.

8. **Whether other areas designated for similar development are likely to be so developed if the proposed amendment is adopted, and whether the designation for such future development should be withdrawn from such areas by further amendment of this Ordinance.**
   The adoption of the proposed rezoning to allow a Contractor-Based Business is not expected to negatively affect the likelihood that other areas designated for similar development will be developed. Market demand, site characteristics, access to transportation, and availability of utilities remain the primary factors influencing whether such areas are developed, and those factors will continue to guide investment decisions irrespective of the proposed rezoning.

In many cases, Contractor-Based Businesses require specific site conditions—such as adequate lot size, outdoor storage capability, and convenient access to arterial roadways—that are not uniformly present across all designated areas. As a result, the Subject Property is particularly well-suited for this use, while other designated areas may develop over time with similar or alternative permitted uses consistent with their individual characteristics and market conditions.

Furthermore, the approval of the proposed rezoning does not indicate an oversupply of land for Contractor-Based Businesses, nor does it undermine the long-term viability of other designated areas. Rather, it provides an additional opportunity to accommodate a use that may otherwise be difficult to site. Accordingly, there is no compelling basis to conclude that the designation for similar future development should be withdrawn from other areas. Existing zoning designations should remain in place to preserve flexibility and allow the market to determine the most appropriate timing and location for such development, consistent with the City's planning objectives.

9. **If the proposed amendment involves a change from a residential to a non-residential designation, whether more non-residential land is needed in the proposed location to provide commercial services or employment for the residents of the City.**
   The proposed rezoning does not involve a change from a residential to a non-residential designation. The rezoning of land to accommodate a Contractor-Based Business will serve a functional need by expanding opportunities for local employment and service provision within the City. Contractor-Based Businesses provide essential services to residents and other businesses, including construction, maintenance, and repair activities. These uses generate employment opportunities across a range of skill levels and support the local economy. The availability of appropriately located sites for such businesses is often limited due to operational needs such as outdoor storage, vehicle access, and buffering from residential uses. As a result, rezoning of two parcels on the Subject Property from B-2 General Business District to B-3 Business Service District will help meet this demand.

   The Subject Property offers characteristics that are conducive to this type of use, such as direct access to the Broadway Street Commercial Corridor and compatibility with the nearby non-residential and transitional land uses. The proposed rezoning will support the City's goal of maintaining a balanced land use pattern by providing employment-generating uses while still preserving the overall supply of residential land. Accordingly, the proposed rezoning will help address the need for commercial land in an appropriate location, enhancing the City's ability to provide commercial services and employment opportunities for its residents without adversely impacting the broader residential development pattern.

10. **Existing uses and zoning within the general area of the property in question.**
    The existing uses and zoning classification within the general area of the Subject Property reflect a mix of residential, commercial, and light industrial designations, indicative of a transitional land use pattern. Nearby properties along the Broadway Street Commercial Corridor are zoned for a combination of single-family and multi-family residential uses, service-oriented commercial uses and light industrial uses. Existing uses in the vicinity include residential neighborhoods, small-scale service businesses, office uses, contractor yards, storage facilities, and low and high intensity industrial operations. This mix of uses suggests that the area is not exclusively residential in character, but rather accommodates a range of activities with varying intensities.

Given this context, a Contractor-Based Business will be compatible with the surrounding zoning and land use pattern, particularly as the Subject Property is located near commercial and light industrial zoned properties and along the Broadway Street Commercial Corridor which supports higher-intensity uses. The presence of similar or complementary uses in the area further supports the appropriateness of the proposed rezoning, as it will be consistent with the established development pattern in the Broadway Street Commercial Corridor. Overall, the existing mix of uses and zoning in the general area provides an appropriate setting for a Contractor-Based Business, especially where adequate buffering, screening, and site design measures will be implemented to ensure compatibility with the nearby residential and commercial properties.

11. The extent to which property values are diminished by particular zoning restrictions.

The extent to which property values are diminished by the zoning restrictions in the B-2 Zoning District, as they relate to a Contractor-Based Business, is tied to the limitations those regulations place on the reasonable and economically viable use of the Subject Property. Where B-2 Zoning District restricts the Subject Property to more limited commercial uses, the property owner is unable to utilize the site for a Contractor-Based Business despite its suitability in terms of location, access, and configuration. Contractor-Based Businesses often require features such as outdoor storage, parking for work vehicles, and flexible building space—characteristics that are typically not permitted in the B-2 Zoning District. As a result, the property's marketability will be reduced because it cannot be used for a use that aligns with the market demand and the physical attributes of the site.

On the Broadway Street Commercial Corridor where there is a demonstrated need for Contractor-Based Businesses and limited availability of appropriately zoned land, such restrictions can further constrain the pool of potential buyers or tenants, thereby diminishing the property's overall value. Conversely, permitting a Contractor-Based Business can enhance the property's utility and economic potential by allowing a use that is both functional and in demand. Accordingly, the strict zoning limitations of the B-2 Zoning District that prohibit the Contractor-Based Business operations will have the effect of diminishing property value by preventing the highest and best use of the property, particularly where the surrounding area and site conditions would otherwise support such a use.

12. The extent to which the restriction of property values of the petitioner promotes the health, safety, morals, or general welfare of the public.

The extent to which the restriction of the petitioner's property promotes the health, safety, morals, or general welfare of the public must be evaluated in relation to the actual impacts of the proposed Contractor-Based Business and the context of the surrounding area. Zoning restrictions are intended to protect the public by separating incompatible land uses and minimizing adverse impacts such as excessive noise, traffic congestion, visual blight, or safety hazards. In strictly residential areas, limitations on Contractor-Based Businesses can serve a valid public purpose by preserving neighborhood character and reducing potential conflicts between the residential living and business operations.

However, as the Subject Property is located on the Broadway Street Commercial Corridor and in proximity to other transitional commercial or light industrial uses, the continued restriction of the property will provide limited additional public benefit. Contractor-Based Businesses are generally low-intensity in nature, with most activity occurring off-site and relatively modest on-site impacts. Potential concerns—such as vehicle storage, hours of operation, or outdoor materials—will be

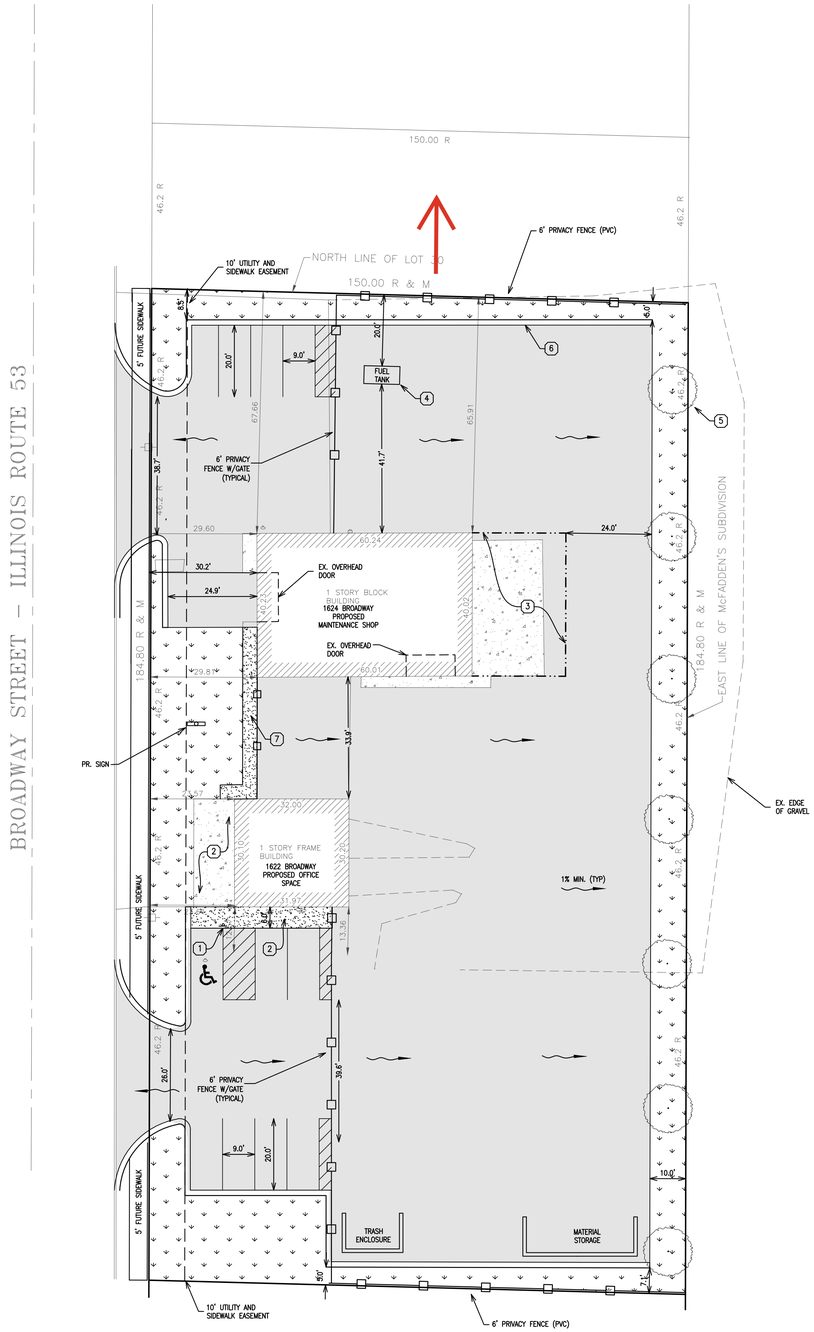
effectively addressed through reasonable conditions, screening, and compliance with performance standards. If such mitigation measures are available and enforceable, the strict application of zoning restrictions of the B-2 Zoning District cannot substantially advance public health, safety, or welfare beyond what could otherwise be achieved while allowing a Contractor-Based Business. In that context, the zoning restrictions can impose a disproportionate limitation on the property owner relative to the public benefit gained. Accordingly, while zoning restrictions can serve an important role in protecting the public, their application in this instance can only minimally promote those objectives, particularly if the proposed Contractor-Based Business can operate in a manner that is compatible with surrounding uses and consistent with the applicable regulations.

13. **Whether the proposed amendment is the minimum adjustment necessary to allow the reasonable use of the property.**

    The proposed rezoning represents the minimum adjustment necessary to allow the reasonable use of the property for a Contractor-Based Business. The Subject Property's physical characteristics, location, and access make it suitable for contractor operations; however, the existing zoning regulations of the B-2 Zoning District limit its ability to be utilized in a manner consistent with the market demand. Without the proposed rezoning, the property will be restricted to uses that do not fully align with its functional capabilities and economic potential.

    The rezoning is narrowly tailored to permit a Contractor-Based Business use rather than introducing a broad range of more intensive commercial or industrial uses. In addition, any potential impacts associated with the use—such as outdoor storage, vehicle parking, or operational activity—will be addressed through applicable zoning standards and Conditions of Approval, ensuring compatibility with the surrounding properties. As such, the rezoning request does not exceed what is necessary to enable a reasonable and viable use of the property, and it avoids unnecessary expansion of permitted uses beyond those required. Accordingly, the proposed rezoning can be considered the minimum adjustment needed to accommodate the intended Contractor-Based Business while maintaining the overall intent of the zoning regulations.

EXHIBIT K



GRAPHIC SCALE 1"=20'

0 10 20 40

PART OF SOUTHEAST QUARTER OF SEC. 33 T36N R10E

PROPERTY IDENTIFICATION NUMBERS: 11-04-33-412-029
11-04-33-412-032
11-04-33-412-033
11-04-33-412-034
11-04-33-412-045

PROPERTY ADDRESS: 1618 – 1626 N. BROADWAY
CREST HILL, IL 60403

CLIENT: KURT FIFE
1622 N. BROADWAY
CREST HILL, IL 60403

SITE DATA:

SITE AREA: 41,570 SF

IMPERVIOUS AREA: 34,029 SF (81.9%)

PERVIOUS AREA: 7,541 SF (18.1%)

NOTES:

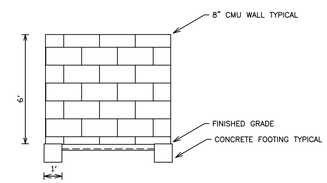
1. CONCEPT PLAN ILLUSTRATES GENERAL LAYOUT FOR SITE. FINAL ENGINEERING PLANS SHOWING PROPOSED GEOMETRY AND GRADING SHALL BE SUBMITTED FOR CITY APPROVAL.
2. EXISTING CONDITIONS BASED ON PREVIOUS PLAT OF SURVEY BY GEOTECH INC. AND AVAILABLE AERIAL IMAGERY. A FULL TOPOGRAPHIC SURVEY WILL BE REQUIRED FOR THE FINAL ENGINEERING PLANS.
3. SIDEWALK ALONG BROADWAY STREET MAY BE DEFERRED, DEPENDING ON TIMING FOR EXTENSION OF WATER AND SANITARY SEWER MAINS.
4. MATERIAL STORAGE AND TRASH ENCLOSURE SHOWN FOR REFERENCE. FINAL LOCATIONS TO BE DETERMINED DURING FINAL ENGINEERING.

(F) CONSTRUCTION NOTES:

1. ACCESSIBLE STALL SIGNAGE
2. EXISTING PAVEMENT AND CONCRETE APRON TO BE REMOVED AND REPLACED AS NECESSARY TO PROVIDE ACCESSIBLE ROUTE TO ENTRANCE ON WEST SIDE OF BUILDING.
3. PROPOSED ROOF/CANOPY TO BE CONSTRUCTED OVER EXISTING CONCRETE PAVEMENT AREA
4. FUEL TANK LOCATION TO BE DETERMINED DURING FINAL ENGINEERING BASED ON STATE FIRE MARSHAL SETBACK REQUIREMENTS.
5. DECIDUOUS SHADE TREES (REDPOINT RED MAPLE, OR SIMILAR) AT 40 FOOT SPACING ALONG EAST FRONTAGE. SPECIFIC TREE TYPES TO BE DETERMINED DURING FINAL ENGINEERING.
6. PROVIDE CURB ADJACENT TO PAVEMENT ALONG SOUTH, NORTH, AND WEST FRONTAGES.
7. PCC SIDEWALK TO BE INSTALLED BETWEEN TWO EXISTING BUILDINGS.

HATCH LEGEND:

BITUMINOUS PAVEMENT



MATERIAL STORAGE/TRASH ENCLOSURE TYPICAL SECTION

NO.	DATE	REVISION
	03.10.26	SUBMIT FOR REVIEW
1	04.30.26	CITY REVIEW
2	07.23.26	CITY REVIEW
3	08.20.26	CITY REVIEW

REASONABLE TREE EXPERTS
1622 N. BROADWAY
CREST HILL, IL

CONCEPT PLAN

GEOTECH INC.
CONSULTING ENGINEERS – LAND SURVEYORS
1207 CEDARWOOD DRIVE CREST HILL, ILLINOIS 60403 815/730-1010

PROJECT NO. 22057
DATE: 3.07.26
DRAWN BY: TC
CHECKED BY: CP

SHEET NO. 1

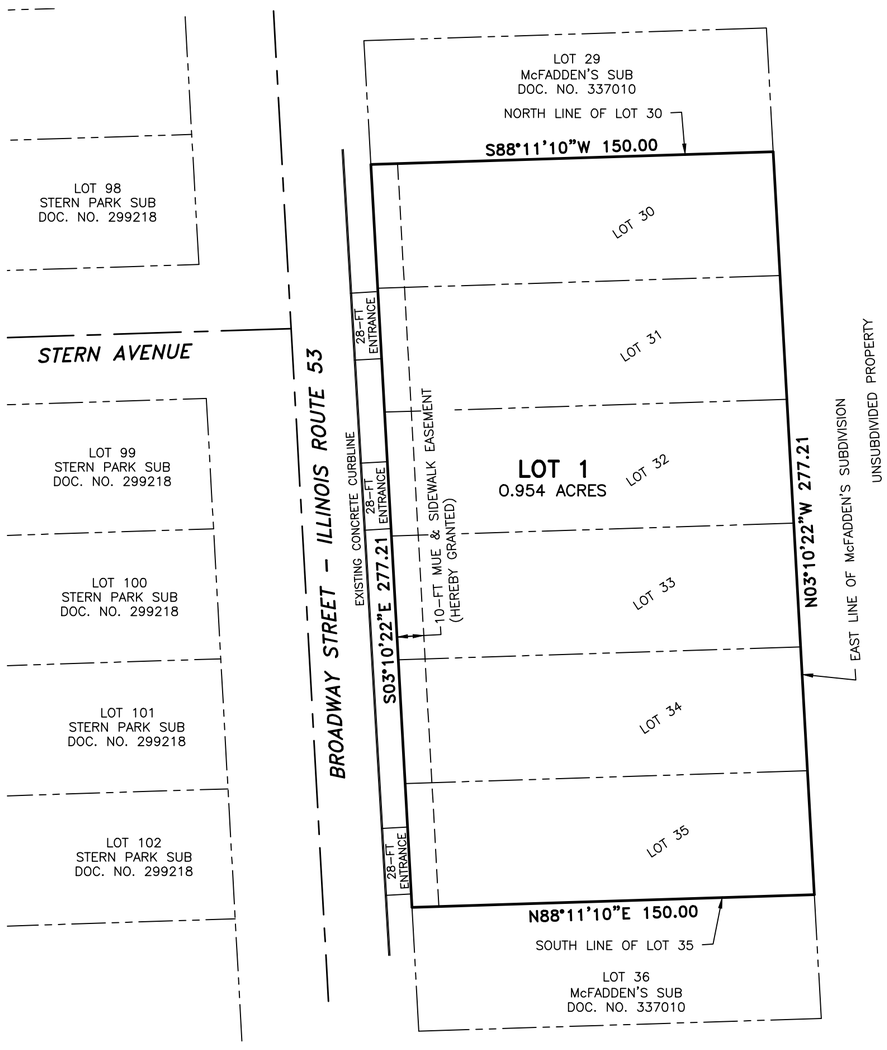
P:\Projects\GN22057\Engineering\DWG\Concepts\22057 concept.dwg
Plotdate: 8/20/2026 10:40 AM - Layout: CONCEPT PLAN

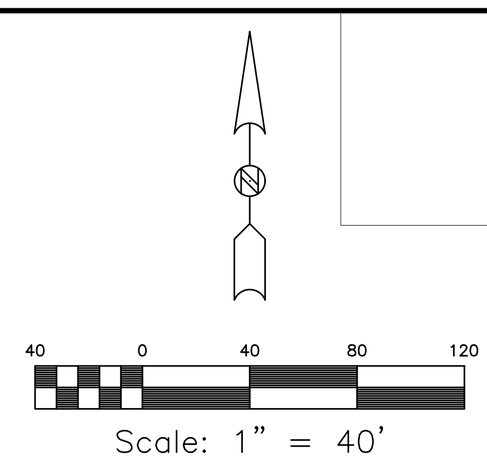
P.I.N.:
11-04-33-412-029
11-04-33-412-032
11-04-33-412-033
11-04-33-412-034
11-04-33-412-045

EXHIBIT L

FINAL PLAT OF REASONABLE TREE SUBDIVISION

THAT PART OF THE WEST HALF OF THE SOUTHEAST QUARTER
OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF
THE THIRD PRINCIPAL MERIDIAN, WILL COUNTY, ILLINOIS





MUNICIPAL UTILITY EASEMENT (MUE) PROVISION

Municipal Utility Easement (MUE); an easement for serving the subdivision and other property with domestic water, sanitary sewer and storm water drainage is hereby reserved for and granted to the City of Crest Hill, Illinois, their successors and assigns, to install, operate, maintain, relocate, renew and remove facilities used in connection with sewer and water mains, in, under, across, along, and upon the surface of the property shown on the plat within the areas marked as "Municipal Utility Easement" (MUE) and those parts designated on the plat as dedicated for public street, together with the right to cut, trim, or remove trees, bushes, and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the property for all such purposes.

Each individual entity or other party accepting title to all or any part of the Municipal Utility Easement (MUE) shall conclusively be deemed to have covenanted and agreed, jointly and severally, to maintain the surface of the portion of the municipal utility easement which is located on such party's property so that it is in good condition for its intended purpose as a Municipal Utility Easement (which maintenance shall include, but shall not be limited to, the regular seeding, watering and mowing of all lawns). No titleholder of any part or portion of the Municipal Utility Easement (or any party acting on behalf of the titleholder) shall:

I. Install, construct, erect, place or plant any building, structures, improvements or vegetation (other than grass or approved plantings) upon the Municipal Utility Easement, including, but not limited to fences, walls, patios, sheds, posts,

II. Trees, plants or shrubbery, except as shown on the approved landscape plan, or alter, modify or change in any way the topography or elevations of the Municipal Utility Easement.

Said easements may be used for driveways and parking however, the grade of the subdivided property shall not be altered in any manner so as to interfere with the proper operation and maintenance thereof, or with the surface drainage thereon. The property owner and or the property owner association are completely responsible for landscape and/or paving restoration, should maintenance of the utility be required.

The City of Crest Hill is responsible for repairing water services between the water main, to and including the buffalo box. The property owner and/or the property owner's association are responsible for the restoration of the surface after any such water service repair. Only perpendicular crossings of the MUE are permitted by public utilities. The MUE is exclusive of any blanket easement.

SIDEWALK EASEMENT PROVISION

An easement is hereby reserved and granted to the City of Crest Hill, their successors and assigns, for the perpetual right, privilege, and authority to construct, reconstruct, repair, inspect, maintain, and operate a sidewalk over, across, and along the surface of the property shown on the plat marked "SIDEWALK EASEMENT", together with right of access across the property for necessary employees, contractors, sub-contractors and equipment to do any of the aforementioned operations.

EASEMENT PROVISIONS

An easement for serving the subdivision and other property with electric and communications service is hereby reserved for and granted to

COMMONWEALTH EDISON COMPANY,
AMERITECH TELEPHONE COMPANY,
APPLICABLE CABLE TELEVISION COMPANY,
GRANTEES

their respective successors and assigns, jointly and severally, to install, operate, maintain and remove, from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "Easement", the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat as a "Common area or areas", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over grantees' facilities or in, upon or over the property within the dotted lines marked "Easement" without the prior written consent of grantees. After installation of any such facilities the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in the "Condominium Property Act", Chapter 765 ILCS 605/2(e), as amended from time to time.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by other terms such as, "outlots", "common elements", "open space", "open area", "common ground", "parking and common area". The terms "common area or areas" and "Common Elements" includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

An easement is hereby reserved for and granted to NORTHERN ILLINOIS GAS COMPANY, its successors and assigns ("NI-Gas") to install, operate, maintain, repair and remove, facilities used in connection with the transmission and distribution of natural gas in, over, under, across, along and upon the surface of the property shown on this plat marked "Easement," "Common Area or Areas" and streets and alleys, whether public or private, and the property designated in the Declaration of Condominium and/or on this plat as "Common Elements," together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, and to serve other property, adjacent or otherwise, and the right to remove obstructions, including but not limited to, trees, bushes, roots and fences, as may be reasonably required incident to the rights herein given, and the right to enter upon the property for all such purposes. Obstructions shall not be placed over NI-Gas' facilities or in, upon or over the property identified on this plat for utility purposes without the prior written consent of NI-Gas. After installation of any such facilities, the grade of the property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.
The term "Common Elements" shall have that meaning set forth for such term in Section 605/2(e) of the "Condominium Property Act" (Illinois Compiled Statutes, Ch. 765, Sec. 605/2(e)), as amended from time to time.
The term "Common Area or Areas" is defined as a lot, parcel or area of real property, including real property surfaced with interior driveways and walkways, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the property, even though such areas may be designated on this plat by other terms.

GENERAL NOTES:

1. R DENOTES "RECORD" DISTANCE AND/OR DIRECTION
2. D DENOTES "DEED" DISTANCE AND/OR DIRECTION
3. C DENOTES "CALCULATED" DISTANCE AND/OR DIRECTION
4. M DENOTES "MEASURED" DISTANCE AND/OR DIRECTION
5. GEOTECH INCORPORATED IS PROFESSIONAL DESIGN FIRM NUMBER 184-000165.
6. NO COMMITMENT FOR TITLE INSURANCE WAS USED DURING THE PREPARATION OF THIS PLAT AND SURVEY.
7. THE BASIS OF BEARING FOR THE PLAT AND SURVEY, SHOWN HEREON, IS THE STATE PLANE OF ILLINOIS, ZONE EAST [NAD83 (2011)], BASED ON GNSS OBSERVATIONS UTILIZING THE TRIMBLE NOW VRS NETWORK.
8. THE AREA OF THE SURVEYED PARCEL IS 0.954 ACRES.
9. THERE IS DEPRESSED CURB THAT TOTALS 170 FEET IN LENGTH RUNNING FROM THE NORTH LINE OF LOT 30 SOUTH TO NEAR THE SOUTH LINE OF LOT 33. THE OWNER IS USING TWO AREAS FOR ACCESS INTO HIS PROPERTY AS SHOWN EAST OF AND TOWARDS THE NORTHERN PORTION OF LOT 31 AND EAST OF AND TOWARDS THE SOUTHERN PORTION OF LOT 32. THE EXISTING ENTRANCE EAST OF AND TOWARDS THE SOUTHERN PORTION OF LOT 35 IS USED FOR ACCESS TO LOTS 34 AND 35. AT THE PRESENT TIME THERE IS NO ACCESS BETWEEN LOTS 33 AND 34.
10. ■ PM – DENOTES PERMANENT MONUMENT. 5/8" X 30" REBAR ROD SET IN CONCRETE.

CREST HILL PLAN COMMISSION

STATE OF ILLINOIS)
COUNTY OF WILL) SS

APPROVED BY THE CREST HILL PLAN COMMISSION AT A MEETING HELD ON THE _____ DAY OF _____, 20 _____.

_____ _____
CHAIRMAN

_____
SECRETARY

CREST HILL CITY COUNCIL

STATE OF ILLINOIS)
COUNTY OF WILL) SS

APPROVED BY THE CREST HILL CITY COUNCIL AT A MEETING HELD ON THE _____ DAY OF _____, 20 _____.

_____ _____
MAYOR

_____
CLERK

LAND SURVEYOR

STATE OF ILLINOIS)
COUNTY OF WILL) SS

I, CHRISTOPHER M. PAPESH, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF ILLINOIS, DO HEREBY CERTIFY THAT UNDER THE DIRECTION OF THE OWNERS THEREOF, I HAVE SURVEYED, SUBDIVIDED AND PLATTED INTO 1 LOT AND NO STREETS, THE FOLLOWING DESCRIBED PROPERTY:

LOTS 30 THROUGH 35 IN McFADDEN'S SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 27, 1921, AS DOCUMENT NUMBER 337010, IN WILL COUNTY, ILLINOIS.

I DO FURTHER CERTIFY:

1. THE ACCOMPANYING PLAT IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION AS MADE BY ME.
2. NO PART OF THE PROPERTY COVERED BY THIS PLAT OR SUBDIVISION IS SITUATED WITHIN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED BY THE NATIONAL FLOOD INSURANCE PROGRAM FIRM MAP NUMBER 17197C0162G, EFFECTIVE FEBRUARY 15, 2019.
3. THE PROPERTY OR PLAT IS SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF CREST HILL.
4. THAT ALL REGULATIONS ENACTED BY THE SUBDIVISION AND PLAT ORDINANCE OF THE CITY OF CREST HILL HAVE BEEN COMPLIED WITH IN THE PREPARATION OF THIS PLAT.
5. ALL DIMENSIONS ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF.
6. 5/8" x 30" EPOXY COATED REBAR RODS SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.

DATED AT CREST HILL, ILLINOIS, THIS 21st DAY OF July, 2026, A.D.



_____
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3369
EXPIRATION DATE 11-30-2026
EMAIL: cpapesh@geotechincorp.com

SURFACE WATER STATEMENT

STATE OF ILLINOIS)
COUNTY OF WILL) SS

TO THE BEST OF OUR KNOWLEDGE AND BELIEF THE DRAINAGE OF SURFACE WATERS WILL NOT BE CHANGED BY THE CONSTRUCTION OF THIS SUBDIVISION OR ANY PART THEREOF, OR, THAT IF SUCH SURFACE WATER DRAINAGE WILL BE CHANGED, REASONABLE PROVISION HAS BEEN MADE FOR COLLECTION AND DIVERSION OF SUCH SURFACE WATERS INTO PUBLIC AREAS, OR DRAINS WHICH THE SUBDIVIDER HAS A RIGHT TO USE, AND THAT SUCH SURFACE WATERS WILL BE PLANNED FOR IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING PRACTICES SO AS TO REDUCE THE LIKELIHOOD OF DAMAGE TO THE ADJOINING PROPERTY BECAUSE OF THE CONSTRUCTION OF THE SUBDIVISION.

_____
THOMAS CARROLL ILLINOIS P.E. #062-052783
EXPIRATION DATE: 11-30-2027

WILL COUNTY CLERK

STATE OF ILLINOIS)
COUNTY OF WILL) SS

I, _____, COUNTY CLERK OF WILL COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, OR UNPAID CURRENT GENERAL TAXES AGAINST ANY OF THE ESTATE DESCRIBED IN THE FOREGOING CERTIFICATES.

GIVEN UNDER MY HAND AND SEAL AT JOLIET, ILLINOIS, THIS _____ DAY OF _____, 202_____.

_____
COUNTY CLERK

PROPERTY OWNER

STATE OF ILLINOIS)
COUNTY OF WILL) SS

THIS IS TO CERTIFY THAT EXTREME 2017 LLC, AN ILLINOIS LIMITED LIABILITY COMPANY, IS THE OWNER OF THE LAND DESCRIBED IN THE ANNEXED PLAT AND HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED, AS INDICATED THEREON, FOR THE USES AND PURPOSES THEREIN HAS CAUSED AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED.

TO THE BEST OF OUR KNOWLEDGE, THIS PROPERTY IS LOCATED WITHIN THE BOUNDARIES OF CHANEY-MONGE DISTRICT 88, LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205, AND ILLINOIS COMMUNITY COLLEGE DISTRICT NUMBER 525.

DATED, THIS _____ DAY OF _____, 202_____, A.D.

EXTREME 2017 LLC
1624 N BROADWAY STREET
CREST HILL, IL 60403

BY:_____
MANAGING PARTNER

WILL COUNTY TAX MAPPING

STATE OF ILLINOIS)
COUNTY OF WILL) SS

I, _____, DIRECTOR OF THE TAX MAPPING AND PLATTING OFFICE, DO HEREBY CERTIFY THAT I HAVE CHECKED THE PROPERTY DESCRIPTION OF THIS PLAT AGAINST AVAILABLE COUNTY RECORDS AND FIND SAID DESCRIPTION TO BE TRUE AND CORRECT. THE PROPERTY HEREIN DESCRIBED IS LOCATED ON

TAX MAP NUMBERS: _____ AND IDENTIFIED

AS PERMANENT REAL ESTATE TAX INDEX NUMBER (PN): _____

DATED THIS _____ DAY OF _____, 202_____.

_____
DIRECTOR

NOTARY PUBLIC

STATE OF ILLINOIS)
COUNTY OF WILL) SS

I, _____, A NOTARY PUBLIC IN AND FOR SAID COUNTY, IN THE STATE AFORESAID, DO HEREBY CERTIFY

THAT _____, PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE FOREGOING INSTRUMENT AS THEIR OWN FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____, 202_____, A.D.

BY: _____
NOTARY PUBLIC

WILL COUNTY RECORDER

STATE OF ILLINOIS)
COUNTY OF WILL) SS

THIS INSTRUMENT NO. _____ WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF WILL COUNTY, AFORESAID ON THE _____ DAY OF _____, 202_____, A.D. AT _____ O'CLOCK ___.M.

_____
WILL COUNTY RECORDER

ILLINOIS DEPARTMENT OF TRANSPORTATION

THIS PLAT HAS BEEN APPROVED BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION WITH RESPECT TO ROADWAY ACCESS PURSUANT OF PARAGRAPH 2 OF "AN ACT TO REVISE THE LAW IN RELATION TO PLATS," AS AMENDED. A PLAN THAT MEETS THE REQUIREMENTS CONTAINED IN THE DEPARTMENT'S "POLICY ON PERMITS FOR ACCESS DRIVEWAYS TO STATE HIGHWAYS" WILL, BE REQUIRED BY THE DEPARTMENT.

DATE: _____

_____
JOSE RIOS, P.E.
REGION ONE ENGINEER

GJN22057

GEOTECH INC.
CONSULTING ENGINEERS – LAND SURVEYORS
1207 CEDARWOOD DRIVE CREST HILL, ILLINOIS 60403 815/730-1010

REASONABLE TREE SUBDIVISION

FINAL PLAT OF SUBDIVISION
DRAWN BY: CP JOB # GJN22057
CHECKED BY: TC DATE: 07/21/2026

DATE	BY	REVISION
08/20/26	CP	PER CITY REVIEW

City Council Memo

Crest Hill, IL

Meeting Date: October 5, 2026

Submitter: Atefa Ghaznawi, AICP, LEED AP, City Planner

Department: Community Development

Agenda Item: Approve Participation of the City of Crest Hill in the Fifth Cohort of the Metropolitan Mayors Caucus EV Readiness Program.

Summary:

The EV Readiness Program is sponsored by ComEd and the Metropolitan Mayors Caucus, and is a 9-month program in which a group of 10-12 communities participate as a cohort. The participating communities receive free technical assistance and training in a variety of critical areas as they work toward the designation of "EV Ready Community". There is no cost associated with participating in this Program other than Staff time commitment. The Program helps the participating communities prepare to meet the growing demand for electric vehicles (EVs) and EV charging infrastructure. With guidance and resources assembled by the Caucus' EV Readiness Team, participating communities develop clear permitting for EV charging infrastructure, analyze zoning and parking codes to address barriers to EV infrastructure, engage the community, and participate in technical and safety training for staff. Municipalities may also tailor actions or special projects to suit the needs of their own community.

A total of 45 communities across the Chicagoland region in 4 cohorts, have so far participated in the Program and received their EV Readiness Designation. If the City Council approves the Crest Hill program participation, the City will work along with 12 other communities in the Fifth Cohort (October 2026 - June 2027). After discussing the Program requirements with various City Departments, Staff believe that they can dedicate the necessary capacity and time commitment to participate in the Program and work toward the EV Readiness Designation. Staff believe that leveraging the technical assistance and various trainings offered by the EV Readiness Program will help various City Departments acquire the necessary knowledge and professional training to support the growing demand for transportation electrification; make it faster, easier, and more affordable for our residents and businesses to install EV charging stations in our community; and promote sustainable transportation choices in the community. Any future policy adoption or purchasing decisions that may result from the City's improved EV Readiness will come back to City Council for additional direction and approval.

At the September 28, 2026 City Council Work Session, the application was presented and a discussion took place about this application. No alterations were requested to the draft Commitment Letter that was attached to the packet. As such, the attached Commitment Letter is the same as the packet presented at the Work Session.

Participating in the EV Readiness Program requires approval of the following two items:

1. Approve participation of the City of Crest Hill in the Fifth Cohort of the Metropolitan Mayors Caucus EV Readiness Program, and submit a signed EV Readiness Commitment Letter.
2. Approve a Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact.

Council Action Requested: Approve Participation of the City of Crest Hill in the Fifth Cohort of the Metropolitan Mayors Caucus EV Readiness Program.

Attachment

- EV Readiness Program Commitment Letter

CITY OF CREST H
20600 City Center Boulevard
Crest Hill, IL 60403
815-741-5100
cresthill.gov

Raymond R. Soliman
Mayor

Christine Vershay-Hall
Clerk

Jamie Malloy
Treasurer

Ward 1
Scott Dyke
Angelo Deserio

Ward 2
Claudia Gazal
Darrell Jefferson

Ward 3
Tina Oberlin
Mark Cipiti

Ward 4
Joe Kubal
Nate Albert

October 6, 2026

Edith Makra
Metropolitan Mayors Caucus
433 W. Van Buren St., Suite 450
Chicago, IL 60607

Dear Edith Makra:

The City of Crest Hill commits to work to earn the EV Ready designation as part of a cohort of communities that the Metropolitan Mayors Caucus will lead. We will dedicate staff to work as a member of a cohort to meet the requirements to earn EV Ready designation.

Once we determine how best to direct our efforts with the help of the EV Readiness Team at the Caucus, we will seek to earn Bronze, Silver or Gold EV Ready designation. We expect to complete all program requirements within the allotted time for the cohorts, which is approximately six to nine months.

Our aim is to advance transportation electrification in the region and make it faster, easier, and more affordable for our residents and businesses to install EV charging stations in our community. As a signatory to the Caucus' Greenest Region Compact (GRC), we passed a resolution on **October 5, 2026**, formally supporting the following goals related to EV readiness and agreed to work to achieve them in our own communities and in collaboration throughout the region. Joining the Caucus' EV Readiness Program cohort would allow us to address these high-level GRC goals:



Mobility and Municipal Operations Goals

- Support efficient transportation that uses resources wisely.
- Integrate sustainability into transportation policies, programs, and regulations.
- Promote sustainable transportation choices.
- Maintain a diverse, safe and efficient transportation network.
- Operate a safe, clean, and efficient fleet.

We will actively participate in the EV Ready Communities Cohort and share our knowledge and experience with the Caucus and other members of the cohorts, when helpful. With guidance from the Caucus, we will aim to complete the requirements to earn EV Ready Bronze at a minimum. We will:

- Review zoning requirements and act to remove barriers to EV charging infrastructure development.
- Create and distribute a checklist detailing the steps of our permitting process for EV charging stations.
- Participate in staff training for permitting employees, inspectors, first responders, and other relevant staff members.
- Educate the community about electric vehicles (EVs) and EV charging stations through our website and community events.
- Measure progress along the way by tracking key metrics, such as the number of EVs in the community (data available on the Secretary of State's website) and the locations of publicly accessible EV charging stations.
- We will take additional actions to advance transportation electrification that are most suitable for our community, thereby earning additional points toward EV Ready Bronze designation.
- We may take additional actions and pursue EV Ready designation at Silver or Gold level as suits our community needs.

In recent years, the Metropolitan Mayors Caucus helped 45 local governments earn SolSmart designation by leading three successful cohorts. This collaborative approach has proven to accelerate solar development and investment in the region. The Caucus will use a similar collaborative approach with EV Readiness Program cohorts to advance transportation electrification in northern Illinois. We are eager to begin on the path toward EV Ready designation and look forward to working with the Caucus.

Please contact City Planner Atefa Ghaznawi for inquiries about this application.

Sincerely,

_____

Raymond R. Soliman
Mayor
City of Crest Hill

City Council Memo

Crest Hill, IL

Meeting Date: October 5, 2026

Submitter: Atefa Ghaznawi, AICP, LEED AP, City Planner

Department: Community Development

Agenda Item: Approve a Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact.

Summary:

The Metropolitan Mayors Caucus' Greenest Region Compact (GRC) is a regional sustainability initiative that leverages the strength of municipal government to build vibrant, sustainable communities across the Chicago region. Municipalities that adopt the GRC by a formal resolution, make a commitment to generally support the GRC goals in their community and in collaboration with other municipalities across the region. GRC members have access to GRC promotional material and are invited to join in collaborative projects that will help achieve GRC goals for their community and the region. At this time, there is no reporting requirement for GRC Communities and there is no cost to Metropolitan Mayors Caucus members.

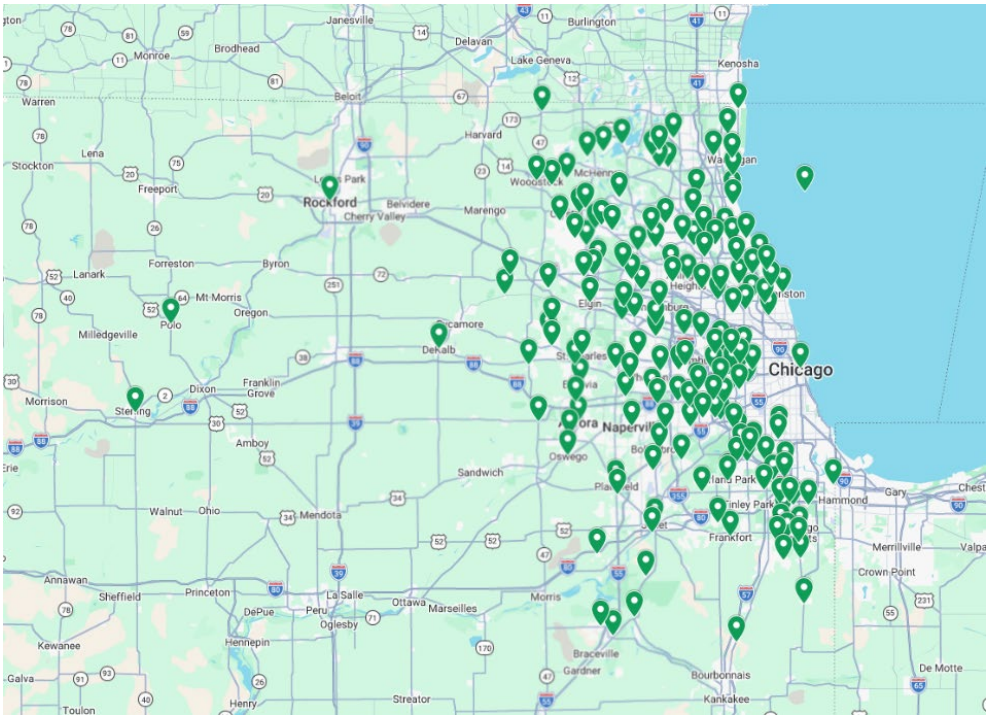
To date, 166 communities of all sizes and strengths (including all Crest Hill neighboring communities and Will County) have adopted the Greenest Region Compact (GRC) to improve the quality of life for more than 6.7 million residents, which makes the GRC the largest regional sustainability collaborative for municipalities in the country. The member municipalities of the Metropolitan Mayors Caucus seek a vibrant, sustainable future for their communities and the greater Chicago region. The consensus goals of the Greenest Region Compact aim for enhanced quality of life for residents; protection and stewardship of the environment and sustainable economic vitality.



Staff believe that the overarching goals of the Metropolitan Mayors Caucus' Greenest Region Compact are well-aligned with the City's sustainability goals and objectives outlined in the current and new Comprehensive Plan. Additionally, working collaboratively with other communities towards a sustainable region will further support the City's current and future sustainability undertakings to improve the quality of life for our residents, such as constructing a new public plaza and park (Crest Hill Commons), promoting walking and biking through adoption of a new Multi-Use Bike and Pedestrian Plan, the City's Rain Barrel Program, the 50/50 Tree Program, Recycling Services, Annual

Shredding Day, and many more. Staff recommend the City Council approval of the Resolution endorsing the Metropolitan Mayors Caucus' Greenest Region Compact.

Map of the Greenest Region Compact Member Communities



At the September 28, 2026 City Council Work Session, the application was presented and a discussion took place about the application. No alterations were requested to the draft Resolution that was attached to the packet. As such, the attached Resolution is the same as the packet presented at the Work Session.

Council Action Requested: Approve a Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact.

Attachment

- A Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact

RESOLUTION NO. _____
A RESOLUTION ENDORSING THE METROPOLITAN MAYORS CAUCUS' GREENEST REGION COMPACT

WHEREAS, the City of Crest Hill is non-home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/1-1 et seq.; and

WHEREAS, the Metropolitan Mayors Caucus provides a forum for the chief elected officials of the Chicago region to develop consensus and act on common public policy issues and multi-jurisdictional challenges; and

WHEREAS, the Metropolitan Mayors Caucus' participating Mayors and their communities have a history of environmental stewardship, from energy efficiency, water conservation, urban forestry, and participation in Clean Air Counts; and

WHEREAS, it is important for Mayors and local governments throughout the United States to take leadership roles to advance sustainability both in their own communities and in concert with regional, national and global initiatives; and

WHEREAS, the Metropolitan Mayors Caucus created the Greenest Region Compact to address environmental sustainability issues of global importance at the local level; and

WHEREAS, the Greenest Region Compact, an update to the original pledge and sometimes referred to as the Greenest Region Compact 2, is built on important environmental initiatives already underway in communities, in partnership with many non-profit, state, regional and national organizations; and

WHEREAS, the Greenest Region Compact synthesizes sustainability goals already adopted by leading communities in the region; and these consensus goals align with common regional, state, national and global objectives; and

WHEREAS, the Greenest Region Compact offers a companion Framework to guide communities of all sizes and strengths to assess their current efforts; develop a sustainability plan suited to local priorities; and will offer resources to help them succeed; and

WHEREAS, the consensus goals of the Greenest Region Compact will guide coordinated efforts toward enhanced quality of life for residents; protection and stewardship of the environment and sustainable economic vitality.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Crest Hill, Will County, Illinois, endorses the Greenest Region Compact proposed by the Metropolitan Mayors Caucus and agrees to work to achieve them, both in their own communities and in collaboration throughout the region.

[*Left Intentionally Blank*]

PASSED THIS 5TH DAY OF OCTOBER, 2026

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

_____
Christine Vershay-Hall, City Clerk

APPROVED THIS 5TH DAY OF OCTOBER, 2026.

_____
Raymond R Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

Agenda Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	A Resolution for a Professional Services Agreement for Weber Road and City Center Area Median and Parkway Landscaping By and Between the City of Crest Hill, Will County, Illinois and RVI+ Planning and Landscaping in the Amount of $55,400.00

Summary: Engineering is presenting a proposal for consideration by council to approve an agreement for professional engineering services to prepare median landscape concept plans for the following locations.

- Weber Rd from the Railroad Bridge to Crest Hill Drive-Median Landscaping
- City Center Blvd from Weber Rd to Crest Hill Commons-Parkway Landscaping
- Len Kubinski Dr from Caton Farm Rd to City Center Blvd-Parkway Landscaping and
- Caton Farm Rd from Weber to Len Kubinski Dr. North Parkway only.

The work included in this proposal is for Task 1, 2, 3, 98 and 99, as outlined in the attached proposal.

The work under this takes includes the following.

- Attendance a coordination and workshop meeting.
- Review existing data.
- Conduct field visits.
- Summarize site development requirements per City Code.
- Obtain a topographic survey of the areas highlighted in the attached exhibit.
- Prepared preliminary schematic drawing to be present to council for comment and approval.
- Update preliminary schematic drawing per comments received by City staff and Council.
- Determined additional right of way needed to implement parkway landscaping along City Center Blvd.
- Prepare an estimate of cost for future budget and planning purposes.
- Prepare and coordinate with Will County Highway Department for preliminary concurrence of the work being proposed in the Will County for a Right of Way.
- **Preliminary Maintenance costs will be provided with the Concepts shown to Council.**
- **Per Council Request concepts creating a landscaped Boulevard for City Center Blvd will be included in this work.**

The landscaping concepts will be prepared based on the landscaping plan for the Crest Hill Commons and what is currently installed at Weber and Renwick Rd with the goal to minimize maintenance of these areas.

Staff will come back to Council at a later date to discuss the approval of Task 4 once all costs are known and there is a better understanding of the construction schedule and phasing.

Recommended Council Action:

A Resolution for a Professional Services Agreement for Weber Road and City Center Area Median and Parkway Landscaping By and Between the City of Crest Hill, Will County, Illinois and RVI+ Planning and Landscaping in the Amount of $55,400.00

Financial Impact:

Funding Source: Capital Fund

Budgeted Amount: $65,000.00

Cost: $55,400.00

Attachments:

Resolution-RVI

Exhibit A-RVI-PSA Design-City of Crest Hill-Crest Hill Center Park-6.26

Weber Rd Exhibit-North

Weber Rd Exhibit-South

RESOLUTION NO. _____

A RESOLUTION FOR A PROFESSIONAL SERVICES AGREEMENT FOR WEBER ROAD AND CITY CENTER AREA MEDIAN AND PARKWAY LANDSCAPING BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS AND RVI PLANNING + LANDSCAPING IN THE AMOUNT OF $55,400.00

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, RVI Planning + Landscaping. (the "COMPANY"), is an entity that is in the business of providing Professional Engineering Services, for the Weber Rd and City Cetner Area Median and Parkway Landscaping (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 Weber Rd and City Center Area Median and Parkway Landscaping (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 statuary 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 55,400.00 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 herby 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 5TH DAY OCTOBER, 2026.

	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 5TH DAY OF OCTOBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

EXHIBIT A

Exhibit A

Proposal for Professional Services

Weber Road & City Center Area Median and Parkway Landscape

Prepared for: City of Crest Hill
By: Eric Hornig, Principal

PUBLIC PLACES

PROPOSAL FOR PROFESSIONAL SERVICES

September 17, 2026

Ron Wiedeman, Director of Engineering
City of Crest Hill (“Client”)
20600 City Center Boulevard, Crest Hill, Illinois 60403
RVi Project Number: 26008246

RE: **Weber Road & City Center Area Median and Parkway Landscape**
(Crest Hill Drive to EJ&E Railway ROW | Weber Road to Len Kubinski Drive)
(Caton Farm Road from Weber Road to Len Kubinski Drive and Len Kubinski Drive from Caton Farm Road to City Center Boulevard)

Dear Ron,

RVi Planning + Landscape Architecture (“Consultant”) is pleased to submit the attached proposal for professional services for the Weber Road & City Center Area Median and Parkway Landscape in Crest Hill, Illinois (“Project”). We appreciate the opportunity to continue our relationship with you and your team! Below is a summary of proposed services.

TASK 01 Preliminary Services
- Conduct project kickoff meeting and establish communication protocols.
- Review existing plans, records, and project requirements.
- Perform a preliminary site visit and existing conditions assessment.
- Evaluate applicable codes, policies, and site development constraints.
- Develop a project schedule with key milestones.
- Obtain a topographic survey of the study area (included as performed by SpaceCo as a subconsultant)

TASK 02 Schematic Design Services
- Prepare schematic landscape design concepts for planting improvements.
- Develop preliminary plan, section, and elevation graphics.
- Prepare an opinion of probable construction cost.
- Conduct two virtual design review meetings with the Client.
- Prepare for and attend (2) city workshop meetings

TASK 03 Regulatory Services
- Prepare documentation to obtain preliminary concurrence from the Will County DOT for the Right-of-Way Alteration Permit.
- Coordinate with the Client's civil engineer to support the permitting process.
- Advance the project to preliminary regulatory concurrence prior to final design.
- The actual permitting submittal will be completed and coordinated by the Client

TASK 04 Construction Documentation (Future task for reference only, not currently authorized)
- Prepare Construction Documentation for planting improvements.
- Prepare Construction Specifications for planting improvements
- Prepare an opinion of probable construction cost.
- Conduct two virtual design review meetings with the Client.

The known relevant local governmental authorities (“RGA’s”) having jurisdiction over the Project are: City of Crest Hill & Will County DOT. Please review the attached scope of services and, if acceptable, provide your approval by signing Article 11. Thank you again for the opportunity!

Sincerely,

Eric Hornig, Principal
Naperville, IL

PROFESSIONAL SERVICES AGREEMENT – DESIGN

Project Name: Weber Road & City Center Area Median and Parkway Landscape
RVi# 26008246
Client Name: City of Crest Hill
Client Address: 20600 City Center Blvd, Crest Hill, Illinois 60403

Based upon our understanding of project requirements and discussions with Client, we have developed the following scope of service.

ARTICLE 1. BASIC SERVICES

The Consultant shall provide, for the Basic Fee plus reimbursable expenses, services described in the following phases.

1.1 (TASK 01) PRELIMINARY SERVICES

1. Attend a Kickoff Meeting (virtual) to establish project program and communication protocols.
2. Obtain and review plans, maps, and records provided by the Client or other relevant third party.
3. Conduct a preliminary field visit.
4. Summarize site development requirements, code, and policy considerations.
5. Prepare a project schedule delineating each phase, major milestones, and any public meetings required if not already provided by Client.
6. Obtain topographic survey for the study area (through sub-consultant SpaceCo). Survey will be drone-acquired with field confirmation.

1.2 (TASK 02) SCHEMATIC DESIGN PHASE SERVICES

1. Based on the Preliminary services, project parameters provided, and direction from the Client, Consultant will prepare Schematic Design studies for the landscape components, as described below.
    a. The Schematic Design may include initial plan, section and elevation drawings, illustrating the general scope, scale and relationship of the landscape architectural components.
    b. The following site and landscape improvements will be considered in the Schematic Design (with a goal of aligning with currently installed planting at Weber Road & Renwick Road): Exterior planting: trees, shrubs, groundcover accent planting;
2. Prepare an opinion of probable cost for the construction based on the approved schematic design and other selections made by Client.
3. Attend (2 virtual) Review Meetings to review Schematic Design Drawings and the opinion of probable construction cost with the Client for approval and authorization to proceed.
4. Attend (2 in-person) City Workshop Meetings to review Schematic Design Drawings and the opinion of probable construction cost with the Client for approval and authorization to proceed.

DELIVERABLES:

- Schematic Landscape Plans (24x36 format)

1.3 (TASK 03) PRELIMINARY REGULATORY SERVICES

1. The following required permits are in effect on the date of this Agreement:
    a. Will County DOT Right of Way Alteration Permit – Preliminary Concurrence
2. Upon approval and authorization to proceed, prepare documents reasonably required for review by RGAs to comply with permitting requirements. Client's civil engineer will be solely responsible for preparing the official submittal and application, for submitting it to the appropriate RGA, and for processing it through the administrative approval process. Submittal fees shall be paid directly by the Client.
3. The goal of this phase is to obtain general concurrence with the design approach and does not include final plant selection / final design.

1.4 (TASK 04) CONSTRUCTION DOCUMENTATION PHASE (Future task for reference only, not currently authorized)

1. Finalize the Graphic Documentation that will be used to bid and construct improvements including:
    a. Digital construction drawings
    b. Cover sheet, notes and legend

c. Existing conditions plans
d. Site preparation plans
e. Landscape plans
f. Site construction details

2. Finalize the Written Documentation that will be used to bid and construct the improvements including:
   a. General and Supplementary Conditions
   b. Technical specifications
3. Prepare a summary of estimated quantities and update the Construction Cost Opinion.
4. Attend (2 virtual) Review Meetings to review the Construction Documents and the opinion of probable construction cost with the Client for approval and authorization to proceed.
5. Perform internal Quality Management Review of the Construction Documents.

DELIVERABLES:

- Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summaries

1.5 (TASK 98) ADDITIONAL MEETINGS

1. Consultant may be required to attend meetings or provide coordination services not specifically delineated in the Scope herein. Meetings may include but are not limited to regular weekly or bi-weekly team meetings, Client meetings, City presentations, meetings with third parties, public hearings and community outreach. In the event Consultant's attendance or participation in such a meeting or coordination activity is required or requested by Client, Consultant shall bill it's time for such meeting under this Task on an hourly basis up to the estimated budgeted fee. As this is an estimated fee, Consultant and Client will closely monitor total Task billed to determine if an amendment for additional services is required.

ARTICLE 2. ADDITIONAL SERVICES

All services requested by the Client that are not listed in Article 1 of this Agreement are considered Additional Services. Additional Services are not included in the Basic Fee and shall be paid for by the Client as set forth in Article 4.2 of this Agreement.

2.1 Additional Services include, without limitation, the following:

1. Providing Bidding or Construction Phase Services
2. Providing services other than those set forth in Article 1 of this Agreement;
3. Expert witness services performed in preparing for and serving in connection with public hearings, litigation, arbitration, mediation, and/or negotiations;
4. Public or other presentations beyond those described in Basic Services;
5. Preparation of presentation materials for marketing or purposes other than in-progress approvals; construction of presentation models; or preparation of finish quality renderings for the Project;
6. Revisions to drawings previously provided by Consultant due to changes in the Projects' scope, budget or schedule; instructions that are inconsistent with written approvals or instructions previously given; or enactment or revision of codes, laws, or regulations subsequent to the preparation of such documents;
7. Services related to ADA/accessibility/compliance issues for existing site improvements which may be triggered by the design services for new improvements contemplated by this Agreement;
8. Any consultation, drawings, reports and other work products related to permits, approvals and ordinances; or, review and processing of permits, approvals and ordinances with agencies or municipalities having regulatory controls over the development not described in Basic Services;
9. Providing work in connection with the services of a construction manager retained by the Client;
10. Preparing drawings, specifications, supporting data and providing other services in connection with change orders to the extent that the adjustment in the basic compensation resulting from the adjusted construction costs is not commensurate with the services required of the Consultant; providing such change orders are required by causes not solely within the control of the Consultant;
11. Providing services made necessary by the default of the contractor, or by major defects or deficiencies in the work of the contractor;

ARTICLE 3. INFORMATION TO BE PROVIDED BY CLIENT

3.1 Client shall provide, in a timely manner, all criteria and full information regarding Client's requirements for, and limitations on, the Project, including without limitation:

1. Legal description and to-scale boundary survey of the property;
2. All deed restrictions, environmental restrictions, covenants, and all existing or pending municipal, county, state, and

federal permits or approvals, and other pertinent information as required during the process;

3. Topographic survey including 1' contours (unless otherwise agreed by Consultant in writing), tree survey, drainage and flood plain locations, overlay zones or districts, environmental and geotechnical data, utilities, easements, rights-of-way and other existing or proposed physical improvements and impacts of the property. All files to be in AutoCAD format;
4. Financial/economic information setting forth the budget limitations for the Project;
5. Designate a representative to serve as the point of contact for the project.

ARTICLE 4. COMPENSATION

4.1 BASIC SERVICES

The Client shall compensate the Consultant as follows:

Lump Sum: Consultant's compensation shall include the lump sum of $51,300 dollars for Basic Services (the "Basic Fee"), plus the total for Additional Services performed on an hourly basis at the rates set forth in Section 4.4, plus reimbursable expenses as set forth in Section 4.5. Consultant's total compensation for Basic Services shall be allocated among the various phases of the Project as set forth below and will be billed monthly based on percent of work completed for each phase of the Project, along with Additional Services and reimbursable expenses incurred during the billing period. The amounts indicated do not include amounts resulting from substantial change in the scope of the Project or services. The Client agrees to pay the Consultant the following fees for the Basic Services:

		City Center Boulevard	**Weber Road**	**Caton Farm Road & Len Kubinski Road**	**Total**
Task 01.1:	Preliminary Services	$ 2,100.00	$ 2,100.00	$ 1,800.00	$ 6,000.00
Task 01.2:	Topographic Survey	$ 5,600.00	$ 16,300.00	$ 6,900.00	$ 28,800.00
Task 02:	Schematic Design Phase Services	$ 5,000.00	$ 6,500.00	$ 5,000.00	$ 16,500.00
Task 04:	Construction Documentation	FUTURE TASK NOT CURRENTLY AUTHORIZED			
	Total Lump Sum Fee:	**$12,700.00**	**$24,900.00**	**$13,700.00**	**$51,300.00**

Note: Individual street breakdowns are for reference only and may not split exactly if one segment is not advanced

Hourly: Consultant's compensation shall include the total for Basic Services (the "Basic Fee") and Additional Services performed on an hourly basis at the rates set forth in Section 4.4, plus reimbursable expenses as set forth in Section 4.5. Consultant's estimated compensation for Basic Services for each phase of the Project is set forth below. The amounts indicated do not include amounts for Additional Services or resulting from substantial change in scope of the Project or services. The Client agrees to pay the Consultant the following estimated fees for the Basic Services:

		City Center Boulevard	**Weber Road**	**Caton Farm Road & Len Kubinski Road**	**Total**
Task 03:	Regulatory Services	$ 0.00	$ 3,500.00	$ 0.00	$ 3,500.00
Task 98:	Additional Meetings	Hourly as Requested	Hourly as Requested	Hourly as Requested	Hourly as Requested
Task 99:	Reimbursables	$ 200.00	$ 200.00	$ 200.00	$ 600.00
	Total Hourly Fee:	**$ 200.00**	**$ 3,700.00**	**$ 200.00**	**$ 4,100.00**
	Total Lump Sum & Hourly Fee:	**$ 12,900.00**	**$ 28,600.00**	**$ 13,900.00**	**$ 55,400.00**

Note: Individual street breakdowns are for reference only and may not split exactly if one segment is not advanced

4.2 ADDITIONAL SERVICES

The Client shall pay the Consultant for authorized Additional Services performed, including fees and reimbursable expenses. Fees for Additional Services will be included as a separate item on the monthly billing statement.

4.3 INVOICING AND PAYMENT

Consultant will invoice Client monthly for Basic Services and Additional Services performed, and for reimbursable expenses incurred in accordance with the Terms and Conditions of this Agreement. Amounts invoiced are due and payable ten (10) days following the date of the invoice, at the office of **RVi Planning + Landscape Architecture, PO Box 7412609, Chicago, Illinois 60674.**. Amounts remaining unpaid sixty (60) days following the date of the invoice shall bear interest at the rate of 12.0% per annum, or at the maximum legal rate allowable, which shall be calculated from the date of the invoice. In no event shall Consultant's failure to bill monthly constitute default under the Terms and Conditions of this Agreement. *Consultant retains the right to halt work pending receipt of any overdue payments, and the right to withhold delivery of final work product if Client does not comply with the payment terms above. Client shall pay all costs and expenses, including without limitation, reasonable attorney's fees and expenses incurred by RVi in connection with the collection of overdue accounts of Client.*

The Client's billing contact information is outlined in the attached exhibit "Client's Billing Contacts."

4.4 HOURLY RATES

The following hourly rates shall apply to the fees described herein and any Additional Services requested of the Consultant. The rates set forth below shall be adjusted in accordance with the normal salary review practices of the Consultant.

Principal	$230.00 - $350.00
Associate Principal	$200.00 - $275.00
Practice Director	$165.00 - $275.00
Project Director	$165.00 - $260.00
Project Manager	$145.00 - $250.00
Landscape Architect (PLA)/Planner (AICP)	$155.00 - $250.00
Designer/Planner/Intern	$95.00 - $225.00
Technical, Administrative	$90.00 - $200.00

4.5 REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to compensation for Basic Services and Additional Services and include expenses incurred by the Consultant in the interest of the Project. Reimbursable expenses include such items as telecommunications, reprographics, computer plots/mapping, deliveries, photography, reproductions; postage; automobile transportation; expenses in connection with out-of-town travel; special consultants; cost of maps, surveys, drawings and reports necessary to conduct the work and not otherwise furnished by the Client; fees paid for securing approval of authorities having jurisdiction over the project; expense of any additional insurance coverage or limits including professional liability insurance requested by the Client in excess of that normally carried by the Consultant and the Consultant's sub-consultants and third-party consultant charges. Reimbursable expenses will be billed at 1.15 times direct cost to the Consultant.

ARTICLE 5. CHANGES

5.1 Changes. The Consultant and the Client may make changes to the Agreement at any time, but only by written amendment signed by both parties, or by Client's oral request confirmed by Consultant in writing (or email) indicating its acceptance. If such changes cause an increase or decrease in the Consultants' cost of, or time required for, performance of any services, Consultant shall be entitled to an equitable adjustment in compensation and/or completion time.

5.2 Regulatory Changes. In the event that there are modifications or additions to regulatory requirements relating to the services to be performed under the Agreement after the date of execution of the Agreement, the increased or decreased cost of performance of the services provided for in the Agreement and subsequent Proposals shall be reflected in an appropriate written amendment to the Agreement.

ARTICLE 6. RESPONSIBILITIES OF THE PARTIES

6.1 Access. Client will provide Consultant with access to the Project site or to any other site as required by Consultant for performance of the Services.

6.2 Client shall designate a single person to act with authority on Client's behalf in respect to all aspects of the Project, examine and respond promptly to Consultant's submissions, and give prompt written notice to Consultant whenever it observes or otherwise becomes aware of any defect in the work. If the Client retains a Construction Manager ("CM") for the Project, the Client shall clearly set forth the duties, responsibilities the CM has been assigned by the Client. The Consultant shall be entitled to rely upon the CM's decisions and directions.

6.3 Changed Conditions. Consultant shall have the authority to determine the continued adequacy of the Agreement in light of conditions first discovered or information first provided to Consultant after the execution of the Agreement. Should Consultant determine that the Agreement is no longer adequate in light of such conditions, the Consultant shall identify the changed conditions necessitating renegotiation and the Consultant and the Client shall promptly and in good faith enter into renegotiation of the Agreement. If the terms cannot be agreed to, the parties agree that either party has the right to terminate the Agreement.

6.4 Permits. Client is responsible for obtaining and complying with all required permits or other approvals of, and for giving any required notices to, all governmental and quasi-governmental authorities having jurisdiction over the Project. Before Consultant performs the Services, Client will provide Consultant evidence satisfactory to Consultant that all required permits or other approvals have been obtained and that all required notices have been given. Client will provide to

Consultant copies of any such permits or any such notices, together with any other relevant information that will alert Consultant to the requirements of such permits, approvals, or notifications.

6.5 Other Information. Consultant may rely upon commonly used sources of data including but not limited to database searches, publicly available topographic information, GPS coordinates, demographics, and other public information as required. Consultant does not warrant the accuracy of the information obtained from those sources and has not been requested to independently verify such information.

6.6 Site Visits. Unless otherwise specifically set forth in the Agreement or a fully executed written Amendment, Client-requested site visits are on an as-requested fee basis for the purpose of visual observation only for general conformance with the Landscape Construction Documents at the time of observation. Client has not retained the Consultant to make inspections or to provide periodic, continuous or exhaustive Project review and observation services. Consultant's site visits do not include any obligation to identify or notify Client of any jobsite safety issues. Consultant is not obligated to conduct any tests in connection with site visits. Consultant at all times reserves the right to make site visits solely for its own collection of information relevant to, and for the benefit of, the performance of its Services.

6.7 Construction Exclusion. Consultant's scope of work does not include, and Consultant shall have no authority or responsibility for supervising, directing, performing or controlling any contractor's work, or the means, methods, techniques, sequences, safety measures, or procedures of construction selected by any contractor or subcontractor. Accordingly, Consultant shall have no responsibility or liability for the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the Project, including, but not limited to, compliance with any applicable law.

6.8 No Warranty. Consultant and Client acknowledge and agree that Consultant makes no warranties, express or implied, regarding the Services provided in connection with the Project and that the Services provided by Consultant are in the nature of professional services, the essence of which are the provision of advice, judgment, opinion and professional skill.

6.9 Estimates of Probable Costs. Client and Consultant agree that any construction cost estimates provided by Consultant are solely for the purpose of providing information for use in revising the Instruments of Service, and that Consultant makes no warranty, express or implied, that any estimates will not differ from bids received from contractors or the negotiated cost of the work. Opinions of cost are based on the experience and judgment of Consultant and are merely opinions. Consultant does not warrant that actual costs will not vary from those opinions because, among other things, Consultant has no control over market conditions. If the fixed limit of construction cost is exceeded by the lowest bona fide bid or negotiated proposal by more than 20%, Consultant will at the Client's request, revise the Contract Documents to comply with the project budget at no additional charge. In any event, Consultant's modification of Instruments of Service shall be its sole responsibility and Client's sole remedy for any difference between Consultant's construction cost estimates and bids received or the negotiated cost of the work.

ARTICLE 7. TERMINATION

7.1 This Agreement may be terminated by either party, at any time prior to completion of Consultant's services, upon not less than seven days' written notice, should the other party fail substantially to perform in accordance with the terms of the Agreement through no fault of the party initiating the termination; provided however, that such notice shall state the reason(s) for termination, and such termination shall not be effective if the party to whom the notice is directed, within such seven-day period, fully cures its failure to perform.

7.2 If the Client fails to make payments to the Consultant in accordance with the Agreement, such failure shall be considered failure to substantially perform and cause for termination or, at the Consultant's option and upon not less than seven days' written notice, cause for suspension of performance of services without terminating the Agreement. In the event of a suspension of services, the Consultant shall have no liability to the Client for delay, hindrance or damage caused the Client because of such suspension of services. The Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services before having to resume services.

7.3 If the Project is suspended or the Consultant's services are suspended for more than 90 consecutive days, the Consultant may terminate the Agreement by giving not less than seven days' written notice. Consultant shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Consultant shall be compensated for any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

7.4 This Agreement may be terminated by either party, without cause and for its convenience, at any time prior to completion of Consultant's services, upon not less than seven days' written notice to the other party. In the event that a termination by Consultant for cause is later determined to have been wrongful, then the termination shall be deemed a termination for convenience.

7.5 In the event of termination not the fault of the Consultant, the Client shall, within fifteen days following the termination, pay Consultant for all services performed prior to termination, together with reimbursable and sub-consultant expenses incurred before termination and all Termination Expenses. Termination Expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant. Client waives any and all claims, causes of action and damages that it has or may have against Consultant arising out of termination not the fault of the Consultant, including termination without cause.

ARTICLE 8. LIMITATIONS OF LIABILITY

8.1 Limitation of Liability. Client and Consultant have considered the relative risks and benefits of the Project to both Client and Consultant, and agree to allocate risks such that, to the fullest extent permitted by the law, the total liability of Consultant, its directors, officers, partners, employees, subconsultants and subcontractors (the "Limited Parties"), to Client for any and all injuries, claims, losses, expenses (including attorney's fees and costs), or damages of any nature whatsoever, shall be limited such that the total aggregate liability of the Limited Parties shall not exceed the Consultant's total compensation received for services rendered and reimbursable expenses incurred in connection with the Project. This limitation shall apply to any and all liabilities and causes of action, however alleged or arising and regardless of the nature of the fault, unless otherwise prohibited by law. To the extent that any portion of this limitation is prohibited by law, such prohibited portion shall be deemed excluded from this provision, and the remainder shall remain in effect. Moreover, Client further acknowledges and understands that accessibility standards, guidelines and requirements are subject to varying interpretations, and as such, Client hereby expressly waives all claims, causes of action, liabilities and damages arising out of or in any way related to non-compliance with any and all accessibility standards, guidelines and requirements, including, without limitation, those promulgated through, by or under the Americans with Disabilities Act ("ADA"), the Fair Housing Act ("FHA"), and any of their state counterparts.

8.2 Waiver of Special/Consequential Damages. Notwithstanding any other provision of this Agreement, Client and Consultant agree that neither party, nor their respective directors, officers, employees shall in any event be liable to the other for any punitive, special, incidental, or consequential damages, including, without limitation, damages incurred for lost business opportunity or profits, arising out of or relating to the Agreement or the Project, the same being hereby expressly waived by both parties. This waiver shall apply to any and all causes of action, however alleged or arising and regardless of the nature of the fault or whether it was committed by the Client or by Consultant.

8.3 Delays. Consultant is not responsible for delays or hindrances caused by factors beyond Consultant's reasonable control, including but not limited to delays and hindrances resulting from strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or disapprove of Consultant's Services or work product or respond to Consultant's inquiries promptly, or delays caused by faulty performance by the Client or by contractors of any level. When such delays occur, the Client agrees Consultant is not responsible for damages, nor shall Consultant be deemed to be in default of the Agreement. To the extent necessary as caused by any delay, Consultant shall be entitled to an extension of time equal to the delay and an equitable adjustment in compensation.

8.4 Project Enhancement. If, due to Consultant's error or omission, any required item or component of the Project is omitted from Consultant's documents, Consultant shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event will Consultant be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

ARTICLE 9. RELATIONSHIP OF PARTIES

9.1 Independent Contractor. It is understood that the relationship of Consultant to Client shall be that of an independent contractor. Neither Consultant nor employees of Consultant shall be deemed to be employees of Client.

9.2 No Fiduciary Duty. Client recognizes that neither Consultant nor any of Consultant's subconsultants or subcontractors owes any fiduciary responsibility to Client.

9.3 Corporate Services. Client agrees that Consultant has entered the Agreement in its corporate capacity, and that all services are provided by Consultant in its corporate capacity. Client agrees that it shall look solely to Consultant in its corporate capacity and not to any of Consultant's directors, officers, partners or employees in any individual capacity with respect to obtaining any remedy.

9.4 No Third-Party Beneficiaries. Consultant's work product, including without limitation all services and all Instruments of Service that are provided in connection with the Project, are intended solely for the benefit and exclusive use of the other party, and any benefits arising out of those obligations or any other services performed by Consultant in connection with the Project that may accrue to third parties are entirely incidental. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party. There are no intended third-party beneficiaries to the Agreement.

ARTICLE 10. MISCELLANEOUS PROVISIONS

10.1 Merger. The Agreement, including any attachments, represents the entire and integrated agreement between the Client and the Consultant. The Agreement supersedes all prior negotiations, representations or agreements, whether written or oral, and the same shall have no force or effect. The Agreement may be amended only by written instrument signed by both Client and authorized representative Consultant.

10.2 Execution. This Agreement may be executed in any number of multiple counterparts, all of which taken together shall constitute one and the same agreement.

10.3 Lien Rights. Client grants to Consultant a contractual lien, in addition to all constitutional, statutory and equitable liens that may exist, on the real property identified in the Agreement as the Project location, and on all improvements thereon, to secure payment for all debts owed, now or in the future, to Consultant by Client, arising from services provided and reimbursable expenses and sub-consultant costs incurred by Consultant in connection with the Project. Client grants Consultant the authority and right to file a copy of the Agreement in the Deed Records of the county or counties where the

Project is located to give notice of Consultant's lien rights. If Client is not an owner of the real property or improvements at the Project location, then Client hereby assigns to Consultant, to the extent of Consultant's services on the Project, Client's lien rights under the relevant state law, including without limitation, Chapter 53 of the Texas Property Code.

10.4 Instruments of Service.

1. All designs, drawings, specifications, documents, calculations, and other work products, whether in hard copy or electronic form, prepared by the Consultant are Instruments of Service, and such Instruments of Service, as well as the concepts, designs, and ideas expressed in the Instruments of Service are for use solely with respect to the Project. The Consultant is deemed the author and owner of the Instruments of Service, regardless of whether or not services are completed, and Consultant shall retain all common law, statutory and other reserved rights, including copyrights.

2. Upon full payment by Client to Consultant under this Agreement Consultant grants to the Client a non-exclusive license to reproduce and utilize the Consultant's Instruments of Service: (i) to complete the development or construction of the Project, as applicable; (ii) for reference in operating, maintaining and repairing the Project; and (iii) for reference in undertaking any future alteration, improvement, addition or renovation of the Project. Absent full payment by Client under this Agreement, Consultant grants no rights in Instruments of Service.

3. Reuse, change or alteration of Instruments of Service by the Client or by others acting through or on behalf of the Client is not permitted without the written consent of Consultant. ANY SUCH REUSE, CHANGE OR ALTERATION BY THE CLIENT OR THIRD PARTIES IS AT THEIR OWN RISK AND CLIENT AGREES TO HOLD HARMLESS AND INDEMNIFY THE CONSULTANT, ITS OFFICERS, PARTNERS, EMPLOYEES, AND SUBCONSULTANTS FROM ALL CLAIMS, DAMAGES, LOSSES, EXPENSES AND COSTS (INCLUDING ATTORNEYS' FEES), INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR CONSULTANT'S ALLEGED NEGLIGENCE, ARISING OUT OF OR RELATED TO SUCH REUSE, CHANGE OR ALTERATION.

10.5 Attorney's Fees Client shall pay Consultant, in addition to any other amounts found to be owing, all costs of collection arising from unpaid invoices, including reasonable attorney's fees.

10.6 Governing Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

10.7 Venue. Consultant and Client agree that the venue of any action under the Agreement shall be exclusively in the jurisdiction of the Consultant office in which the work was performed.

10.8 Severability. If any provision of the Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable, and the Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision is not a party hereof, and the remaining provisions shall remain in full force and effect. In lieu of any illegal, invalid or unenforceable provision, there shall be added automatically as a part of the Agreement, a provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.

10.9 Construction of Agreements. The parties acknowledge that each party and, if it so chooses, its counsel have reviewed and revised the Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of the Agreement or any amendments or exhibits.

10.10 Successor and Assigns. Neither Client nor Consultant shall assign, sublet, or transfer this interest in the Agreement without the written consent of the other. Client's representative signing Agreement warrants that he or she has full authority to bind Client to the Agreement. Nothing in this provision restricts Consultant's ability to hire subcontractor(s) in connection with the services to be provided.

10.11 Dispute Resolution. Other than a dispute arising from alleged non-payment, all claims, disputes or other matters in question arising out of or related to the Agreement or the services provided thereunder ("Disputes") shall be resolved in accordance with the dispute resolution procedures set forth herein. Specifically, unless both parties agree to waive the requirement in writing, all Disputes shall be subject to non-binding mediation as a condition precedent to the institution of arbitration or any other legal proceedings by either party.

1. Mediation. The Client and Consultant shall endeavor to resolve all Disputes between them by mediation. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the county where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlements agreements in any court having jurisdiction thereof. If a Dispute relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or other legal proceedings.

2. Arbitration. All claims, disputes and other matters in question arising out of or related to the Agreement or the services provided thereunder and not resolved first through mediation shall be decided by binding arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to the Agreement and with the American Arbitration Association. No arbitration arising out of or relating to the Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to the Agreement. The foregoing agreement to arbitration shall be specifically enforceable in accordance with applicable law in any court having jurisdiction. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

10.12 Survival of Provisions. Termination of the Services for any reason whatsoever shall not affect (a) any right or obligation of any party that is accrued or vested prior to such termination, and any provision of the Agreement relating to any such right

or obligation shall be deemed to survive the termination of the Services or (b) any continuing obligation, liability or responsibility of Consultant and of Client which would otherwise survive termination of the Services.

10.13 Texas Board of Architectural Examiners. To the extent that this Agreement includes landscape architectural services, under Chapter 1052 of the Texas Occupations Code, the Texas Board of Architectural Examiners - 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3945, telephone (512) 305-9000 - has jurisdiction over complaints regarding the professional practices of persons registered as Landscape Architects in Texas.

10.14 For projects in North Carolina: Landscape architecture services in North Carolina are provided by Atwell of New York, Inc. d/b/a RVi of NC under North Carolina Landscape Architecture Firm License No. C-743.

ARTICLE 11. APPROVED AND ACCEPTED

Client approves and accepts the Agreement and authorizes Consultant to commence work upon Consultant's receipt of the properly executed and signed Agreement and specific amendments. If the Agreement is not executed by Client within thirty (30) days of the date tendered, it shall become invalid unless: (1) Consultant extends the time in writing; or (2) at the sole option of Consultant, Consultant accepts Client's oral, email or other written authorization to proceed with services, in which event the terms of the authorization shall be deemed to include all the terms of this Agreement. Consultant's performance of the services under such authorization shall be in reliance on the inclusion and incorporation of all the terms of the Agreement in the authorization.

RVi Planning + Landscape Architecture, Inc.		**City of Crest Hill**	
Signature:		Signature:	
Printed Name:	Eric Hornig	Printed Name:	
Title:	Principal	Title:	
Date:	September 17, 2026	Date:	

CLIENT'S BILLING CONTACTS

Monthly invoices will be sent **by email** per the information provided by the Client below:

Name: _____

Title: _____

Invoicing address: _____

Telephone Number: _____

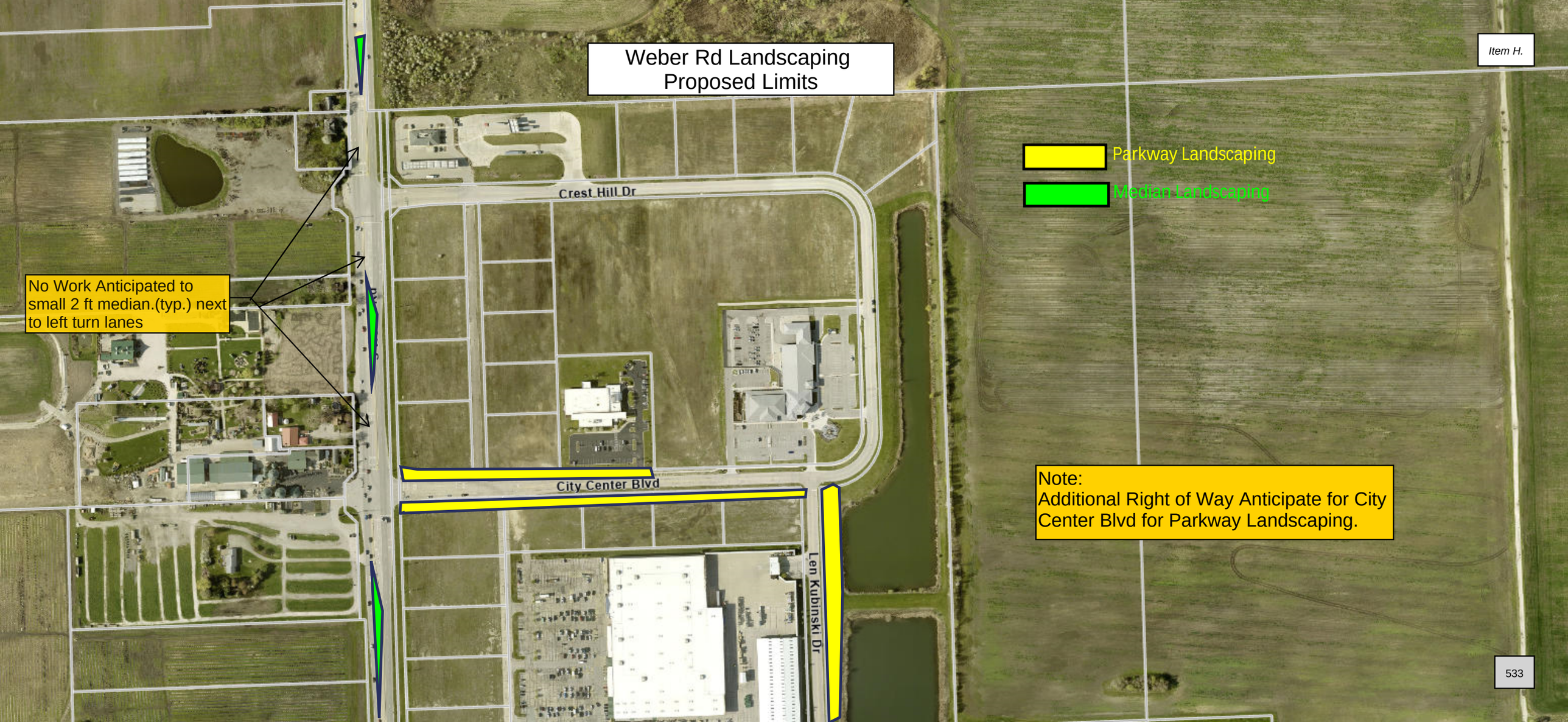
Fax Number: _____

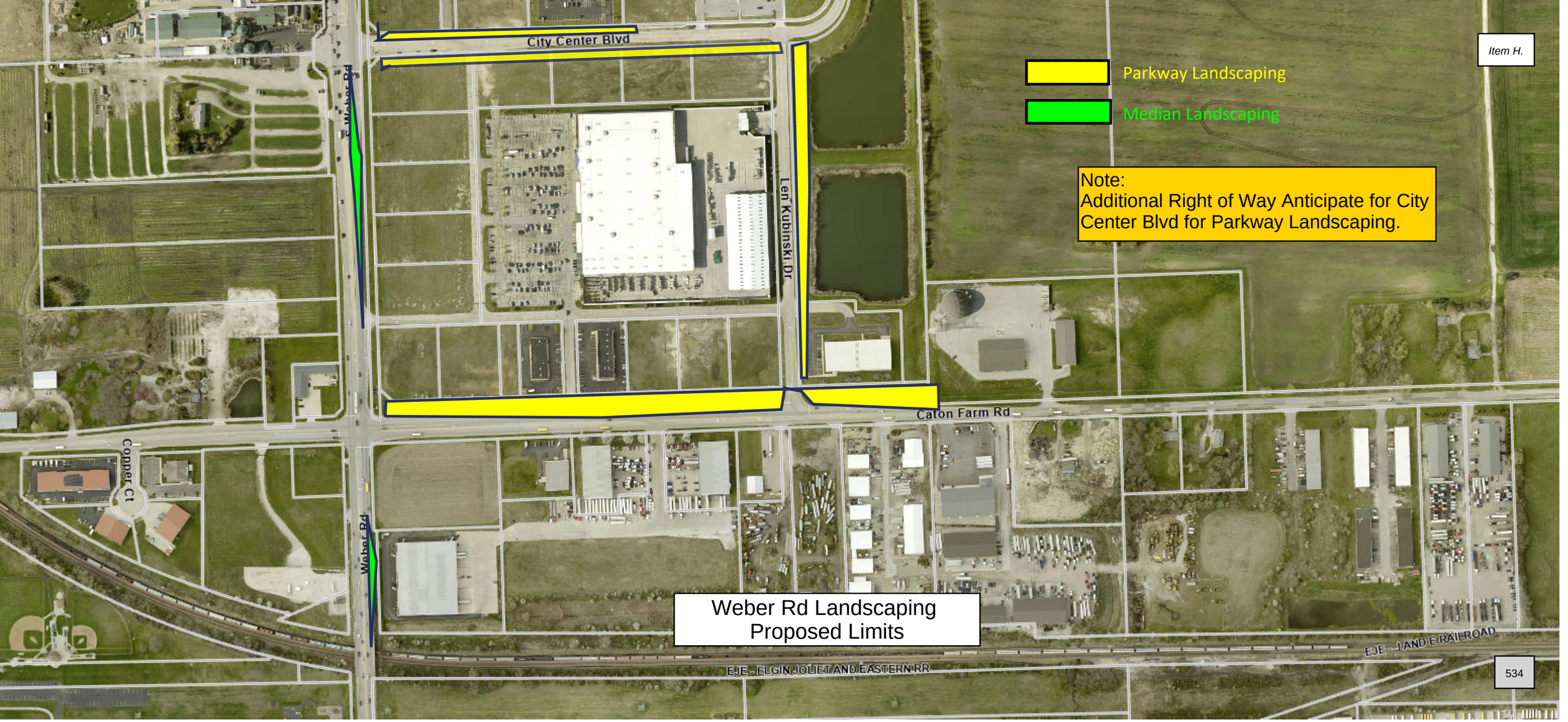
Email Address: _____

Due date for timely processing of invoices: _____

If a special invoice is required, please attach a sample to the executed Professional Services Agreement.

Weber Rd Landscaping Proposed Limits




City Center Blvd
E Weber Rd
Len Kubinski Dr
Caton Farm Rd
Copper Ct
Weber Rd
EJE - ELGIN JOLIET AND EASTERN RR
EJE - J AND E RAILROAD
Parkway Landscaping
Median Landscaping
Note:
Additional Right of Way Anticipate for City Center Blvd for Parkway Landscaping.
Weber Rd Landscaping
Proposed Limits

Agenda Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Approve an Ordinance amending Section 10-01-10-501-size restrictions Eastbound McGilvray Dr.

Summary: Staff have been working with the Will County Department of Highways to finalize plans to widen out the east leg of McGilvray Dr. to provide a left turn and combined through/right turn lane.

The county review of the geometry being proposed for the southeast corner radius is not in compliance with current standards for a Strategic Route Arterial (SRA) of which Weber Rd is classified.

In order for a permit to be approved a variance will need to be processed. The standard that is not being met is for the type of vehicle used to design the turning radius at the southeast corner of this intersection.

The specified vehicle required to be compliant is a WB-65 (full size interstate semi and trailer). When this size vehicle is used at the McGilvray Dr. intersection for trucks making a northbound to eastbound movement using existing conditions, the truck will encroach on other lanes and the rear of the trailer tracks behind the existing curb and gutter in the grass while making this turning movement. This is not desirous and very unsafe.

In order to allow the safe movement for this size truck, the existing intersection of McGilvray Dr. would need to be widened. This widening will require the relocation of existing utilities which include not only ComEd, but AT&T, Comcast and County Fiber lines. The purchase of additional right of way would also be required. Besides the costs of the right of way, the city could be responsible for the cost of relocating the existing utilities. The cost of these relocations would be in hundreds of thousands of dollars.

In order to mitigate the work required to meet this requirement the County was approached to see if they would approve a design that would restrict all vehicles larger than a box truck from northbound Weber Rd to eastbound McGilvery Dr. Any trucks that would need to service the existing shopping center located between McGilvray and Ryan would need to use the Ryan Dr. intersection.

The County will agree to process a design variance if the city restricts large trucks from going eastbound on McGilvray for the first 300 ft. This would force all larger truck traffic to use the Ryan Intersections and more closely match existing traffic flow conditions.

This is being brought to the city council to make sure all parties are in agreement with this request. If this is acceptable to the council, then the permit will be issued by the County and the project can move forward to construction.

Recommended Council Action: Approve an Ordinance amending Section 10-01-10-501-size restrictions Eastbound McGilvray Dr.

Financial Impact:

Funding Source: n/a

Budgeted Amount: n/a

Cost: n /a

Attachments:

Ord. amd. 10.01.10-501-size restriction (McGilvray Dr.) 4-7-2025

Workshop Exhibits

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 10.01.10-501 (RESTRICTED TRUCK TRAFFIC – DESIGNATED STREETS) OF DIVISION V (SPECIAL WEIGHT LIMITS), ARTICLE 10 (SPECIAL PROVISIONS PERTAINING TO THE CITY OF CREST HILL), CHAPTER 10.01 (CREST HILL VEHICLE CODE), TITLE 10 (VEHICLES AND TRAFFIC) OF THE CITY OF CREST HILL CODE OF ORDINANCES

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens, including but not limited to police powers; and

WHEREAS, Sections 11-1-1 and 11-60-2 of the Illinois Municipal Code authorize the Corporate Authorities to pass and enforce all necessary police ordinances and may define, prevent and abate nuisances (65 ILCS 5/11-1-1 and 65 ILCS 5/11-60-2); and through adoption of the Illinois Vehicle Code, the Corporate authorities are authorized to regulate public safety through the adoption of Ordinances related to police powers, traffic and vehicle regulation, including the adoption of Ordinances regulating truck traffic and parking within the City; and

WHEREAS, the Corporate Authorities of the City have done so by enacting the Crest Hill Vehicle Code as Title 10, Chapter 10.01 of the Crest Hill Code of Ordinances; and

WHEREAS, the Corporate Authorities of the City have determined to replace the traffic signal at Weber Road and Ryan Drive in the City of Crest Hill and relocate that traffic signal to the intersection of Weber Road and McGilvray Drive in the City of Crest Hill; and

WHEREAS, the relocation of the aforementioned traffic signal will require cooperation from and an Intergovernmental Agreement (IGA) with the County of Will; and

WHEREAS, the City Engineer and the County of Will have determined that the current configuration of the intersection of Weber Road and McGilvray with the proposed engineering geometry for the relocation of the traffic signal will be insufficient to handle certain sized vehicles without widening the intersection and relocating existing utilities at the City's expense; and

WHEREAS, the City does not have the budgeted or available funds for widening the intersection and relocating utilities; and

WHEREAS, the current plan to relocate the traffic signal from Ryan Drive to McGilvray Drive is to make that location safer for the motoring public; and

WHEREAS, the Corporate Authorities of the City have determined that it is therefore necessary, expedient, and in the best interests of the City and its citizens to amend Section 10.01.10-501 of the Crest Hill Vehicle Code as set forth in this Ordinance.

DRAFT

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

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

SECTION 2: Section 10.01.10-501 (Special Weight Limits) of the Crest Hill Code is hereby repeal in its entirety and replaced with the following:

DIVISION V. SPECIAL WEIGHT AND SIZE LIMITS

§ 10.01.10-501. RESTRICTED TRUCK TRAFFIC – DESIGNATED STREETS.

Weight and/or size limitations are ineffective until signs giving notice thereof are erected upon all the streets named in § 10-501 and at such places to be selected by the City Council.

(A) It is unlawful for any person to operate a motor vehicle and trailer, the weight of which shall exceed eight tons, on those parts of Caton Farm Road lying in Sections 29, 30, 31 and 32 of Lockport Township situated within the City of Crest Hill.

(B) It is unlawful for persons to operate commercial motor vehicles with a combined weight (vehicle and load) over eight tons upon the following streets in Crest Hill:

(1) On Cedarwood Drive from Theodore Street to Ingalls Avenue;

(C) A Class II truck route corridor is hereby established along the following streets:

(1) Pasadena Avenue to Center Street;

(2) North on Center Street from Pasadena Avenue;

(3) Raynor Avenue from Oakland Avenue South to Elsie Avenue;

(4) Brian Drive;

(5) Sak Drive;

(6) Caton Farm Road from Illinois Route 53 to Oakland Avenue;

(7) Division Street from Weber Road west to Gaylord Road.

DRAFT

(D) Trucks of any legal size may use the truck route corridor, but it is unlawful for a commercial vehicle to use streets not designated as truck tour corridors, except that Route 7, State Route 53, and U.S. Route 30 will remain accessible to all legal types, sizes, and weights of vehicular traffic as regulated by the Illinois Motor Vehicle Code.

(E) Signs indicating "no commercial vehicles allowed" shall be posted to establish the following areas restricted to commercial vehicles:

(1) Hickory Street north of Theodore Street;

(2) Cora Street north of Theodore Street;

(3) Center Street north of Theodore Street to the southern edge of Pasadena Avenue;

(4) Dearborn Street north of Theodore Street;

(5) Hoffman Street north of Theodore Street;

(6) Nicholson Street north of Theodore Street;

(7) Highland Street north of Theodore Street;

(8) Clement Street north of Theodore Street;

(9) Oakland Avenue north of Theodore Street to the southerly edge of Pasadena Avenue;

(10) Wilcox Street north of Theodore Street;

(11) Kelly Avenue north of Theodore Street;

(12) Raynor Avenue north of Theodore Street to the southerly edge of Elsie Avenue;

(13) Birkey Avenue;

(14) Pasadena Avenue from Hawthorne to Oakland Avenue;

(15) Chaney Avenue west of State Route 53;

(16) Elsie Avenue west of State Route 53;

DRAFT

(17) Rose Avenue west of State Route 53;

(18) Ludwig Avenue west of State Route 53;

(19) Stern Avenue west of State Route 53;

(20) Hill Crest Heights;

(21) Crestwood Estates;

(22) Caton Farm Road from Weber Road to U.S. Route 30;

(23) Gaylord Road from U.S. Route 30 to Theodore Street;

(24) Kubinski Drive;

(25) Patrick Drive east of the lot identified as PIN # 11-04-29-301-002-0000.

(F)

1) Trucks with dimensions equal to or greater than WB-50 as defined in Section 6.2.3 of Chapter 6 of the 2024 Will County Technical Reference Manual are restricted from traveling east on McGilvray Drive from Weber Road to Borio Drive.

2) Trucks with dimensions equal to or greater than WB-50 as defined in Section 6.2.3 of Chapter 6 of the 2024 Will County Technical Reference Manual are permitted to travel west on McGilvray Drive only from the driveway located 300 feet east of the easternmost edge of Weber Road.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

DRAFT

PASSED THIS 5th DAY OCTOBER, 2026.

	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	_____	_____	_____	_____

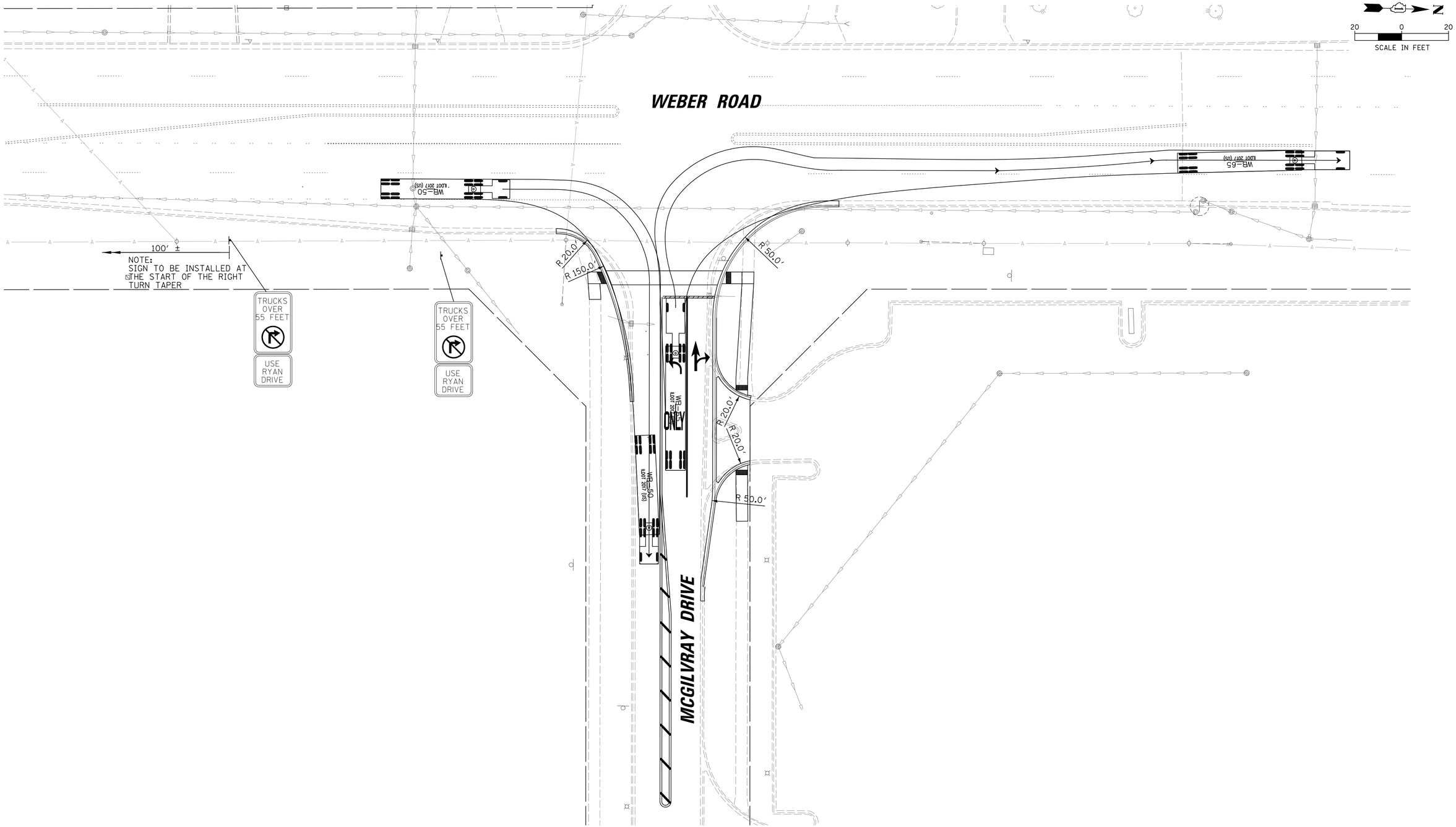
APPROVED THIS 5TH DAY OF OCTOBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

DRAFT



CHRISTOPHER B. BURKE ENGINEERING, LTD.
16221 W. 159th Street, Suite 201
Lockport, Illinois 60441
(815) 770-2850

CLIENT:
Crest Hill
CITY OF NEIGHBORS
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD
CREST HILL, IL 60403

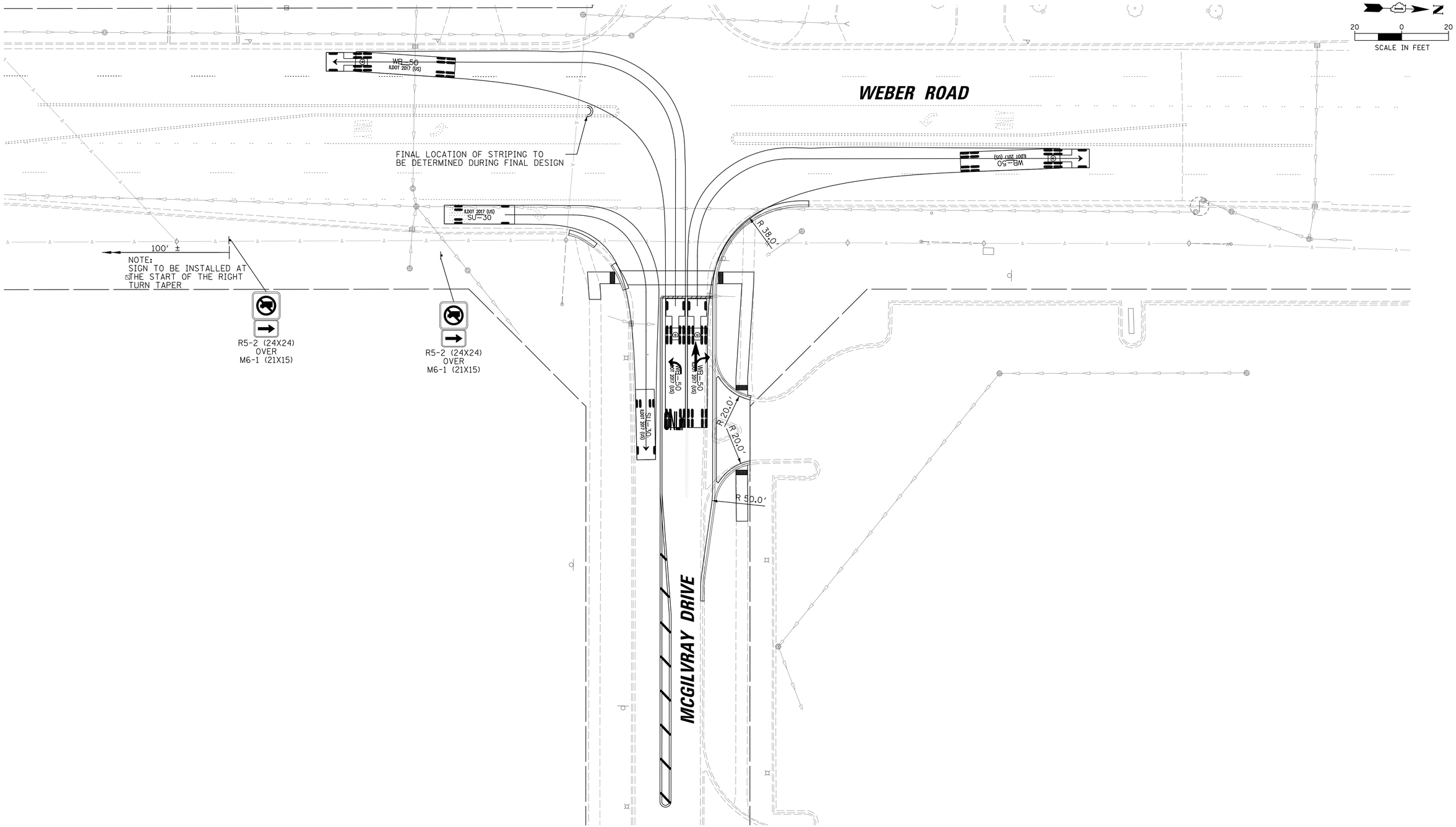
NO.	DATE	NATURE OF REVISION	CHKD.

FILE NAME N:\CRESTHILL\240070\Civil\Exhibits\WB-65_Autoturn_01_McGilvrey_240070.sht

DSGN.	JRS
DWN.	JRS
CHKD.	AJS
SCALE:	20'
PLOT DATE:	3/14/2025
CAD USER:	Jspeelman
MODEL:	Model

TITLE:
CITY OF CREST HILL
WEBER ROAD TRAFFIC SIGNAL IMPROVEMENTS
PROPOSED ROADWAY PLAN

PROJ. NO. 240070
DATE: 3/14/2025
SHEET 1 OF
DRAWING NO.
PLN-1



CHRISTOPHER B. BURKE ENGINEERING, LTD.
16221 W. 159th Street, Suite 201
Lockport, Illinois 60441
(815) 770-2850

CLIENT:
CITY OF CREST HILL
20600 CITY CENTER BOULEVARD
CREST HILL, IL 60403

NO.	DATE	NATURE OF REVISION	CHKD.

FILE NAME N:\CRESTHILL\240070\Civil\Exhibits\WB-65_Autoturn_01_McGilvrey_240070.sht

DSGN.	JRS
DWN.	JRS
CHKD.	AJS
SCALE:	20'
PLOT DATE:	03/19/25
CAD USER:	Jspeelman
MODEL:	Model

TITLE:
CITY OF CREST HILL
WEBER ROAD TRAFFIC SIGNAL IMPROVEMENTS
PROPOSED ROADWAY PLAN

PROJ. NO.	240070
DATE:	03/19/25
SHEET 1	OF
DRAWING NO.	PLN-1

Agenda Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Awarding the contract to P.T. Ferro Construction Company in the amount of $227,566.44 for the Weber Road and McGilvray Drive Intersection Improvement.

Summary: Bids were advertised and solicited for qualified contractors to provide unit price costs for the Weber Road and McGilvray Drive Intersection Improvement.

The City solicited bids electronically through QuestCDN, in the local newspaper and IDOT construction bulletin looking for qualified contractors. QuestCDN is a public procurement platform used by our Vendors. looking for qualified contractors. A total of seven (7) local prequalified contractors picked up bids and seven (7) submitted bids. The bids were received for the improvement at Crest Hill City Hall until 10:00 AM local time on Tuesday, September 29, 2026. Bids were opened and read aloud on Tuesday, September 29, 2026, at 10:00 AM in the Council Chambers. The following is a list of the bids received:

Results

1.	P.T. Ferro Construction Company	$227,566.44
2.	Gallagher Asphalt Corporation	$234,402.54
3.	Austin Tyler Construction, Inc.	$298,469.60
4.	MYS, Inc.	$311,986.02
5.	Landmark Contractors	$326,592.18
6.	Alliance Contractors	$341,573.09
7.	D Construction, Inc.	$348,090.18

The Design Engineering Estimate $223,8903.50

I, along with our consultant, have reviewed the quotes and found them to be correct and in order, and we feel that the bids do reflect the market as it exists today.

Recommended Council Action: Awarding the contract to P.T. Ferro Construction Company in the amount of $227,556.44 for the Weber Road and McGilvray Drive Intersection Improvement.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: $5,790,000.00

Cost: $227,556.44

Amount including this improvement approved to date is $4,42,102.00

Attachments:

LOR Wiedeman Bid Award Recommendation_2026_0930

Bid Totals

CHRISTOPHER B. BURKE ENGINEERING, LTD.
16221 W. 159th Street Suite 201 Lockport, Illinois 60441 TEL (815) 770-2850

September 30, 2026

City of Crest Hill
20600 City Center Blvd.
Crest Hill, Illinois 60403

Attention: Ronald Wiedeman, PE – City Engineer

Subject: City of Crest Hill
Weber Road and McGilvray Drive Intersection Improvements Project
(CBBEL No: 240070)
Engineer's Award Recommendation

Dear Mr. Wiedeman:

On Tuesday, September 29, 2026 at 10:00 A.M. bids were received and opened for the subject project. Seven bids were received for this project. Christopher B. Burke Engineering, Ltd. (CBBEL) has reviewed the contract proposals for the Weber Road and McGilvray Drive Intersection Improvements Project, and all documents were in compliance with City and contract requirements. The bids have been reviewed and tabulated and are as follows:

Engineer's Estimate	**$**	**223,803.50**
P. T. Ferro Construction Co.	$	227,566.44
Gallagher Asphalt Corporation	$	234,402.54
Austin Tyler Construction, Inc.	$	298,469.60
MYS, Inc.	$	311,986.02
Landmark Contractors	$	326,952.18
Alliance Contractors	$	341,573.09
D. Construction, Inc.	$	348,090.18

P. T. Ferro Construction Co. was the low bidder with a proposal of $227,566.44. We have reviewed P. T. Ferro's bid documents and found them to be in order. The low bid was above the Engineer's estimate, however, the prices are competitive based on the bids received. Therefore, CBBEL recommends awarding the project to P. T. Ferro Construction Co. in the amount of $227,566.44.

Enclosed for your reference are the bid tabulation and bid summary. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Alex Schaefer, PE
Senior Project Manager

Enclosure as Noted

Weber Road and McGilvray Drive Intersection Improvements
BID SUMMARY

CBBEL Project No. 240070

Bids Opened September 29, 2026

CONTRACTOR	BID	
ENGINEEER'S ESTIMATE	$	223,803.50
P. T. FERRO CONSTRUCTION CO.	$	227,566.44
GALLAGHER ASPHALT CORPORATION	$	234,402.54
AUSTIN TYLER CONSTRUCTION, INC.	$	298,469.60
MYS INC	$	311,986.02
LANDMARK CONTRACTORS	$	326,952.18
ALLIANCE CONTRACTORS	$	341,573.09
D. CONSTRUCTION, INC.	$	348,090.18

Weber Road and McGilvray Drive Intersection Improvements
Bid Tabulation
CBBEL Project No. 240070

Bids Opened September 29, 2026

						ENGINEEER'S ESTIMATE		P. T. FERRO CONSTRUCTION CO.		GALLAGHER ASPHALT CORPORATION		AUSTIN TYLER CONSTRUCTION, INC.		MYS INC	
ITEM NO	SP	PAY CODE	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1		20201200	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU YD	7	$ 75.00	$ 525.00	$ 250.00	$ 1,750.00	$ 150.00	$ 1,050.00	$ 115.00	$ 805.00	$ 241.21	$ 1,688.47
2		21001000	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SQ YD	248	$ 5.00	$ 1,240.00	$ 5.00	$ 1,240.00	$ 3.50	$ 868.00	$ 4.00	$ 992.00	$ 5.10	$ 1,264.80
3	#	20200100	EARTH EXCAVATION	CU YD	300	$ 55.00	$ 16,500.00	$ 60.00	$ 18,000.00	$ 76.00	$ 22,800.00	$ 90.00	$ 27,000.00	$ 122.98	$ 36,894.00
4		28000510	INLET FILTERS	EACH	6	$ 300.00	$ 1,800.00	$ 250.00	$ 1,500.00	$ 150.00	$ 900.00	$ 0.01	$ 0.06	$ 4.23	$ 25.38
5	#	30300001	AGGREGATE SUBGRADE IMPROVEMENT	CU YD	7	$ 75.00	$ 525.00	$ 250.00	$ 1,750.00	$ 160.00	$ 1,120.00	$ 200.00	$ 1,400.00	$ 136.47	$ 955.29
6	#	30300112	AGGREGATE SUBGRADE IMPROVEMENT 12"	SQ YD	248	$ 30.00	$ 7,440.00	$ 30.00	$ 7,440.00	$ 37.00	$ 9,176.00	$ 40.00	$ 9,920.00	$ 43.98	$ 10,907.04
7		31101200	SUBBASE GRANULAR MATERIAL, TYPE B 4"	SQ YD	180	$ 15.00	$ 2,700.00	$ 12.00	$ 2,160.00	$ 12.00	$ 2,160.00	$ 25.00	$ 4,500.00	$ 13.29	$ 2,392.20
8		35102200	AGGREGATE BASE COURSE, TYPE B 10"	SQ YD	75	$ 25.00	$ 1,875.00	$ 30.00	$ 2,250.00	$ 30.00	$ 2,250.00	$ 50.00	$ 3,750.00	$ 24.38	$ 1,828.50
9		35300200	PORTLAND CEMENT CONCRETE BASE COURSE, 7"	SQ YD	20	$ 80.00	$ 1,600.00	$ 0.01	$ 0.20	$ 120.00	$ 2,400.00	$ 210.00	$ 4,200.00	$ 119.10	$ 2,382.00
10		35501308	HOT-MIX ASPHALT BASE COURSE, 6"	SQ YD	170	$ 65.00	$ 11,050.00	$ 55.00	$ 9,350.00	$ 75.00	$ 12,750.00	$ 45.00	$ 7,650.00	$ 89.41	$ 15,199.70
11		35501316	HOT-MIX ASPHALT BASE COURSE, 8"	SQ YD	14	$ 125.00	$ 1,750.00	$ 100.00	$ 1,400.00	$ 250.00	$ 3,500.00	$ 200.00	$ 2,800.00	$ 125.17	$ 1,752.38
12		40600290	BITUMINOUS MATERIALS (TACK COAT)	POUND	414	$ 1.00	$ 414.00	$ 0.01	$ 4.14	$ 0.01	$ 4.14	$ 0.01	$ 4.14	$ 0.01	$ 4.14
13		40604062	HOT-MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "D", N70	TON	110	$ 115.00	$ 12,650.00	$ 150.00	$ 16,500.00	$ 175.00	$ 19,250.00	$ 180.00	$ 19,800.00	$ 257.05	$ 28,275.50
14	#	42400200	PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH	SQ FT	720	$ 15.00	$ 10,800.00	$ 13.00	$ 9,360.00	$ 12.00	$ 8,640.00	$ 15.00	$ 10,800.00	$ 19.05	$ 13,716.00
15	#	42400800	DETECTABLE WARNINGS	SQ FT	40	$ 40.00	$ 1,600.00	$ 20.00	$ 800.00	$ 25.00	$ 1,000.00	$ 40.00	$ 1,600.00	$ 53.97	$ 2,158.80
16		44000100	PAVEMENT REMOVAL	SQ YD	150	$ 30.00	$ 4,500.00	$ 55.00	$ 8,250.00	$ 30.00	$ 4,500.00	$ 115.00	$ 17,250.00	$ 80.42	$ 12,063.00
17		44000156	HOT-MIX ASPHALT SURFACE REMOVAL, 1 3/4"	SQ YD	735	$ 3.50	$ 2,572.50	$ 4.50	$ 3,307.50	$ 13.00	$ 9,555.00	$ 18.00	$ 13,230.00	$ 13.41	$ 9,856.35
18		44000200	DRIVEWAY PAVEMENT REMOVAL	SQ YD	105	$ 25.00	$ 2,625.00	$ 50.00	$ 5,250.00	$ 25.00	$ 2,625.00	$ 115.00	$ 12,075.00	$ 37.04	$ 3,889.20
19		44000500	COMBINATION CURB AND GUTTER REMOVAL	FOOT	400	$ 5.00	$ 2,000.00	$ 20.00	$ 8,000.00	$ 17.00	$ 6,800.00	$ 25.00	$ 10,000.00	$ 12.73	$ 5,092.00
20		44000600	SIDEWALK REMOVAL	SQ FT	860	$ 8.00	$ 6,880.00	$ 4.50	$ 3,870.00	$ 3.50	$ 3,010.00	$ 6.00	$ 5,160.00	$ 4.63	$ 3,981.80
21		44003100	MEDIAN REMOVAL	SQ FT	50	$ 10.00	$ 500.00	$ 50.00	$ 2,500.00	$ 10.00	$ 500.00	$ 60.00	$ 3,000.00	$ 7.76	$ 388.00
22		60206905	CATCH BASINS, TYPE C, TYPE 1 FRAME, OPEN LID	EACH	1	$ 6,000.00	$ 6,000.00	$ 3,000.00	$ 3,000.00	$ 5,500.00	$ 5,500.00	$ 2,200.00	$ 2,200.00	$ 9,108.36	$ 9,108.36
23		60406100	FRAMES AND LIDS, TYPE 1, CLOSED LID	EACH	1	$ 600.00	$ 600.00	$ 1,000.00	$ 1,000.00	$ 450.00	$ 450.00	$ 900.00	$ 900.00	$ 894.07	$ 894.07
24		60600605	CONCRETE CURB, TYPE B	FOOT	130	$ 60.00	$ 7,800.00	$ 50.00	$ 6,500.00	$ 28.00	$ 3,640.00	$ 75.00	$ 9,750.00	$ 71.44	$ 9,287.20
25		60619200	CONCRETE MEDIAN, TYPE SB-6.06	SQ FT	521	$ 38.00	$ 19,798.00	$ 30.00	$ 15,630.00	$ 29.00	$ 15,109.00	$ 20.00	$ 10,420.00	$ 41.93	$ 21,845.53
26	#	67100100	MOBILIZATION	L SUM	1	$ 12,000.00	$ 12,000.00	$ 9,000.00	$ 9,000.00	$ 8,900.00	$ 8,900.00	$ 10,000.00	$ 10,000.00	$ 21,016.95	$ 21,016.95
27		72000100	SIGN PANEL - TYPE 1	SQ FT	25	$ 30.00	$ 750.00	$ 25.00	$ 625.00	$ 34.00	$ 850.00	$ 34.00	$ 850.00	$ 83.82	$ 2,095.50
28		72800100	TELESCOPING STEEL SIGN SUPPORT	FOOT	70	$ 22.00	$ 1,540.00	$ 15.00	$ 1,050.00	$ 14.00	$ 980.00	$ 14.00	$ 980.00	$ 29.06	$ 2,034.20
29		78000100	THERMOPLASTIC PAVEMENT MARKING - LETTERS AND SYMBOLS	SQ FT	63	$ 15.00	$ 945.00	$ 16.50	$ 1,039.50	$ 19.50	$ 1,228.50	$ 19.50	$ 1,228.50	$ 18.44	$ 1,161.72
30		78000200	THERMOPLASTIC PAVEMENT MARKING - LINE 4"	FOOT	390	$ 4.00	$ 1,560.00	$ 4.80	$ 1,872.00	$ 3.20	$ 1,248.00	$ 3.20	$ 1,248.00	$ 5.36	$ 2,090.40
31		78000400	THERMOPLASTIC PAVEMENT MARKING - LINE 6"	FOOT	251	$ 5.00	$ 1,255.00	$ 6.60	$ 1,656.60	$ 4.80	$ 1,204.80	$ 4.80	$ 1,204.80	$ 7.38	$ 1,852.38
32		78000600	THERMOPLASTIC PAVEMENT MARKING - LINE 12"	FOOT	18	$ 8.00	$ 144.00	$ 13.50	$ 243.00	$ 9.70	$ 174.60	$ 9.70	$ 174.60	$ 15.09	$ 271.62
33		78000650	THERMOPLASTIC PAVEMENT MARKING - LINE 24"	FOOT	35	$ 15.00	$ 525.00	$ 22.60	$ 791.00	$ 19.50	$ 682.50	$ 19.50	$ 682.50	$ 24.92	$ 872.20
34		78300202	PAVEMENT MARKING REMOVAL - WATER BLASTING	SQ FT	25	$ 20.00	$ 500.00	$ 95.50	$ 2,387.50	$ 85.00	$ 2,125.00	$ 85.00	$ 2,125.00	$ 106.73	$ 2,668.25
35	#	X4060290	HOT-MIX ASPHALT DRIVEWAY PAVEMENT, 6"	SQ YD	75	$ 80.00	$ 6,000.00	$ 90.00	$ 6,750.00	$ 130.00	$ 9,750.00	$ 135.00	$ 10,125.00	$ 89.41	$ 6,705.75
36	#	X5510011	PROPOSED STORM SEWER CONNECTION TO EXISTING MANHOLE	EACH	1	$ 3,000.00	$ 3,000.00	$ 5,000.00	$ 5,000.00	$ 1,000.00	$ 1,000.00	$ 3,500.00	$ 3,500.00	$ 1,676.39	$ 1,676.39
37	#	X6060052	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.24 (SPECIAL)	FOOT	76	$ 65.00	$ 4,940.00	$ 65.00	$ 4,940.00	$ 42.00	$ 3,192.00	$ 100.00	$ 7,600.00	$ 80.25	$ 6,099.00
38	#	X6064200	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12 (SPECIAL)	FOOT	240	$ 60.00	$ 14,400.00	$ 45.00	$ 10,800.00	$ 35.00	$ 8,400.00	$ 95.00	$ 22,800.00	$ 75.36	$ 18,086.40
39	#	X7010216	TRAFFIC CONTROL AND PROTECTION, (SPECIAL)	L SUM	1	$ 15,000.00	$ 15,000.00	$ 9,000.00	$ 9,000.00	$ 8,900.00	$ 8,900.00	$ 5,000.00	$ 5,000.00	$ 7,628.47	$ 7,628.47
40	#	X7240502	RELOCATE SIGN, SPECIAL	EACH	1	$ 300.00	$ 300.00	$ 550.00	$ 550.00	$ 700.00	$ 700.00	$ 700.00	$ 700.00	$ 307.34	$ 307.34
41	#	Z0013798	CONSTRUCTION LAYOUT	L SUM	1	$ 6,500.00	$ 6,500.00	$ 10,000.00	$ 10,000.00	$ 9,000.00	$ 9,000.00	$ 5,000.00	$ 5,000.00	$ 9,499.52	$ 9,499.52
42	#	Z0017400	DRAINAGE & UTILITY STRUCTURES TO BE ADJUSTED	EACH	2	$ 750.00	$ 1,500.00	$ 1,000.00	$ 2,000.00	$ 500.00	$ 1,000.00	$ 1,200.00	$ 2,400.00	$ 527.47	$ 1,054.94
43	#	N/A	CLASS D PATCHES, SPECIAL, 8"	SQ YD	60	$ 70.00	$ 4,200.00	$ 90.00	$ 5,400.00	$ 110.00	$ 6,600.00	$ 240.00	$ 14,400.00	$ 125.17	$ 7,510.20
44	#	N/A	MISCELLANEOUS ADDITIONS TO PROJECT AT CITY'S DISCRETION	UNIT	15000	$ 1.00	$ 15,000.00	$ 1.00	$ 15,000.00	$ 1.00	$ 15,000.00	$ 1.00	$ 15,000.00	$ 1.00	$ 15,000.00
45	#	N/A	PARKWAY RESTORATION - SEEDING	SQ YD	360	$ 15.00	$ 5,400.00	$ 15.00	$ 5,400.00	$ 26.00	$ 9,360.00	$ 30.00	$ 10,800.00	$ 9.50	$ 3,420.00
46	#	N/A	STORM SEWERS, PVC, 12"	FOOT	13	$ 200.00	$ 2,600.00	$ 250.00	$ 3,250.00	$ 350.00	$ 4,550.00	$ 265.00	$ 3,445.00	$ 391.16	$ 5,085.08
# DENOTES SPECIAL PROVISION															
				TOTAL:			**$ 223,803.50**		**$ 227,566.44**		**$ 234,402.54**		**$ 298,469.60**		**$ 311,986.02**

Weber Road and McGilvray Drive Intersection Improvements
Bid Tabulation
CBBEL Project No. 240070

Bids Opened September 29, 2026

						LANDMARK CONTRACTORS		**ALLIANCE CONTRACTORS**		**D. CONSTRUCTION, INC.**	
ITEM NO	SP	PAY CODE	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1		20201200	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU YD	7	$ 280.40	$ 1,962.80	$ 20.00	$ 140.00	$ 100.00	$ 700.00
2		21001000	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SQ YD	248	$ 18.05	$ 4,476.40	$ 2.50	$ 620.00	$ 10.00	$ 2,480.00
3	#	20200100	EARTH EXCAVATION	CU YD	300	$ 114.45	$ 34,335.00	$ 20.00	$ 6,000.00	$ 50.00	$ 15,000.00
4		28000510	INLET FILTERS	EACH	6	$ 253.90	$ 1,523.40	$ 250.00	$ 1,500.00	$ 275.00	$ 1,650.00
5	#	30300001	AGGREGATE SUBGRADE IMPROVEMENT	CU YD	7	$ 91.25	$ 638.75	$ 65.00	$ 455.00	$ 200.00	$ 1,400.00
6	#	30300112	AGGREGATE SUBGRADE IMPROVEMENT 12"	SQ YD	248	$ 44.10	$ 10,936.80	$ 25.00	$ 6,200.00	$ 40.00	$ 9,920.00
7		31101200	SUBBASE GRANULAR MATERIAL, TYPE B 4"	SQ YD	180	$ 18.70	$ 3,366.00	$ 7.50	$ 1,350.00	$ 11.00	$ 1,980.00
8		35102200	AGGREGATE BASE COURSE, TYPE B 10"	SQ YD	75	$ 33.65	$ 2,523.75	$ 18.00	$ 1,350.00	$ 40.00	$ 3,000.00
9		35300200	PORTLAND CEMENT CONCRETE BASE COURSE, 7"	SQ YD	20	$ 101.20	$ 2,024.00	$ 700.00	$ 14,000.00	$ 118.80	$ 2,376.00
10		35501308	HOT-MIX ASPHALT BASE COURSE, 6"	SQ YD	170	$ 64.81	$ 11,017.70	$ 80.00	$ 13,600.00	$ 67.00	$ 11,390.00
11		35501316	HOT-MIX ASPHALT BASE COURSE, 8"	SQ YD	14	$ 109.21	$ 1,528.94	$ 112.00	$ 1,568.00	$ 200.00	$ 2,800.00
12		40600290	BITUMINOUS MATERIALS (TACK COAT)	POUND	414	$ 0.01	$ 4.14	$ 0.01	$ 4.14	$ 0.01	$ 4.14
13		40604062	HOT-MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "D", N70	TON	110	$ 200.04	$ 22,004.40	$ 230.00	$ 25,300.00	$ 200.00	$ 22,000.00
14	#	42400200	PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH	SQ FT	720	$ 23.10	$ 16,632.00	$ 33.10	$ 23,832.00	$ 18.54	$ 13,348.80
15	#	42400800	DETECTABLE WARNINGS	SQ FT	40	$ 23.55	$ 942.00	$ 40.00	$ 1,600.00	$ 44.00	$ 1,760.00
16		44000100	PAVEMENT REMOVAL	SQ YD	150	$ 25.45	$ 3,817.50	$ 20.00	$ 3,000.00	$ 30.00	$ 4,500.00
17		44000156	HOT-MIX ASPHALT SURFACE REMOVAL, 1 3/4"	SQ YD	735	$ 10.24	$ 7,526.40	$ 12.00	$ 8,820.00	$ 10.00	$ 7,350.00
18		44000200	DRIVEWAY PAVEMENT REMOVAL	SQ YD	105	$ 27.10	$ 2,845.50	$ 20.00	$ 2,100.00	$ 20.00	$ 2,100.00
19		44000500	COMBINATION CURB AND GUTTER REMOVAL	FOOT	400	$ 18.45	$ 7,380.00	$ 15.00	$ 6,000.00	$ 12.00	$ 4,800.00
20		44000600	SIDEWALK REMOVAL	SQ FT	860	$ 2.85	$ 2,451.00	$ 2.00	$ 1,720.00	$ 5.00	$ 4,300.00
21		44003100	MEDIAN REMOVAL	SQ FT	50	$ 24.40	$ 1,220.00	$ 5.00	$ 250.00	$ 50.00	$ 2,500.00
22		60206905	CATCH BASINS, TYPE C, TYPE 1 FRAME, OPEN LID	EACH	1	$ 4,620.00	$ 4,620.00	$ 6,375.00	$ 6,375.00	$ 5,000.00	$ 5,000.00
23		60406100	FRAMES AND LIDS, TYPE 1, CLOSED LID	EACH	1	$ 860.00	$ 860.00	$ 500.00	$ 500.00	$ 1,000.00	$ 1,000.00
24		60600605	CONCRETE CURB, TYPE B	FOOT	130	$ 65.00	$ 8,450.00	$ 160.00	$ 20,800.00	$ 55.00	$ 7,150.00
25		60619200	CONCRETE MEDIAN, TYPE SB-6.06	SQ FT	521	$ 69.60	$ 36,261.60	$ 102.35	$ 53,324.35	$ 44.00	$ 22,924.00
26	#	67100100	MOBILIZATION	L SUM	1	$ 33,000.00	$ 33,000.00	$ 10,000.00	$ 10,000.00	$ 25,000.00	$ 25,000.00
27		72000100	SIGN PANEL - TYPE 1	SQ FT	25	$ 25.00	$ 625.00	$ 25.00	$ 625.00	$ 27.50	$ 687.50
28		72800100	TELESCOPING STEEL SIGN SUPPORT	FOOT	70	$ 15.00	$ 1,050.00	$ 15.00	$ 1,050.00	$ 16.50	$ 1,155.00
29		78000100	THERMOPLASTIC PAVEMENT MARKING - LETTERS AND SYMBOLS	SQ FT	63	$ 16.50	$ 1,039.50	$ 16.50	$ 1,039.50	$ 21.45	$ 1,351.35
30		78000200	THERMOPLASTIC PAVEMENT MARKING - LINE 4"	FOOT	390	$ 4.80	$ 1,872.00	$ 4.80	$ 1,872.00	$ 3.52	$ 1,372.80
31		78000400	THERMOPLASTIC PAVEMENT MARKING - LINE 6"	FOOT	251	$ 6.60	$ 1,656.60	$ 6.60	$ 1,656.60	$ 5.28	$ 1,325.28
32		78000600	THERMOPLASTIC PAVEMENT MARKING - LINE 12"	FOOT	18	$ 13.50	$ 243.00	$ 13.50	$ 243.00	$ 10.67	$ 192.06
33		78000650	THERMOPLASTIC PAVEMENT MARKING - LINE 24"	FOOT	35	$ 22.60	$ 791.00	$ 22.60	$ 791.00	$ 21.45	$ 750.75
34		78300202	PAVEMENT MARKING REMOVAL - WATER BLASTING	SQ FT	25	$ 95.50	$ 2,387.50	$ 95.50	$ 2,387.50	$ 93.50	$ 2,337.50
35	#	X4060290	HOT-MIX ASPHALT DRIVEWAY PAVEMENT, 6"	SQ YD	75	$ 102.10	$ 7,657.50	$ 80.00	$ 6,000.00	$ 70.00	$ 5,250.00
36	#	X5510011	PROPOSED STORM SEWER CONNECTION TO EXISTING MANHOLE	EACH	1	$ 1,905.00	$ 1,905.00	$ 1,500.00	$ 1,500.00	$ 10,000.00	$ 10,000.00
37	#	X6060052	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.24 (SPECIAL)	FOOT	76	$ 82.25	$ 6,251.00	$ 250.00	$ 19,000.00	$ 82.50	$ 6,270.00
38	#	X6064200	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12 (SPECIAL)	FOOT	240	$ 76.45	$ 18,348.00	$ 202.00	$ 48,480.00	$ 60.50	$ 14,520.00
39	#	X7010216	TRAFFIC CONTROL AND PROTECTION, (SPECIAL)	L SUM	1	$ 4,995.00	$ 4,995.00	$ 4,995.00	$ 4,995.00	$ 60,000.00	$ 60,000.00
40	#	X7240502	RELOCATE SIGN, SPECIAL	EACH	1	$ 550.00	$ 550.00	$ 550.00	$ 550.00	$ 605.00	$ 605.00
41	#	Z0013798	CONSTRUCTION LAYOUT	L SUM	1	$ 8,500.00	$ 8,500.00	$ 8,500.00	$ 8,500.00	$ 30,000.00	$ 30,000.00
42	#	Z0017400	DRAINAGE & UTILITY STRUCTURES TO BE ADJUSTED	EACH	2	$ 303.65	$ 607.30	$ 500.00	$ 1,000.00	$ 1,000.00	$ 2,000.00
43	#	N/A	CLASS D PATCHES, SPECIAL, 8"	SQ YD	60	$ 251.15	$ 15,069.00	$ 112.00	$ 6,720.00	$ 150.00	$ 9,000.00
44	#	N/A	MISCELLANEOUS ADDITIONS TO PROJECT AT CITY'S DISCRETION	UNIT	15000	$ 1.00	$ 15,000.00	$ 1.00	$ 15,000.00	$ 1.00	$ 15,000.00
45	#	N/A	PARKWAY RESTORATION - SEEDING	SQ YD	360	$ 40.20	$ 14,472.00	$ 15.00	$ 5,400.00	$ 16.50	$ 5,940.00
46	#	N/A	STORM SEWERS, PVC, 12"	FOOT	13	$ 121.90	$ 1,584.70	$ 335.00	$ 4,355.00	$ 300.00	$ 3,900.00

DENOTES SPECIAL PROVISION

TOTAL: **$ 326,952.18** **$ 341,573.09** **$ 348,090.18**

Weber and Mcgilvray Intersection Improvements (#10345661)

Closing Date: 09/29/2026 10:00 AM CDT

Owner: Crest Hill, CIty of

Solicitor: Christopher B. Burke Engineering, Ltd.

☐ Show Evaluation Options

Sections shown in this color are not included in the Base Bid Total - *Mandatory* completion

Sections shown in this color are not included in the Base Bid Total - *Optional* completion

Sections shown in this color are fixed and cannot be edited by the bidder

					P.T. Ferro Construction Co.		Gallagher Asphalt Corporation		Austin Tyler Const., Inc		MYS Incorporated		Landmark Contractors, Inc.		Alliance Contractors Inc.		D. Construction, Inc.	
					ONLINE	Docs	ONLINE	Docs	ONLINE	Docs	ONLINE	Docs	ONLINE	Docs	ONLINE	Docs	ONLINE	Docs
					Accepted		Accepted		Accepted		Accepted		Accepted		Accepted		Accepted	
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
				Base Bid Total:		$227,566.44		$234,402.54		$298,469.60		$311,986.02		$326,952.18		$341,573.09		$348,090.18

Memo – Administration Report

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Winter Lighted Decorations

Summary: At the IML event, there were at least three (3) holiday vendors. Some specialized in banners, lighted decorations, etc. Attached is a proposal from Holiday Outdoor Décor (HOD), which is giving a 25% discount for IML attendee organizations.

On September 28th City Council was requested to select three (3) of the snowflake designs, so that four (4) of each, for a total of 12 snowflakes, could be ordered. Those selections were forwarded to HOD and the updated and attached quote was generated.

As was stated in the meeting, the plan is to use donations that are and will be coming in for the City's Winter Fest event, to be the primary funding source. Currently, the City has received a total of $7,000 in sponsorships; however, the City anticipates up to $30,000 to be received through sponsorships, donations, and grants this year.

As there are not yet sufficient donated funds, in order to proceed with the order (ensuring they arrive and can be installed), it is recommended using City funds and then replenishing those funds with the donations.

Budget Impact: $7,972.75

Attachment: HOD Quote # 00028789

QUOTE

From Moments to Memories -
American Craftsmanship in Every Space

Company Address	PO Box 4365 Bethlehem, Pennsylvania 18018 United States	Created Date	9/29/2026
		Expiration Date	10/9/2026
		Quote Number	00028789
Prepared By	Robb Tweedy	Contact Name	Claudia Gazal
Phone	(630) 851-3988	Bill to Phone	630-915-7449
Email	rtweedy@holidayoutdoordecor.com	Email	cgazal@cityofcresthill.com

Address Confirmation Required: Please verify all information below.

Account Name	Crest Hill, City of (IL)	Ship To Name	Blaine Wing
Bill To Name	Blaine Wing	Ship To Phone	630-915-7449
Bill To	20600 City Center Blvd Crest Hill, Illinois 60403 United States	Ship To	20600 City Center Blvd Crest Hill, Illinois 60403 United States

Deposit Information

If products are made to order, a deposit is required upon acceptance of this quote. The deposit percentage is listed below. Note: Sales tax (if applicable) is excluded from the deposit invoice and will be billed with the final product shipment.

Deposit N/A

Product Code	Product	Product Line Description	Line Item Description	Price	Quantity	Total Price
PM-SLB-PSF60-WW	5' Sil Presidential Snowflake Pole Mount with 84 C7 in Warm White LED	5' Sil Presidential Snowflake Pole Mount. Measures 5'x5' with 84 C7 in Warm White LED. Weighs 30 lbs.	Price before discount = $775.00	$581.25	4.00	$2,325.00
PM-SLB-PCS60-WW	5' Sil Prairie Crystal Snowflake Pole Mount with C7 Lamps. Warm White LED	5' Sil Prairie Crystal Snowflake Pole Mount with 90 C7 Lamps. Warm White LED 30 LBS	Price before discount = $775	$581.25	4.00	$2,325.00
	5' Sil Spiral Snowflake Pole	5' Sil Spiral Snowflake Pole Mount.	Price before			

Account Terms DUE UPON RECEIPT

- 20% Restocking fee and shipping on all returns
- No returns without proper authorization
- 4% Credit Card payments fee
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

Signature:_____

Name:_____

Title:_____

- **Please refer to our Terms and Conditions, here or at https://holidayoutdoordecor.com/terms-conditions/**



From Moments to Memories -
American Craftsmanship in Every Space

PM-SLB-SPSF60-WW	Mount 120 C7 Lamps in Warm White LED	Measures 5' x 5' with 120 C7 Lamps in Warm White LED. Weighs 30 lbs.	discount = $775.00	$581.25	4.00	$2,325.00
SHIPPING	SHIPPING			$997.75	1.00	$997.75

- Applicable Sales Tax will be added to Final Invoice
- All shipping is estimated at time of order. Actual shipping costs may vary.
- Invoices will be sent out as soon as purchased product ships. This includes, both direct to customer or to an HOD warehouse prior to installation.
- Trade Tariff Surcharge: A flat rate surcharge of 2.1% is applied to this order to offset increased government import tariffs. This rate has been standardized to minimize price volatility. This surcharge is subject to change based on federal policy updates.

Subtotal	$7,972.75
Total Price	$7,972.75
Grand Total	$7,972.75

Account Terms DUE UPON RECEIPT

- 20% Restocking fee and shipping on all returns
- No returns without proper authorization
- 4% Credit Card payments fee
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

Signature:_____

Name:_____

Title:_____

- **Please refer to our Terms and Conditions, here or at https://holidayoutdoordecor.com/terms-conditions/**

Agenda Memo

Crest Hill, IL

Meeting Date:	10/5/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item:	Approval of the purchase of a Dur-A-Lift DTAX2-39FP insulated aerial bucket truck mounted on a 2027 Ford F-600 4x4 chassis with a Knapheide steel service body from Runnion Equipment Company in the amount of $169,239.00.

Summary:

The Public Works Department is requesting approval for the purchase of a Dur-A-Lift aerial lift truck to support department operations. The Public Works Department requires safe and reliable elevated access for a variety of maintenance and emergency response activities such as:

- Sign installation and maintenance, tree trimming and removal, and storm response.
- Facility maintenance and access to elevated equipment and infrastructure.
- Lighting repairs, building maintenance, and inspections.
- Maintenance of vehicles and equipment requiring elevated access.
- Immediate deployment for storm damage and infrastructure emergencies.
- Installation of banners, flags, holiday lighting, and decorations.

The proposed unit is a Category D insulated aerial lift with a 400-pound basket capacity, basket rotator, continuous rotation, hydraulic tool circuit, and backup operating system. The truck is mounted on a 2027 Ford F-600 4x4 chassis equipped with a 7.3L V8 gasoline engine and service body. Additional features include LED warning and strobe lighting, backup alarm, inclinometer, and safety equipment.

The purchase of an aerial lift truck will improve safety, increase operational efficiency, enhance emergency response capabilities, and provide a long-term resource for multiple City departments. This purchase will also reduce reliance on rented equipment and allow staff to perform more work in-house.

Recommended Council Action:

Approve of the purchase of a Dur-A-Lift DTAX2-39FP insulated aerial bucket truck mounted on a 2027 Ford F-600 4x4 chassis with a Knapheide steel service body from RUNNION Equipment Company in the amount of $169,239.00.

Financial Impact:

The total cost for this piece of equipment is $169,239.00.

Attachments:

Quote for a new Dur-A-Lift DTAX2-39FP insulated aerial bucket truck mounted on a 2027 Ford F-600 4x4 chassis with a Knapheide steel service body from Runnion Equipment Company with photos.

RUNNION EQUIPMENT COMPANY
6201 East Ave Hodgkins, IL 60525 (708) 447-3169
1-800-824-6704 FAX (708) 447-3730 www.runnionequipment.com

City of Crest Hill Public Works
2090 Oakland Ave
Crest Hill, IL 60403
Ph: 815-954-5284
Attn: Gary Richardson

September 24, 2026

Quote # KK114A

UNIT# 5432N

We are pleased to offer the following quotation for your consideration:

One (1) **Dur-A-Lift DTAX2-39FP** equipped as follows:

- Category D Insulated
- 44’ working height
- 28’ side reach
- Main boom fiberglass insert
- Chassis isolator insert
- Extension travel – 110”
- 24” x 24” x 42” basket with step, liner, cover, and clips
- 180-degree basket rotator
- 400 lb basket capacity
- Continuous rotation
- Four-axis non-HERC single-hand proportional control
- Start/stop from the basket
- Tool circuit at basket
- Lower controls with override located at the turntable
- 12V DC backup system
- Two (2) LED strobe lights, mounted on aluminum headache rack
- Four (4) LED flat strobe lights, mounted on front grille and rear tailshelf
- Severe duty level torsion bar on rear axle
- 30” x 94” aluminum tail shelf
- 10” belt step and chrome grab handle for easy access to tail shelf
- Inclinometer
- 2” pintle ball with 7 pin trailer plug
- 5 lb fire extinguisher
- Triangle reflector kit
- Backup alarm
- 1 year parts-and-labor warranty

One (1) **Knapheide steel service body** equipped as follows:

- 94” wide
- 131” long
- Compartments (both sides)
- Compartments depth 20”
  - 1V - 34 ¼” L x 40” H
  - 2V – 21” L x 40” H

Continued on next page

REC SALES SIGNATURE DATE PURCHASER SIGNATURE DATE

RUNNION EQUIPMENT COMPANY
6201 East Ave Hodgkins, IL 60525 (708) 447-3169
1-800-824-6704 FAX (708) 447-3730 www.runnionequipment.com

City of Crest Hill Public Works
2090 Oakland Ave
Crest Hill, IL 60403
Ph: 815-954-5284
Attn: Gary Richardson

September 24, 2026

Quote # KK114A

UNIT# 5432N

- H – 52 ¾" L x 18 ½" H
- 3V – 23 ¼" L x 40" H
- Non-slip coating applied to body floor, inside walls, side pack tops, body front, and tail shelf top

MOUNTED ON:

One (1) **2027 Ford F600 4x4** equipped as follows:

- 22,000 GVWR
- 7.3L 2V DEVCT NA PFI V8 gas – 335 HP @ 3750 RPM, 468 lb/ft torque @ 3750 RPM
- TorqShift 10-speed automatic transmission
- Engine block heater
- Front and rear 19.5" painted steel wheels
- Tires – 245/70Rx19.5G
- Front axle 7,500 lb
- Rear axles 15,500 lb
- 169" wheelbase
- 4-wheel ABS brakes
- Air conditioning
- Chrome bumper and black grille
- 40-gallon fuel tank
- Platform running boards
- SYNC radio with AM/FM/BlueTooth with 8" display and 2 USB ports
- 40/20/40 split bench seat- vinyl
- Back-up camera
- Color white
- Includes two (2) 1-week no-charge rentals of a 40' bucket truck for holiday lights Subject to unit availability
- Includes on-site bucket truck familiarization by Runnion Equipment

Unit Price: $ 169,239.00

All prices F.O.B. Hodgkins, IL and subject to all applicable tax.
Quote valid for 30 days. Due to market volatility any future manufacturer surcharges and tariffs will be added to price above. Unit subject to prior sale – 10% deposit at time of order.
Balance due upon notification that unit is ready for delivery

Continued on next page

REC SALES SIGNATURE DATE PURCHASER SIGNATURE DATE

RUNNION EQUIPMENT COMPANY
6201 East Ave Hodgkins, IL 60525 (708) 447-3169
1-800-824-6704 FAX (708) 447-3730 www.runnionequipment.com

City of Crest Hill Public Works
2090 Oakland Ave
Crest Hill, IL 60403
Ph: 815-954-5284
Attn: Gary Richardson

September 24, 2026

Quote # KK114A

UNIT# 5432N

SALES ORDER – TERMS AND CONDITIONS OF SALE

This document contains the terms of sale. The entire contract between Seller and Buyer is contained in this Sales Order; no alleged oral promises or conditions not set forth herein shall be binding upon Seller or Buyer, and any prior negotiations between the parties are merged into the terms of this document.
Prices quoted are subject to change without notice inconformity with the Manufacturer's Price List effective at the time of delivery. Prices do not include taxes. Any tax, impost, levy, duty or other charge hereinafter imposed by any government or other authority on this sale will be added to the purchase price as herein noted or any later revision of the purchase price, and will be paid by Buyer unless Buyer provides Seller with a proper tax exemption certificate.

Upon acceptance of this order by Seller, if Buyer fails to perform the terms and conditions hereof, or refuses to accept delivery of the equipment accessories or other items ordered within ten (10) days after notification that same are ready for delivery, the Seller, at its option may retain as liquidated damages all money, trade-ins or other property delivered to Seller by Buyer as down payment hereunder. Buyer will pay any cost of collection for any amount owed to Sellers, including, without limitation, reasonable attorney's fees, court costs and interest in the amount of 1% per month (12% per annum), from the date the amount is due.

Payment is due Seller from the date when Seller is prepared to make delivery. All equipment and material is delivered FOB Seller's plant and title and liability for loss or damage passes to Buyer upon Seller's delivery of the goods to a carrier or shipment to Buyer and any loss or damage thereafter shall not relieve Buyer from any obligation hereunder. Risk of loss for goods shall pass to the Buyer once payment is received by Seller.

Buyer may terminate this contract in whole upon thirty (30) days advance written notice to Seller. In such event, Buyer shall be liable for termination charges. If goods ordered are a standard, manufactured catalog item, Buyer will pay a cancellation charge for each unit cancelled equal the greater of 20% of the purchase order item price or forfeiture of down payment/trade in. If goods are non-standard items built to the Buyer's custom order, Buyer will pay for all cost, direct and indirect incurred and committed for this contract, together with a reasonable allowance for prorated expenses and anticipated profits.

Buyer agrees to comply fully and with all laws and regulation concerning the purchase and sale of goods. In particular, Buyer agrees to comply with all applicable export administration regulations of the United States, including, but not limited to, the Export Administration Act, insofar as they apply to the sale of products.

Buyer shall indemnify and hold harmless Seller, its employees, officers and directors and the respective successors and assigns, from and against any and all liability, damages, claims, causes of actions, losses, costs and expenses (including attorney's fees) of any kind arising out of injuries to any person (including death) or damage to any property caused by or related to the goods or any negligent act or omission of Buyer, its employees and agents.

The validity, performance and construction of this Sales Order, shall be governed by the laws of the State of Illinois, of the United States of America.

Seller shall not be liable, and shall be free from any potential liability for delay in delivery or non-delivery or any failure in shipment caused in whole, or in part, by the occurrence of any contingency beyond control of either Seller or Seller's suppliers including, but not limited to act of war (whether an actual declaration thereof is made or not) act of any government or any agency or subdivision thereof, judicial action, sabotage, insurrection, terrorism, riot or other act of civil disobedience, act of public enemy, failure or delay in transportation, strikes, lockouts, shortage of labor or labor troubles of any kind, accidents, explosion, perils of the sea, fire, earthquake, flood, storm or any other act of God, restrictions or requisitions, shortage of labor, fuel, raw material or machinery or technical failure where Seller has exercised ordinary care in the prevention thereof, failure of manufacturers to deliver, bankruptcy or insolvency of manufacturers or suppliers, suspension of shipping facilities, act or default of any carrier or any other contingency of whatsoever nature beyond Seller's control affecting production, transportation to boarding point, loading, forwarding or unloading in such a situation at destination of the goods covered by this contract including disturbances existing at the time this contract was made. In such a situation, if shipments or delivery is not made during the period contracted for, Buyer shall accept delivery under this contract when shipment is made; provided, however, Buyer shall not be obligated to accept delivery if shipment is not made within a reasonable time after the cessation of the aforementioned impediments or causes. Seller may allocate delivery among Seller's customers.

This order shall not be binding upon Seller until accepted by Seller in writing hereon and when so accepted, the original order with original signatures as given Seller and in Seller's possession shall be conclusive and binding upon the parties hereto.

The Buyer hereby acknowledges receipt of a copy of this Sales Order and Terms and Conditions.

REC SALES SIGNATURE DATE PURCHASER SIGNATURE DATE


DUR-A-LIFT


DUR-A-LIFT
DUR-A-LIFT


DUR-A-LIFT


DUR-A-LIFT

City Council Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR Director
Department:	Administration / Human Resources
Agenda Item:	Approve Updates to the City of Crest Hill Employee Handbook

Summary: At the July 27th, August 24th and September 28th Work Sessions, staff presented recommended legal updates and proposed policy updates to the Employee Handbook. City labor attorney Melissa Wolf, of Storino, Ramello, & Durkin provided guidance at these meetings to provide clarifications as needed.

All required and recommended legal changes, substantive policy updates, and minor cleanup and corrections are included in the final version of the Handbook (Exhibit A).

Recommended Action

Approve updates to the City of Crest Hill Employee Handbook.

Budget Impact

No direct budgetary impact is anticipated with an update to the Employee Handbook. Matters that could require changes to budgeted projects, programs or benefits, will follow City policy and procedures at the time they are considered for implementation.

Attachments

- Resolution
- Exhibit A – Crest Hill Employee Handbook

RESOLUTION NO. _____

A RESOLUTION ADOPTING CHANGES TO THE CREST HILL EMPLOYEE HANDBOOK

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

WHEREAS, the City Council of Crest Hill, Will County, Illinois has previously adopted a Crest Hill Employee Handbook which applies to the City's non-union and exempt employees, and which is administered and periodically reviewed by the City's Director of Human Resources under the direction of the City Administrator; and

WHEREAS, Section 1.1(b) of the Crest Hill Employee Handbook provides for additions, deletions, suspension, or discontinuation of the Handbook Policies as may be necessary through changes in legislation, business, or economic conditions; and

WHEREAS, Section 1.6 of the Crest Hill Employee Handbook provides specifically for amendment and updating of its provisions through regular review by the City's Personnel Officer with substantive changes being brought to the City Council for approval; and

WHEREAS, the City's HR Director and labor attorney have presented recommended legal and policy changes for the Crest Hill Employee Handbook; and

WHEREAS, the City Council, has reviewed and discussed the recommended changes and has determined that the recommended changes should be adopted and the Crest Hill Employee Handbook should therefore be amended to adopt the recommended changes.

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

SECTION 1: PREAMBLE. The City Council hereby finds that all 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: AMENDMENTS TO HANDBOOK APPROVED. The City Council hereby approves and adopts the amendments to the Employee Handbook, which is attached hereto as EXHIBIT A. All prior versions of the Employee Handbook are hereby superseded by the Approval of EXHIBIT A.

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.

[Left Intentionally Blank]

PASSED THIS 5th DAY OF OCTOBER, 2026.

	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 5th DAY OF OCTOBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

City of Crest Hill

Employee Handbook



Issued: June 15, 2020, revised January 2022, July 2023, December 2023, June 2024, January 2025

Crest Hill
CITY OF NEIGHBORS

The City of Crest Hill is a suburban municipality located in the western portion of Will County and 33 miles southwest of Chicago's Loop. Crest Hill is a civil service community incorporated in 1960 with an Aldermanic form of government. The City is served by an elected Mayor and 8 alderpersons from 4 wards. The City has 75 full-time and 4 part-time employees housed in the City Administration, Finance, Police, Economic Development, Public Works and Clerk's Departments. Crest Hill has 3 collective bargaining agreements and over half the workforce is a member of either the Metropolitan Alliance of Police or the International Union of Operating Engineers.

Nearly 21,000 citizens reside within the 9 square miles of Crest Hill's corporate boundaries. City industry includes retail, manufacturing, and trade services. Amazon, Rich's Products, Frito Lay, and Menards are notable employers in Crest Hill. CenterPoint Intermodal Center, America's largest intermodal facility, is located just outside Crest Hill. The City's main commercial corridors are Weber Road, Plainfield Road (Route 30), and Broadway Street, part of the historic Route 66. Crest Hill is a beautiful community with excellent schools, parks, walking trails, and forest preserves.

More information can be found on the City's website: www.cresthill.gov



City Mission Statement

The City of Crest Hill is committed to enhancing the quality of life for its residents and businesses by providing essential infrastructure, public safety services, and thoughtful, planned development that ensures fiscal responsibility and promotes ethical stewardship of the City's resources.

Our Core Values

The City of Crest Hill embraces the core values of customer service, both internal and external, teamwork, integrity, respect and trust. We dedicate ourselves to these values with the goal of providing outstanding customer service and programs to meet the needs of our community and those within our organization. These values guide our actions and serve as the framework for the decisions and contributions we make every day and at every level.

City of Crest Hill
Employee Handbook

Table of Contents

SECTION 1 GENERAL PROVISIONS....1

1.1 PURPOSE....1
1.2 AT-WILL EMPLOYMENT....1
1.3 SCOPE OF AUTHORITY....1
1.4 APPLICATION OF RULES....2
1.5 DEPARTMENT RULES....2
1.6 AMENDMENTS....2
1.7 DISTRIBUTION AND ACKNOWLEDGEMENT....2
GENDER....2

SECTION 2 DEFINITIONS....3

SECTION 3 RECRUITMENT AND EMPLOYMENT....6

3.1 GENERAL POLICY....6
3.2 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT....6
3.3 CIVIL SERVICE....7
3.4 APPLICATIONS....7
3.5 PHYSICAL STANDARDS....7
3.6 DRIVER'S LICENSE....8
3.7 ANTI-NEPOTISM....8
3.8 BACKGROUND CHECKS....8
3.9 APPOINTMENTS....9
3.10 PROBATIONARY PERIOD....9
3.11 EMPLOYEE CATEGORIES....9
3.12 BENEFIT ELIGIBILITY....9
3.13 CHANGES IN PERSONAL INFORMATION....9
3.14 UNIFORMED EMPLOYEES....10
3.15 DRESS CODE AND APPEARANCE....10
3.16 EMERGENCIES AFFECTING CITY OPERATIONS....12
3.17 CREATIVE WORKS....12
3.18 OBSERVANCE OF RELIGIOUS HOLIDAYS....13
3.19 TOBACCO USE....13

SECTION 4 HOURS OF WORK AND OVERTIME....14

4.1 WORK PERIODS....14
4.2 WORK DAY....14

4.3 COMPeNSATION AND SALARY INCREASE. 14
4.4 LONGEVITY INCENTIVE 14
4.4 PAY DAY AND DIRECT DEPOSIT 15
4.5 TIMEKEEPING PROCEDURES FOR NON-EXEMPT EMPLOYEES 15
4.6 REPORTING FOR WORK 17
4.7 BREAK & MEAL PERIODS 17
4.8 OVERTIME PAYMENT 17
4.9 COMPENSATORY TIME OFF 19
4.10 REQUIRED OVERTIME 20
4.11 CALL BACK 20
4.12 POSITIONS INELIGIBLE FOR OVERTIME COMPENSATION 20
4.13 POLICY ON EXEMPT PAY 20
4.14 DEDUCTIONS FROM EXEMPT EMPLOYEE PAY 21
4.15 TAXATION OF CLOTHING ALLOWANCES AND CLOTHING STIPENDS 22

SECTION 5 EMPLOYEE CONDUCT 23

5.1 ETHICS POLICY 23
5.2 CODE OF CONDUCT 23
5.3 ANTI-BULLYING 25
5.4 HARASSMENT, DISCRIMINATION, RETALIATION PREVENTION POLICY 26
5.5 PROGRESSIVE DISCIPLINE 32
5.6 APPEAL/GRIEVANCE PROCEDURES 35
5.7 CONFIDENTIALITY POLICY 35
5.8 POLITICAL ACTIVITY 36
5.9 OUTSIDE EMPLOYMENT 36
5.10 ATTENDANCE & PUNCTUALITY 37
5.11 WAGE ATTACHMENTS 37
5.12 ACCEPTANCE OF GIFTS 37

SECTION 6 EMPLOYEE PERFORMANCE 39

6.1 PERFORMANCE REVIEW 39
6.2 INTERIM PERFORMANCE REVIEWS 39
6.3 SUBSTANDARD PERFORMANCE ON ANNUAL REVIEW 39
6.4 PERFORMANCE IMPROVEMENT PLAN 39

SECTION 7 INSURANCE & OTHER EMPLOYEE BENEFITS 41

7.1 INSURANCE COVERAGES 41
7.2 PREMIUM PAYMENTS 41

7.3 QUALIFYING EVENTS 41
7.4 MARRIAGE AND INSURANCE BENEFITS 42
7.5 COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT) 42
7.6 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) 43
7.7 POLICE PENSION FUND 43
7.8 457 RETIREMENT PLAN 43
7.9 EMPLOYEE ASSISTANCE PROGRAM 44
7.10 CREST HILL EMPLOYEE WELLNESS PROGRAM 44
7.11 ILLINOIS TRANSPORTATION BENEFITS ACCOUNT 45
7.12 HEALTH INSURANCE OPT-OUT INCENTIVE 45

SECTION 8 HOLIDAYS, VACATION & LEAVES OF ABSENCE 46

8.1 HOLIDAYS 46
8.2 VACATION 46
8.3 PERSONAL DAYS 48
8.4 SICK LEAVE 48
8.5 JURY DUTY/CIVIL LEAVE 50
8.6 EMERGENCY/BEREAVEMENT 50
8.7 LEAVES OF ABSENCE 51
8.8 FAMILY AND MEDICAL LEAVE ACT (FMLA) 52
8.9 PERSONAL LEAVE OF ABSENCE 59
8.10 MILITARY LEAVE 60
8.12 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA) 62
8.13 SCHOOL VISITATION LEAVE 65
8.14 LOCAL GOVERNMENT DISASTER SERVICE VOLUNTEER ACT 65
8.15 VOTING LEAVE 66
8.16 BLOOD DONATION LEAVE 66
8.17 WORKERS' COMPENSATION 67
8.18 PREGNANCY 69

SECTION 9 SAFETY & EQUIPMENT USE 71

9.1 SAFETY 71
9.2 CITY VEHICLES, EQUIPMENT & FACILITIES 71
9.3 PHYSICAL & PSYCHOLOGICAL FITNESS FOR DUTY 72
9.4 SUBSTANCE ABUSE POLICIES 72
9.5 WORKPLACE VIOLENCE 72
9.6 WEAPON FREE WORKPLACE POLICY 73
9.7 SEARCH, INSPECTION, AND INVESTIGATION 73

9.8 CAMERAS/RECORDING DEVICES IN THE WORKPLACE…. 75

9.9 PERSONAL ELECTRIC DEVICES IN THE WORKPLACE.....75

SECTION 10 TRAINING & DEVELOPMENT.....76

10.1 TRAINING AND DEVELOPMENT.....76
10.2 SEMINAR/CONFERENCE ATTENDANCE.....76
10.3 TYPES OF EXPENSES.....77
10.4 TUITION REIMBURSEMENT.....79

SECTION 11 COMMUNICATIONS.....81

11.1 OPEN DOOR POLICY.....81
11.2 SOLICITATION.....81
11.3 DONATIONS FOR CHARITABLE CAUSES AND ORGANIZATIONS.....81
11.4 BULLETIN BOARDS.....82
11.5 TECHNOLOGY RESOURCE POLICY.....82
11.6 SOCIAL MEDIA.....83
11.7 USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY.....85
11.8 TELEPHONE, CELLULAR PHONE, VOICEMAIL & FAX USAGE.....88
11.9 CITY ISSUED EQUIPMENT.....88
11.10 MEDIA INQUIRIES.....89

SECTION 12 EMPLOYEE SEPARATION.....90

12.1 GENERAL POLICY.....90
12.2 SERVICE RETIREMENT.....90
12.3 EMPLOYEE INITIATED RESIGNATION.....90
12.4 DISABILITY RETIREMENT.....90
12.5 DISCHARGE.....90
12.6 LAYOFF.....91
12.7 RECALL.....91
12.8 JOB ABANDONMENT.....91
12.9 RELEASE.....91
12.10 FURLOUGH/REDUCTION IN PAY.....91
12.11 DEATH.....92
12.12 EXIT INTERVIEW.....92

SECTION 13 COMPLIANCE WITH THE LAW.....93

13.1 HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA).....93
13.2 AMERICANS WITH DISABILITIES ACT (ADA).....93

13.3 GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA) 94

SECTION 14 EMPLOYEE INFORMATION AND RECORDS 95

14.1 GENERAL ACCESS TO EMPLOYEE INFORMATION 95
14.2 DISCLOSURE OF EMPLOYEE RECORDS OUTSIDE OF THE CITY 95
14.3 REFERENCE INQUIRIES 95
14.4 CREDIT VERIFICATIONS 95
14.5 EMPLOYEE ACCESS TO PERSONNEL FILES 95
14.6 RECORDS INSPECTION 96

SECTION 15 ACKNOWLEDGMENT FORM 97

SECTION 16 FORMS 98

16.1 Employee Performance Evaluation Program 98

SECTION 1
GENERAL PROVISIONS

1.1 PURPOSE

The Employee Handbook serves as a guide to employment and compensation practices and to ensure all employees are treated fairly and equitably in order to best serve the community.

a) The handbook does not create any contract rights or property rights between the City and prospective, current employees, or another person.

b) The City, at its option, may add, change, delete, suspend or discontinue any part or parts of the policies in the Employee Handbook at any time without prior notice and without further approval of City Council as business, employment legislation and/or economic conditions dictate. Any such action shall apply to existing as well as to future employees.

c) No statement or promise by a Department Head, supervisor, or manager past or present may be interpreted as a change in policy nor will it constitute an agreement with an employee.

d) Should any provision in the Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

e) The Employee Handbook supersedes any and all other or previous City policies whether written or oral, unless otherwise indicated.

1.2 AT-WILL EMPLOYMENT

Employment with the City is at-will, subject to any applicable collective bargaining agreements. This means that neither an employee nor the City has entered into a contract regarding the duration of his employment. Employees are free to terminate their employment with the City at any time, with or without reason. Likewise, the City has the right to terminate an employee's employment, or otherwise discipline, transfer or demote an employee at any time, with or without reason, at the discretion of the City.

1.3 SCOPE OF AUTHORITY

The Personnel Officer or his designee, is responsible and has authority for the administration of the rules and regulations contained herein and may from time to time issue administrative directives interpreting and implementing the terms of these rules, and interpret or waive the application of these rules at any time whenever it is in the best interest of the City.

In their absence or at their option, employees in positions of authority or responsibility may designate others to carry out the respective role, task or functions that are attributed to them in the Employee Handbook. The designated employee shall be known as a designee for the particular role, task or function which is assigned to him by the person in the position of authority or responsibility.

1.4 APPLICATION OF RULES

The rules, regulations, policies, and practices contained herein shall apply to all employees of the City unless otherwise provided by State statutes, local Ordinance, or collective bargaining agreement and does not apply to elected or appointed officials. In the case of a conflict between the language in the Employee Handbook and a collective bargaining agreement or City ordinance, the collective bargaining agreement or City ordinance shall prevail.

1.5 DEPARTMENT RULES

Consistent with the rules, regulations, policies and practices contained herein and subject to the approval of the Personnel Officer, the various departments of the City may promulgate rules and regulations to govern individual departmental operations and procedures. The Employee Handbook supersedes any inconsistent department rules.

1.6 AMENDMENTS

The Employee Handbook shall be reviewed and updated regularly by the Personnel Officer with all substantive policy changes subject to City Council approval. Employees will be notified of amendments to policies and provided written updates of the Employee Handbook that reflect the changes made.

1.7 DISTRIBUTION AND ACKNOWLEDGEMENT

Each regular full-time, regular part-time, and temporary seasonal employee shall receive a copy of the Employee Handbook when first issued or at the time of employment and shall sign a statement acknowledging receipt. Employees will be notified of amendments to policies as indicated in Section 1.6 and will again sign a statement acknowledging receipt.

1.8 GENDER

Whenever the male gender is used in this handbook, it shall be construed to include both males and females equally.

SECTION 2
DEFINITIONS

Unless otherwise defined within this Employee Handbook, the following terms shall have the following meanings:

Anniversary Date: The date an individual becomes a regular full-time or regular part-time employee of the City.

Appointment: The selection of a person to a full-time or part-time position on a regular or temporary basis in the City service ~~who is not a present employee of the City.~~

Base ~~P~~pay: Base pay or base salary is the hourly or weekly rate of pay received by an employee excluding any additional, authorized compensation such as overtime, other pay, allowances, reimbursements or benefits.

City Code: The City of Crest Hill, Illinois Code of Ordinances, as amended from time to time.

Class or Classification: A position or group of positions that involves similar duties performed, scope of discretion and responsibility, minimum requirements of training, experience or skill and such other characteristics that the same title, tests of fitness and range of compensation have been or may be applied to each position in the group.

COBRA: Consolidated Omnibus Budget Reconciliation Act, establishing Federal continuation of coverage rules for group health plans.

Department: A major operating functional unit of the City government.

Department head: The officially appointed head of any department or an employee appointed as "acting" head of any department.

Disciplinary action: An action taken against an employee which may range from a verbal reprimand up to and including termination.

Employee: A person occupying an active position in the City service or a person who is on authorized leave of absence. Employee categories are defined in Section 3.

Exempt Position: A classification that is not entitled to overtime payment as established by the City Council and under the Fair Labor Standards Act (FLSA) or State wage and hour laws. Exempt employees' pay is determined on a weekly basis.

FLSA: The Fair Labor Standards Act is a federal law that establishes fundamental employment protections, including minimum wage, overtime pay and other labor standards for both full-time and part-time workers.

Layoff: A separation of an employee from City service which has been made necessary by lack of work, funds or other reasons not related to fault, delinquency or misconduct on the part of an employee.

Non-exempt position or employee: A classification that is entitled to overtime payment as established under the FLSA or State wage and hour laws.

Outside employment: Employment of any kind engaged in by a City employee for which compensation is received from a source other than the City.

Pay adjustment: Change of an employee's salary without change in duties or responsibilities.

Pay (or Salary) range: The minimum and maximum rates of pay the City will compensate an employee in a position.

Performance review: A process and format used to assess an employee's performance level. The City reserves the right to change from time to time the methods and tools used in conducting employee assessments.

Personnel Officer: The Director of Human Resources or such other individual designated by the City Administrator.

Position: A group of current duties and responsibilities budgeted for in a department and assigned or delegated by competent authority, requiring the full or part-time service of one employee.

Probationary period: A preliminary employment period during which time the employee's ability to perform the position is evaluated as defined in Section 3. And, in cases of discipline, a period of time in which an employee is subject to sanctions and additional evaluation.

Promotion: A change in employment status from a position in one classification to a position in a higher classification involving an increase in responsibility and a higher maximum pay rate.

Protected Category: Those actual or perceived characteristics of a person for which a person may not be discriminated against under Federal, State, and Local law. These include, but are not limited to, a person's: race, color, religion, sex and gender, pregnancy status, sexual orientation, gender identity and expression, national origin, ancestry, citizenship status, preferred language or language fluency, age (over 40 years old), physical or mental disability, military status, unfavorable discharge from military service, veteran status, genetic information, marital status, arrest record, order of protection status, persons who make legitimate complaints (e.g. retaliation, whistleblowing), association with a person with a disability or handicap, work authorization status, parental status, family responsibilities, reproductive health

decisions, credit history, and criminal history, or any other characteristic protected by applicable law.

Resignation in good standing: Any employee who leaves the City service and has fulfilled all obligations and met all criteria of his employment. Such an employee would have left under favorable conditions and preferably given two (2) weeks' notice.

Resignation not in good standing: Any employee who fails to meet obligations and/or criteria established in these rules. An employee that is discharged is deemed to have left "not in good standing".

Supervisor: An employee below the Department Head level in charge of a work unit or other employees. Where no such level exists between an employee and the Department Head, the Department Head also acts as the supervisor.

Suspension: The temporary removal with or without pay of an employee from his designated position.

Termination: The end of employment on either a voluntary or involuntary basis. Termination on an involuntary basis may also be called discharge.

Transfer: The movement of an employee from one job to another, when both jobs are assigned to the same pay range. The employee is normally transferred at the same rate of pay.

Note: This is not an all-inclusive list of definitions. Other definitions can be found in applicable sections of the Employee handbook.

SECTION 3
RECRUITMENT AND EMPLOYMENT

3.1 GENERAL POLICY

Appointments to all positions shall be solely on the basis of the applicant's or employee's qualifications to perform the essential functions of the position, with or without reasonable accommodation. These selection procedures enable the City to review applicant qualifications and suitability in a systematic approach.

The City will not discriminate in the hiring process based upon any Protected Category.

Where employment opportunities are advertised to external applicants:

- The job posting will include the position's pay range as well as a general description of benefits and other compensation.
- The City will announce, post, or otherwise share opportunities for promotion with all current employees within 14 days of the external announcement.

Any evidence that an applicant, whether an internal applicant or one from outside the City, falsified information, made fraudulent statements, or failed to provide all of the required information may be subject to discharge and/or disqualified from consideration for employment.

3.2 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the City that employment in City government shall be based on merit and individual qualifications. No discrimination shall be exercised in any manner by a City official or employee against or in favor of any applicant for City employment or employee because of political or religious opinions or affiliations or any other Protected Category. An applicant or employee shall be considered solely on the basis of qualifications, abilities, skills and knowledge, with or without reasonable accommodation. Just and equitable incentives and conditions of employment are to be maintained to promote efficiency and economy in the operation of City government. No employee shall be penalized or discriminated against for making truthful disclosures regarding any unlawful employment practices. The City shall take no action to prevent employee concerted activity to deal with work-related issues.

The policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, promotion, benefits, termination and all other terms and conditions of employment. The City complies with Federal and State equal employment opportunity laws and

strives to keep the workplace free from all forms of illegal harassment. Should the City be notified by any federal agency of any discrepancy regarding an employee's individual taxpayer identification number or any other identifying document, the City will take no action based on this notification and will notify the employee of the communication.

The Personnel Officer has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns regarding this policy or violation thereof, should be referred to the Personnel Officer. Complaints are investigated immediately and handled as confidentially as possible. The City ensures that employees following this complaint procedure are protected against retaliation. Appropriate disciplinary action will be taken against any employee violating this policy.

3.3 CIVIL SERVICE

The City is subject to the Civil Service pursuant to the Illinois Municipal Code, 65 ILCS 5/10-1-1, et seq. The Civil Service Commission is responsible for classifying all offices and places of employment in the City where applicable. Civil Service Commissioners are appointed by the Mayor.

3.4 APPLICATIONS

All applications for employment with the City shall be filed with the Personnel Officer. The City shall, by examination or other appropriate means, evaluate the qualifications of the various applicants (except those covered under Civil Service rules). Examination may include written, oral, physical, psychological, or performance tests, or any combination of these, as appropriate under relevant legal authority and according to the requirements for each position. Applications will be kept confidential to the extent possible and will be shared on a ~~need to know~~ need-to-know basis with others involved in the recruiting process. Recruitment, including applications for employment for Civil Service positions, including Police Officers, will be governed by the Civil Service Commission.

3.5 PHYSICAL STANDARDS

Applicants may be required to have a post offer, pre-employment physical examination and/or drug screen, and must meet the physical standards established as essential job functions for the position for which they apply as a condition of employment with or without reasonable accommodation. Prospective employees will not be subject to a pre-employment physical examination and/or drug screen until a conditional offer of employment has been made by the City. The City will be responsible for the cost of the pre-employment examination and/or drug screen. The confidential results of the post offer, pre-employment physical and/or drug screen must be received by the City and the

employee must be cleared for the position before the applicant is allowed to begin employment.

Positions which may require a Commercial Driver's License (CDL) will also be subject to the Department of Transportation's CDL pre-employment, random and other drug and alcohol testing requirements. Pre-employment physicals and drug screening for all sworn Police personnel shall be conducted according the rules and regulations established by the Civil Service Commission.

3.6 DRIVER'S LICENSE

An employee who will operate a City owned vehicle must possess a valid driver's license appropriate to the type of City vehicle(s) to be operated. Employees who are required to drive a vehicle for City business are expected to possess a valid driver's license at all times. Employees who are required to possess a valid driver's license as a job requirement must notify his Department Head immediately should the employee's license be suspended or revoked. Employees who are required to possess a valid driver's license and do not have one are subject to disciplinary action up to and including termination.

3.7 ANTI-NEPOTISM

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security and morale, the City prohibits the employment of relatives in a direct supervisory relationship. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

Have the potential for creating an adverse impact on work performance; or

Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

"Relatives" (including blood/step/in-law) are defined as spouse, domestic partner, mother, father, sister, brother, child, uncle, aunt, niece, nephew, grandparent and grandchild.

3.8 BACKGROUND CHECKS

The City reserves the right to perform all necessary background checks on any and all current employees and potential employment candidates, to include but not limited to employment verification, reference checks, credit checks, criminal history checks, driving records, military records, and educational transcripts. The City will comply with any applicable Federal and State laws regarding background checks, including the Fair Credit Reporting Act, and will provide employees and

potential employees with written notice of their rights under those laws prior to conducting a background check.

3.9 APPOINTMENTS

Employees are appointed in accordance with the City Code.

3.10 PROBATIONARY PERIOD

Employees are considered probationary during the period of 6 months from the first day of employment in a position or promotion to a position. During this time period the employee's aptitude for the position is evaluated. An employee may be dismissed at any time with or without cause during the probationary period.

3.11 EMPLOYEE CATEGORIES

For payroll purposes, the City maintains the following employee categories:

Regular Full-Time Employee: An employee that is routinely scheduled to work a forty (40) hour work week in a designated job or as designated by collective bargaining agreement.

Regular Part-Time Employee: An employee that is routinely scheduled to work less than a forty (40) hour work week in a designated job.

Temporary or Seasonal Employee: An employee hired on a temporary basis for a specific period of time, such as summer months and peak periods. Temporary or seasonal employees may work on a part-time or full-time basis. While they receive all legally mandated benefits, they are not eligible for the City's benefit programs, unless specifically included in the benefit description. Temporary or Seasonal employees can be considered exempt or non-exempt under the FLSA.

3.12 BENEFIT ELIGIBILITY

Benefits are provided to regular full-time employees according to the guidelines set out in this handbook and pursuant to the individual plan documents, which shall be the controlling documents in case of any conflict in terms with this handbook. Part-time, temporary, and seasonal employees are not entitled to employee benefits, except as required under law.

3.13 CHANGES IN PERSONAL INFORMATION

Employees are required to provide current information to the City including, but not limited to, residence address, residence telephone number, secondary employment, number and names of dependents, individuals to be contacted in the event of an emergency, changes in marital status, and changes in banking

and direct deposit information. Employees must inform the Personnel Officer on a timely basis of changes in personal information as stated herein.

3.14 UNIFORMED EMPLOYEES

Employees required to wear standardized uniforms in the Police and Public Works departments shall follow the particular standards established in their respective departments related to acceptable and required uniform attire including any required safety related equipment and clothing. When permitted by department policy, if a typically uniformed employee is allowed to wear non-uniform attire when performing job tasks, he shall follow the Dress Code and Appearance standards established below.

3.15 DRESS CODE AND APPEARANCE

The City expects that all employees, uniformed and non-uniformed, will present a professional image at all times when performing job tasks. Employees are to dress in a clean and professional manner that is safe, appropriate to their job responsibilities. All staff members must wear clothing suitable for a business environment and appear neat and well-groomed at all times. It is critical that employees present a professional image when serving the public. Unless required to wear a uniform, or addressed by a collective bargaining agreement (CBA), dress is business casual Monday through Thursday. Unripped denim and athletic shoes may be worn on designated Fridays. Employees are expected to exercise good judgment when dressing for work. If there is a question about whether something looks appropriate and complies with this policy or if you have need of an exception to this policy for religious or medical reasons, consult your supervisor, Department Director, or Human Resources. Employees are expected to be well groomed and dressed in a manner suitable for their responsibilities and positions. Employees whose clothing is deemed unacceptable may be sent home to change and will not be paid for the time not working to change clothing.

Below is a list of acceptable and unacceptable business casual attire (not all-inclusive).

Acceptable:

1. Approved City logo wear
2. Collared dress shirts, polos, knit shirts, blouses, sweaters, jackets, vests, collared shirts
3. Dress pants, chinos, capri pants, skirts, dresses
4. Non-athletic casual or dress shoes

Unacceptable:

1. Athletic type shoes such as sneakers (except designated Fridays), Crocs, or Tevas, shoes that pose a potential safety risk, house slippers, open toed non-dress shoes
2. Jeans (except designated Fridays).
3. Shorts, pajamas, miniskirts or mini dresses.
4. Leggings or lycra/spandex clothing that is unprofessionally worn (i.e. not covered to mid-thigh or longer).
5. Shirts referencing alcohol, drugs, or potentially offensive graphics, political messaging, crop tops, spaghetti straps, off the shoulder, or tight/revealing clothing.
6. Clothing which is wrinkled, faded, torn or tattered, or otherwise presents an unkempt or unclean appearance.
7. Excessive or potentially offensive tattoos (acceptable if covered).
8. Body odor and poor personal hygiene.
9. Excessive perfume, cologne, and/or after shave lotion.
10. Hats (except for religious or medical purposes or provided by the City).

- Authorized uniforms provided by the City must be worn at all times during scheduled working hours unless otherwise indicated by the Department/Division directive. Uniform allowances are addressed by current CBAs and/or Departmental regulations. In no circumstance shall an employee be paid any compensation for uniform allowance unused at the end of the year or at the end of the employee's employment relationship with the City (regardless of the reason).

- Employees shall not wear a City uniform into any business establishment where the primary purpose of the business is the selling or furnishing of alcoholic beverages, cannabis, or cannabis related products unless in the performance of duty and in accordance with published standards of conduct.

- Like all other personnel policies in the Handbook, the City Administrator may periodically issue clarifications or determinations regarding interpretation of appearance standards to ensure all employees present a proper image to the citizens of the community for unique events or business reasons.

- Modifications or revisions to the appearance policy will be recommended by the City Administrator for consideration by the City Council.

- The City Administrator may designate office workdays in which staff will be assigned to perform tasks consisting of organizing or moving files, etc.

where the typical clothing standards would be relaxed for the activity and may apply only to specific staff.

- Employees are expected to project a professional appearance and ready to work that presents the professional nature of the service and interactions expected of the residents.

- Department Heads are responsible for monitoring the appearance of their respective employees, including advising employees of proper clothing choices for the work environment. The determination as to what is acceptable appearance shall be made by the City Administrator or designee and shall be final. If it is determined that an employee is not in compliance with City standards for appropriate workplace appearance or violating any safety guidelines, the employee may be sent home (without pay unless an employee is permitted to use accrued benefit time) to change. Additional disciplinary action may be taken for repeated violation of the dress code standards.

3.16 EMERGENCIES AFFECTING CITY OPERATIONS

The City is open for business during normal working hours; however, due to weather or other emergencies, the City may be faced with temporary service closure, or have limited operations. The Mayor or his designee is the only individual authorized to close City operations.

During an emergency period the City may require essential employees to assist with the emergency. Department Heads will notify employees if they are required to report to duty.

3.17 CREATIVE WORKS

Many employees work in positions where innovations, improvements, inventions, discoveries, copyrightable work, or new ideas may be developed or conceived in the course of their employment. If these creative works are developed on City time or created through the use of City equipment and facilities, the employee is obligated to disclose these works and agree to assign all rights, title, and interest to the City of Crest Hill, provided that they:

a) Relate directly to the business of the City; or

b) Result from the employee's work with the City; or

c) Involve the use of City equipment, supplies, facilities, confidential information or time.

The employee has no obligation to assign rights to creative works developed on their own time, without the use of City equipment, supplies, facilities, confidential information or time.

3.18 OBSERVANCE OF RELIGIOUS HOLIDAYS

The City will make every effort to allow employees time off from work to observe religious holidays. Employees may use any accrued vacation, personal time, or unpaid time to be off work for this purpose. In order to facilitate these requests employees are encouraged to provide their supervisors with advanced reasonable notice.

3.19 TOBACCO USE

The City is committed to providing a work environment that promotes the health, hygiene, and well-being of its employees. The City recognizes that smoking in the workplace can adversely affect employees. This includes the use of Electronic Cigarettes also known as Electronic Nicotine Delivery Systems (ENDS), e-cigarettes, and vaporizers. It also recognizes that chewing tobacco in the workplace raises hygienic issues. Therefore, smoking and chewing tobacco is prohibited inside all City facilities. This policy applies to all City employees and visitors while on City premises. Tobacco use is only allowed during scheduled breaks and in designated areas. In compliance with the Smoke Free Illinois Act of 2008, smoking within fifteen (15) feet of a City building entrance is strictly prohibited. If employees choose to use tobacco or electronic cigarettes, they need to check with their supervisors for the location of the nearest designated area. Tobacco users have a special obligation to keep designated smoking areas litter-free of tobacco products. Smoking or using electronic cigarettes in City vehicles is strictly prohibited. Employees who violate the policy or Act may be subject to disciplinary action up to and including termination.

SECTION 4
HOURS OF WORK AND OVERTIME

4.1 WORK PERIODS

The standard work cycle for all employees will be from Sunday at 12:01 a.m. through Saturday at Midnight. The City hereby specifically announces its intentions to conform to all guidelines established under Section 207(k) of the Federal Fair Labor Standards Act (FLSA).

4.2 WORK DAY

Full-time employees generally will be scheduled for an eight and one-half (8 ½) hour day, including up to a sixty (60) minute meal/break period. Although exceptions to the hours ~~length~~ of the work day and meal period can be made upon the recommendation of the Department Head and the approval of the Personnel Officer for specific job-related reasons, each Department must prioritize the ability to effectively receive calls, meetings, and members of the public by maintaining sufficient staff during all operating hours. The timing of meal periods is subject to the approval of the employee's assigned supervisor. This section should not be construed as a guarantee or limitation on the number of hours of work offered to employees on a daily or weekly basis.

Applicable collective bargaining agreements may provide exceptions to this section. As stated in Section 1.4, Application of Rules, in the case of a conflict between the language in the Employee Handbook and a collective bargaining agreement, the collective bargaining agreement shall prevail.

4.3 COMPENSATION AND SALARY INCREASE

Non-union employees' compensation may be increased annually at a rate determined by the city council. All salary increases are subject to budget availability and city council approval. Additionally, non-union employees may be eligible to receive merit-based salary increases based on merit evaluations and are subject to availability of funds dedicated for merit increases as part of an annual budget. Evaluations for employees hired prior to June 1, 2025 are completed prior to May 1, and employees hired or promoted after June 1, 2025 have evaluations annually conducted in accordance with their anniversary of their selection and appointment to their position. Reclassification or changes made to a position that do not fundamentally change the duties of a role does not constitute a promotion or new hire.

4.4 LONGEVITY INCENTIVE

As an incentive for continuous service, the City of Crest Hill shall award longevity payment to employees with at least six (6) continuous years of service.

Longevity payment shall be divided by the number of pay periods for the year and included in each paycheck for employees who have completed the required number of years.

YEARS OF SERVICE	LONGEVITY PAY
At least 6 years, but less than 12 years,	$350.00 per year
At least 12 years, but less than 18 years,	$650.00 per year
Over 18 years	$950.00 per year

4.4 PAY DAY AND DIRECT DEPOSIT

Employees are paid bi-weekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of that payroll period (including overtime).

In the event a regularly scheduled payday falls on a day off (e.g., a holiday), employees will receive pay on the last day of work before the regularly scheduled payday.

Each employee on the payroll will receive a payroll advice form (pay stub) electronically stating their pay, deductions, and accrued leave balances as of the end of the pay period. An employee may request a copy of their prior payroll advice maintained by the City by submitting a written request to Human Resources. Upon separation, and prior to the end of the employee's final pay period, an employee will be offered a record of all of the employee's payroll advice from the year preceding the date of separation. Human Resources will maintain a written record of the dates and responses, if any, to these offers.

Employees are offered to participate in the City's direct deposit program. Upon completing a registration form, the employee's paychecks are automatically deposited into (a) pre-specified account(s).

4.5 TIMEKEEPING PROCEDURES FOR NON-EXEMPT EMPLOYEES

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees are required to accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work performed but not reported. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is the employee's responsibility to certify the accuracy of all time recorded. The Department Head will review and confirm employee time records before submitting it for payroll processing.

Clocking In and Out Procedures

The City of Crest Hill utilizes the "7-minute rule" for non-exempt employees **for payroll purposes only**. Under the "7-minute rule" the clock in and clock out times are rounded to the nearest quarter hour. If an employee is scheduled to work at 7:00 a.m. and clocks in at 7:07 a.m., then the time is rounded to 7:00 a.m. If the employee clocks in at 7:08 a.m., the time is rounded to the next quarter hour, 7:15 a.m. If an employee is scheduled to end his shift at 3:30 p.m. and clocks out at 3:37 p.m. then the time is rounded to 3:30 p.m. If the employee clocks out at 3:38 p.m., then the time is rounded to the next quarter hour, 3:45 p.m. This procedure does not diminish the requirement of scheduled start and end work times. If an employee scheduled for a 7:00 a.m. start time, he is expected to be present at work by 7:00 a.m.

Employees must not punch in more than seven (7) minutes before the start of their scheduled shift or punch out seven (7) minutes after the end of their scheduled shift. Punching in earlier than seven (7) minutes before their start time or later the seven (7) minutes after the end of their scheduled shift will be considered a policy violation, unless the employee has the prior approval of their Department Head.

If time is not worked on a scheduled day, the Department Head will update the time card with the appropriate time-off code (vacation, sick, personal, etc.).

Missed punches must be reported to the supervisor prior to the start of work the day following the missed punch.

4.6 REPORTING FOR WORK

Employees shall report promptly at their designated starting time, at their designated working place, and shall devote their entire efforts during working hours to assigned duties. In the event an employee is unable to report for work as scheduled, the employee shall make his best effort to notify the supervisor by telephone call at least sixty (60) minutes before the designated starting time if an employee is unable to report for work or will be late. Failure to notify the supervisor as provided herein may result in disciplinary action up to and including termination.

4.7 BREAK & MEAL PERIODS

Each Department Head shall establish a reasonable meal period of typically thirty minutes but no less than twenty (20) minutes and two (2) break periods of no more than fifteen (15) minutes each during the workday and shall arrange them in the most appropriate manner for maintaining departmental operations. Upon approval from the Department Head, employees may combine their break periods with their meal period. The two (2) fifteen (15) minute break times are considered paid working time and employees must be available for any assignment during any 15-minute break period. Employees shall not shorten the workday by use of break time or lunch period.

4.8 OVERTIME PAYMENT

When operating requirements or other needs cannot be met during the employee's regular workday, employees may be required to work beyond their regularly scheduled hours or workdays. A reasonable amount of overtime, as defined by the City, is a condition of employment.

Overtime work must be approved by the employee's Department Head prior to the commencement of work.

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1 ½) times their regular straight time hourly rate of pay for all hours worked over forty (40). Overtime shall be paid in fifteen (15) minute increments to non-exempt employees. An employee's work schedule may be adjusted by the City during a workweek to avoid overtime. Any adjustments will be made in accordance with applicable collective bargaining agreements.

All paid leave time shall be considered as hours worked for overtime purposes, including sick leave.

The following are examples of how the overtime policy will be administered. In each example, all paid leave time—including vacation, personal, and sick leave—is counted as hours worked in determining whether the forty (40) hour overtime

threshold has been exceeded, and overtime is paid in fifteen (15) minute increments at one and one-half (1 ½) times the regular rate:

a) If an employee works thirty-nine (39) hours from Monday to Thursday, then takes an eight (8) hour vacation day on Friday, his or her thirty-nine (39) worked hours and eight (8) hours of vacation total forty-seven (47) hours, all of which count toward the overtime threshold. The employee will be paid forty (40) hours at his straight-time rate and seven (7) hours at one and one-half (1 ½) times the employee's regular rate.

Example *Overtime with a Vacation Day*

Days of Week	Sun	Mon	Tues	Wed	Thurs.	Fri	Sat	Total Hours
Hours Worked		10	10	10	9			*39*
Benefit Time						8		*8*
Total Hours Paid								*47*
Hours Paid ST								*40 ST*
Hours Paid OT								*7 OT*

b) An employee works sixteen (16) regular hours Monday and Tuesday, then has Wednesday through Friday scheduled as vacation, but is called out on Thursday evening and works seven (7) hours. The employee's sixteen (16) worked hours and twenty-four (24) hours of scheduled vacation (Wednesday through Friday) equal forty (40) hours; the seven (7) call-out hours worked Thursday evening are therefore paid as overtime. The employee will be paid forty (40) hours at his straight-time rate (including vacation) and seven (7) hours at one and one-half (1 ½) times his regular rate.

Example *Overtime with a Vacation Day*

Days of Week	Sun	Mon	Tues	Wed	Thurs.	Fri	Sat	Total Hours
Hours Worked		8	8		7			*23*
Benefit Time				8	8	8		*24*
Total Hours Paid								*47*
Hours Paid ST								*40 ST*
Hours Paid OT								*7 OT*

c) An employee works a combined thirty-two (32) hours for Monday and Tuesday, but only works three (3) hours on Wednesday and uses personal time to leave for the remainder of the day (five (5) hours), then works a combined sixteen (16) hours on Thursday and Friday. The employee's

fifty-one (51) worked hours and five (5) hours of personal time total fifty-six (56) hours. The employee will be paid forty (40) hours at his straight-time rate (including five (5) hours of personal time) and sixteen (16) hours at one and one-half (1 ½) times his regular rate.

Example *Overtime with a Vacation Day*

Days of Week	Sun	Mon	Tues	Wed	Thurs.	Fri	Sat	Total Hours
Hours Worked		16	16	3	8	8		*51*
Benefit Time				5				*5*
Total Hours Paid								*56*
Hours Paid ST								*40 ST*
Hours Paid OT								*16 OT*

Exempt employees are not eligible for overtime.

4.9 COMPENSATORY TIME OFF

Subject to departmental procedures and approval, a non-exempt employee may earn and take compensatory time off in lieu of overtime. Compensatory time off is allowed provided all of the following conditions are met:

a) The employee receives one and one-half (1 ½) time for all hours over forty (40) hours worked in a work week.

b) The employee agrees to compensatory time in lieu of overtime pay.

c) The employee must request and be granted approval by his supervisor prior to taking compensatory time off. Compensatory time must be taken in minimum increments of one (1) hour.

d) Employees may accumulate up to sixty (60) hours of compensatory time during a fiscal year.

e) All compensatory time in excess of forty (40) hours must be taken or paid out prior to the end of each fiscal year.

f) Employees shall be notified by the Department Head or his designee on a quarterly basis of the total number of compensatory hours accumulated.

g) Payment of compensatory time will occur in January, April, July, and October by check separate from employee's regular payroll check.

h) Payment of compensatory time will be at the employee's current rate of pay.

i) Upon termination of employment the employee shall be paid out any unused compensatory time.

Exempt employees are not eligible for compensatory time.

4.10 REQUIRED OVERTIME

Each Department Head shall have the right to require overtime work. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination. At the Department Head's discretion and with the consent of the Personnel Officer, an employee's work schedule may be adjusted during a workweek to avoid overtime. Employees may not refuse overtime assignments. All overtime must be authorized in advance by Department Heads or by a designated supervisor. Employees are expected to respond to a call-out during an emergency or when overtime is assigned.

4.11 CALL BACK

A call back is defined as an official assignment of work which does not continuously follow an employee's regularly scheduled working hours. Employees reporting back to a work station, at a specific time, shall be compensated according to the relevant collective bargaining agreement.

4.12 POSITIONS INELIGIBLE FOR OVERTIME COMPENSATION

Positions that are classified as exempt, having fulfilled the FLSA Salaried Basis and Job Duties Tests, are ineligible for overtime compensation.

4.13 POLICY ON EXEMPT PAY

In accordance with FLSA regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed, except for those situations identified in Section 4.13 Deductions from Exempt Employee Pay and certain deductions as specified below.

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for the City. Time off using benefit time will be compensated as such.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are prohibited by the City.

a) Jury duty.

b) Attendance as a witness.

c) Temporary military leave.

d) Absences caused by the City.

e) Partial day amounts other than those specifically discussed below.

This provision covers exempt employees who are subpoenaed to jury duty or to testify in court in performance of a civic duty. Time that an employee spends in a court as a party in his own case would not be covered and would be treated like leave for personal reasons.

4.14 DEDUCTIONS FROM EXEMPT EMPLOYEE PAY

The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other City policies and practices.

a) Absences of one (1) or more full days for personal reasons other than sickness or disability (partial days must be paid). Such situations may occur when an employee has exhausted all applicable paid leave.

b) Absences of one (1) or more full days due to sickness or disability. This exception can apply when the employee is not yet eligible for sickness/disability pay or has exhausted the paid leave benefits the City provides.

c) Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week.

d) Penalties imposed by infractions of safety rules of major significance. (Note: a deduction from pay as a penalty for violations of major safety rules can be made in any amount.)

e) Unpaid disciplinary suspensions of one (1) or more full days in accordance with the City's disciplinary policy. Such "workplace conduct" violations should be of a serious nature, and does not apply to discipline for performance or attendance issues.

f) Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.

g) Deductions for unpaid leave taken in accordance with legitimate absence under the Family Medical Leave Act (FMLA).

4.15 TAXATION OF CLOTHING ALLOWANCES AND CLOTHING STIPENDS

The City follows IRS Publication 15-B for all taxable benefits. Employees who receive benefits will be taxed according to IRS Publication 15-B for all taxable benefits. Examples include, but are not limited to, clothing allowances made on behalf of the City for City employees and clothing stipends paid. The respective employee will be taxed through payroll when the taxable benefit occurs.

SECTION 5
EMPLOYEE CONDUCT

5.1 ETHICS POLICY

Various laws regulate the conduct of City employees including Illinois Public Act (5 ILCS 430 "State Officials and Employee Ethics Act") and City Ordinance No. 1004 as amended. Employees are expected to exercise ethical conduct and behaviors as outlined in these laws and the Employee Handbook.

5.2 CODE OF CONDUCT

It is the policy of the City of Crest Hill to conduct its business activities and transactions with the highest level of integrity and ethical standards and in accordance with applicable laws and regulations. All employees must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. Employees are expected to treat their co-workers as well as residents, vendors, and visitors with respect and dignity.

Certain actions are inappropriate in the work setting. Listed below are some of the behaviors that are not appropriate. This is by no means an all-inclusive list. This list is illustrative rather than exhaustive and management reserves the right to decide upon appropriate disciplinary action for breaches of conduct. Violation of these standards will result in disciplinary action up to and including termination of employment.

- Activities prohibited by State and Federal statutes or City Ordinances.
- Failure to meet prescribed standards of work.
- Unapproved absenteeism or tardiness.
- Threatening, intimidating, or coercing another employee or member of the public.
- Willful destruction or damage to City property or the property of a fellow employee.
- Dishonesty, including falsification of City records.
- Insubordination or refusal to follow a direct lawful order.
- Sleeping during work hours (except during sleeping time for employees on a 24-hour shift) or leaving work without permission.

- Theft or unauthorized possession, use or removal of City property, the property of a fellow employee, or resident's property, whether on or off duty and regardless of value.

- Acceptance of any consideration from a third party intended to inappropriately influence the employee in the performance of his duties.

- Use of official position for personal advantage.

- Possession, use, or distribution of alcohol or drugs on City property or during working hours.

- Possession or use of illegal substances at any time, whether on or off City property.

- Reporting to work or working under the influence of alcohol or drugs or any other violation of the City's Substance Abuse Policy.

- Driving a City vehicle under the influence of drugs or alcohol.

- Violation of City safety rules or policies.

- Being found guilty of a crime that brings discredit to the City or hinders the employee's ability to satisfactorily perform the essential duties and functions of his position.

- Gambling on City property.

- Claiming sick or other leave under false pretenses.

- Overstaying scheduled rest or lunch periods or taking excessive breaks.

- Failing to maintain satisfactory or proper standards of dress, grooming, and cleanliness.

- Use of foul or inappropriate language toward any employee or the public.

- Discussion of confidential City business with unauthorized persons.

- Misuse or illegal use of City telephones, computer privileges, or equipment.

- Sexually or otherwise harassing another employee or member of the public.

- Discriminating against another employee or member of the public on the basis of a Protected Category.
- Being in unauthorized areas of City facilities.
- Refusal to cooperate in an officially sanctioned investigation.
- Violation of the Clocking In and Out Procedures set forth in Section 4.6 of the Employee Handbook.
- Violation of any City policy or procedure, including those set forth in the Employee Handbook.

Employees have a duty to report behavior, misconduct, or activity that may be inconsistent with policies outlined in the Employee Handbook, illegal, or perceived to be inconsistent or illegal to their supervisors, Department Head, Personnel Officer, or City Administrator. Employees should exercise good judgement in determining to whom misconduct should be reported based on the perceived seriousness of the alleged behavior, misconduct, or activity. Additionally, employees have a duty to cooperate and comply with internal and external investigations regarding any violations of City policy or the Employee Handbook.

5.3 ANTI-BULLYING

The City of Crest Hill promotes a healthy workplace culture where all employees are able to work in an environment free of bullying behavior. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the organization on a day-to-day basis and the organization's ability to successfully run its business. Workplace bullying is unacceptable and will not be tolerated under any circumstances. The City will not knowingly permit retaliation or reprisal towards an employee who has reported bullying.

Bullying is conduct that meets all three of the following criteria:

1. Is directed at one or more employees;
2. Substantially interferes with work/prevents work from being accomplished; and
3. Adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when determining discipline.

All City employees are responsible to help ensure the City is a bullying-free workplace. Any employee who feels they have experienced or witnessed bullying should immediately notify the Personnel Director before the conduct becomes severe or pervasive.

All complaints of bullying will be investigated promptly and thoroughly. To the fullest extent practicable, the City will keep complaints and the terms of their resolution confidential. If the investigation confirms that bullying has occurred, the City will take corrective action, up to and including termination of employment.

To the extent an individual feels he/she is experiencing bullying, he/she should advise the offender that his or her behavior is unwelcome and request that such behavior stop immediately.

5.4 HARASSMENT, DISCRIMINATION, RETALIATION PREVENTION POLICY

The City of Crest Hill prohibits harassment, discrimination, or retaliation against claims of such in its entirety. All employees, volunteers, job applicants, elected officials, and third parties (including but not limited to citizens, vendors, visitors, and contractors) are expected to abide by this policy. This policy serves to ensure a workplace free of harassment, discrimination, and retaliation based on protected characteristics or perceived membership in a protected class including: race, color, national origin, ancestry, disability, religion, age, gender/sex, pregnancy, sexual orientation, veteran or military status, order of protection status, marital status, genetic information, and any other characteristic protected by applicable Federal, State, and local laws to provide for the prompt, thorough, and effective investigation of harassment, discrimination, and retaliation reports, as well as provide a process for eliminating all such conduct.

A violation of this policy may not necessarily violate the law. The City will not tolerate any conduct inconsistent with this policy and will enforce this policy regardless of whether the conduct itself constitutes a violation of applicable law.

Prohibited Conduct

Harassment, discrimination, and retaliation of, or against, any employee, co-worker, elected official, volunteer, or third party has no place in the work environment and will not be tolerated. The Illinois Human Rights Act defines a "working environment" not limited to the physical location where an employee works. Accordingly, the City does not authorize and will not tolerate any form of

harassment, discrimination, or retaliation by employees, volunteers, elected officials, or third parties including but not limited to citizens, vendors, visitors, and contractors.

Prohibited conduct includes, but is not limited to, verbal, physical, or visual comments of a derogatory nature and based on protected characteristics or perceived membership in a protected class including: race, color, national origin, ancestry, disability, religion, age, gender/sex, pregnancy, sexual orientation, veteran or military status, order of protection status, marital status, genetic information, and any other characteristic protected by applicable Federal, State, and local laws. Examples of prohibited conduct include, but are not limited to:

a) Verbal Conduct such as epithets, derogatory jokes, innuendos or comments, stereotyping, and slurs based on protected characteristics or perceived membership in a protected class, as well as unwanted sexual advances, stereotyping, invitations, or comments;

b) Visual Conduct such as derogatory posters, photography, cartoons, calendars, emails, text messages, magazines, music, drawings, sexually explicit materials, graffiti, computer internet sites, or gestures based on protected characteristics or perceived membership in a protected class;

c) Physical or Other Conduct such as unwanted touching or physical contact, assault, suggestive looks, leering, threats, blocking normal movement, interfering with work, or assigning undesirable work to create adverse working conditions for an individual because of that person's protected characteristics or perceived membership in a protected class; and

d) Retaliation such as threats, discipline, or any other adverse action taken against any person who reported or stated an intent to report conduct inconsistent with this policy, witnessed any such conduct, or participated in any investigation of such conduct.

Definition and Prohibition of Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. It is the unlawful harassment of employees, volunteers, job applicants, elected officials, and third parties (including but not limited to citizens, vendors, visitors, and contractors) on account of that person's sex. Sexual harassment includes any unwelcome or unwanted sexual advances; requests for sexual favors; or other verbal, physical, or visual conduct based on sex or gender or that is otherwise of a sexual nature when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual, or (3) the conduct has the purpose or effect of

unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment also includes offensive conduct regarding a person's sex. Both the victim and the harasser can be either a woman or a man, and the victim and harasser can be members of the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a subordinate, a co-worker, a contractor, a citizen, an elected official, or someone who is not an employee of the City of Crest Hill. The victim does not have to be the person harassed and could be anyone affected by the offensive conduct.

Harassment based on sex/gender is prohibited regardless of whether it rises to the level of a legal violation. The following conduct represents some, but not all, of the acts that are in violation of this policy:

a) Verbal Conduct such as epithets, derogatory jokes, innuendos or comments, slurs, or unwanted sexual advances, stereotyping, invitations or comments;

b) Visual Conduct such as derogatory posters, photography, cartoons, calendars, emails, text messages, magazines, music, drawings, sexually explicit materials, graffiti, computer internet sites or gestures based on protected characteristics;

c) Physical Conduct such as assault, suggestive looks, leering, threats, unwanted touching or physical contact, blocking normal movement, or interfering with work because of any protected characteristics;

d) Threats and Demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual conduct; and

e) Retaliation such as threats, discipline, or other adverse action taken against any person who reported or stated an intent to report conduct inconsistent with this policy, witnessed such conduct, or participated in any investigation of such conduct.

The City of Crest Hill prohibits sexual harassment, discrimination based on sex or gender, and/or retaliation against claims of such in its entirety. All employees, volunteers, job applicants, elected officials, and third parties including but not limited to citizens, vendors, visitors, and contractors are expected to abide by this policy. Any behavior or conduct that could reasonably be interpreted as prohibited under this policy has no place in the workplace. Employees are encouraged to inform others in the workplace when their behavior in unwelcome,

offensive, inappropriate, or in poor taste. Employees are expected to come forward promptly and report any violations of this policy.

Reporting Procedures

The City does not tolerate harassment, discrimination, and retaliation. If an employee has reason to believe that he/she has experienced conduct inconsistent with this policy, witnessed such conduct, or knows of any employee who has been subjected to such conduct, he/she has a duty to promptly report it, either verbally or in writing, to any of the following designated individuals: The Personnel Officer, any supervisor, any Department Head, or the City Administrator. These are the only designated individuals authorized by this policy to receive and act upon complaints on behalf of the City.

If the person believed to be engaging in the conduct inconsistent with this policy is a member of the designated list, the employee may go to any other individual designated above.

Department Heads and supervisors must promptly report conduct inconsistent with this policy to the Personnel Officer. Department Heads and supervisors have an affirmative obligation to report any of the following:

a) Any violation of this policy;

b) Any suspected violation of this policy; and

c) Any information or complaint of any type harassment even if the activity does not appear, on its face, to be a violation.

To the extent an individual feels he/she is experiencing conduct inconsistent with this policy, he/she should ask the person whose conduct is inconsistent with this policy to stop the behavior.

Whistleblower Protection

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from any retaliatory action (such as reprimand, discharge, suspension, demotion, denial of promotion, or transfer) that occurs in retaliation against an employee who does any of the following:

1. Discloses or threatens to disclose any activity, policy, or practice of any person subject to this policy that the employee reasonably believes is in violation of any law, rule, regulation, or this policy;

2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, regulation, or this policy; or

3. Assists or participates in any proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), this City may not retaliate against any employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information disclosed demonstrates the existence of a violation of any State or federal law, rule, or regulation. In addition, the City may not retaliate against any employee that discloses information to any government or law enforcement agency, where the employee has reasonable cause to believe that the information disclosed demonstrates a violation of any State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person (or for two or more people, conspiring together), to retaliate against any person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge with the appropriate body.

Confidentiality

The City will, to the extent feasible and appropriate under the circumstances, maintain the confidentiality of all parties to any harassment reports and/or complaints, and shall only involve other individuals on a need-to-know basis.

Discipline and Consequences

If the City determines any conduct inconsistent with this policy has occurred, prompt effective corrective action will be taken in accordance with the circumstances involved. Anyone, regardless of position or title, who has engaged in conduct that is inconsistent with this policy, will be subject to discipline, up to and including immediate termination of employment. Violation of this policy, if substantiated, may result in termination on the first offense. All employees are expected to cooperate in investigations of complaints.

Additionally, anyone who knowingly or intentionally makes a false report of sexual harassment, if substantiated, will be subject to discipline, up to and including immediate termination of employment. False claims of sexual harassment are considered to be equally egregious in nature and may also result in termination on the first offense.

Any disciplinary action taken against any person for knowingly or intentionally making a false report of sexual harassment shall be in addition to any and all other civil and criminal remedies and penalties that are legally available to the City and to any falsely-accused person or persons.

Retaliation is Strictly Prohibited

Retaliation is strictly prohibited. Retaliation can be, but is not limited to, actions (such as verbal or physical threats) made or taken against any person who reported or stated an intent to report conduct inconsistent with this policy, witnessed such conduct, or participated in an investigation of such conduct. The City prohibits any retaliation or reprisal against any person who makes or assists with the making of any complaint pursuant to this policy, or who pursues any such claim, or who cooperates in any investigation of such claim or claims.

If an employee has reason to believe that he/she has experienced retaliation or witnessed such conduct or knows of any employee who has been subjected to such conduct he/she should promptly report it, verbally or in writing, to any of the following designated individuals: the Personnel Officer, any supervisor, Department Head, or the City Administrator. These are the only designated individuals authorized by this policy to receive and act upon complaints on behalf of the City.

If the person believed to be engaging in the conduct inconsistent with this policy is a member of the designated list, the employee may go to any other individual designated above.

Department Heads and supervisors must promptly report conduct inconsistent with this policy to the Personnel Officer.

Other Information

The City is committed to an environment free from harassment, discrimination and retaliation and to preventing and quickly correcting conduct inconsistent with this policy.

All employees have a duty and responsibility to conduct themselves appropriately and in compliance with this policy.

External Procedures for Filing a Complaint of Harassment or Discrimination

The City hopes that any incident of harassment, discrimination or retaliation can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 2 years of the incident. A charge with the EEOC must be filed within 300 days of the incident.

The IDHR may be contacted as follows:

CHICAGO (312) 814-6200 TTY (866) 740-3953

The EEOC can be contacted as follows:

CHICAGO (312) 872-9744 TTY (800) 669-6820

5.5 PROGRESSIVE DISCIPLINE

Reasonable work rules of conduct, safety, courtesy, respect, and common sense, generally result in a more harmonious and enjoyable work atmosphere. In order to maintain a safe, efficient and harmonious organization, the guidelines listed below have been established for City employees. The progressive discipline process encourages employees to become more productive workers and adapt their behavior to the City's standards and expectations.

The City's progressive discipline policy in no way limits or alters the at-will employment relationship. Union employees may be subject to additional guidelines regarding disciplinary action.

Progressive Discipline Procedures

The City has established a Code of Conduct to govern the conduct of its employees. Disciplinary outcomes may vary depending upon the particular situation. Each case will be evaluated on its own merits with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition and the attitude of the offender. In addition, the employee's work history, including performance reviews, previous disciplinary record, and length of service may be taken into consideration, as well as other relevant factors, in determining the level of discipline to be imposed.

The City reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including but not limited to verbal and written warnings, suspension with or without pay, demotion and termination. Violations of work rules, instances of unacceptable behavior or misconduct, or continued poor performance will be subject to progressive discipline. This means that employees will be assessed penalties that become increasingly severe each time an offense is reported or a performance improvement is not forthcoming.

Repeated infractions or infractions of a more serious nature will result in a demotion, suspension or termination. Some types of misconduct are so egregious that they may be punished by suspension or termination at the first occurrence.

Types of Disciplinary Action

In general, when an employee fails to abide by the rules and regulations set forth in the Employee Handbook, does not abide by departmental regulations, or is in violation of other expectations, the employee may be subject to progressive discipline, subject to any collective bargaining agreements. This process typically follows the following steps:

1. Verbal Warning: A verbal warning may be issued to an employee prior to the issuance of a written warning at the supervisor's discretion. Verbal warnings will be placed in the employee's personnel file and may be used as support for further disciplinary action.

2. Written Warning: A written warning may be issued for behavior or violations which a supervisor considers serious or where a verbal warning has not helped to change unacceptable behavior. All written warnings will be placed in the employee's personnel file and a copy of the written warning will be given to the employee and signed by that employee, acknowledging receipt of the warning. An employee's refusal to sign the written warning does not preclude placement in the employee's file.

3. Suspension: An employee may be suspended with or without pay for up to thirty (30) days subject to FLSA limitations. A Department Head shall file a written report with the Personnel Officer on the cause for suspension of an employee prior to the effective date of such suspension. An employee shall be given a written notice of suspension.

4. Demotion: A demotion is a change in employment status from a position in one classification to a position in a lower classification involving a decrease in responsibility and a lower maximum pay rate. Demotions are typically disciplinary or performance related, but can also be the result of a reorganization and subsequent elimination of the existing position, or an employee voluntarily vacating his present position and moving to an existing or new position at a lower pay grade.

5. Termination: An employee may be terminated for a major conduct violation, repetition of minor conduct violations, or for work performance falling below the established standards. Before any action is taken to terminate an employee, the employee's Department Head must file a written report and request a review by the Personnel Officer. Department

Heads may be terminated by the City Administrator, with the concurrence of the Mayor.

6. Rehire: It is the policy of the City not to rehire a former employee who was terminated for policy violations, poor work performance, or resigned while charges were pending.

Suspension Pending Investigation

Employees who allegedly commit acts of violence or other egregious misconduct or serious safety violations can be suspended immediately, and ordered from City property or work site. Pending an investigation and review, this suspension may be without pay. Employees who are cleared of charges pending against them will be reinstated with full back pay and no loss of benefits or seniority. Employees whose charges are upheld against them will be subject to discipline, up to and including termination.

Suspension without Pay for Exempt Employees

Suspensions without pay for exempt employees generally must be in increments of one week. Two circumstances exist in which exception to this policy is appropriate:

1. Violations of safety rules of major significance.

2. Penalties for infractions of workplace conduct.

A deduction in pay as a penalty for violations of safety rules of major significance can be made in any amount. Penalties for infractions of workplace conduct rules may be in one (1) or more full days for exempt employees. Such "workplace conduct" violations should be of a serious nature and does not apply to discipline for performance or attendance issues. Workplace conduct infractions may include but are not limited to sexual harassment, violence, drug or alcohol policy violations, or violations of State or Federal laws.

Employee Benefits During Suspension

The City will continue to pay its portion of the employee's medical and dental premium costs while an employee is suspended without pay for up to thirty (30) days. The employee must abide by the terms and conditions of the insurance benefits in order to maintain coverage during such periods, including making arrangements to pay the employee's portion of the premium cost. Employees will not accrue benefit time or service credit while on an unpaid suspension.

Appeals

A regular employee (not including probationary, seasonal or temporary employees) who has been disciplined and considers himself aggrieved may file a grievance in accordance with Appeal/Grievance section of the Employee Handbook.

5.6 APPEAL/GRIEVANCE PROCEDURES

It is the City's policy to provide employees with an avenue to address problems when they believe the City has violated, misinterpreted or misapplied any of the provisions in the Employee Handbook. However, the policy itself cannot be the subject of a grievance. A "grievance" is defined as a dispute or difference of opinion raised by any employee who is not covered by a collective bargaining agreement with the City. Except as noted below and elsewhere in the Employee Handbook an aggrieved employee shall have the right to file an appeal on his behalf.

The exclusive remedy for those employees who are covered by a collective bargaining agreement is their collective bargaining agreement. As such, the grievance procedure outlined here is not intended to apply in situations where a collective bargaining agreement governs. Rather, this procedure is applicable to employees who are not covered by a collective bargaining agreement, or in situations that are not addressed in a collective bargaining agreement, or the Rules and Regulations of the Civil Service Commission.

Appeal Process

Appeals of a termination or disciplinary action may be made by applying in writing within five (5) working days to the Personnel Officer. The Personnel Officer shall hold a hearing within five (5) working days or a mutually agreeable time after such request for appeal has been made by the employee. The hearing will be of an informal nature with the employee, the Department Head, and/or City Administrator present. The Personnel Officer shall render his decision within ten (10) working days after the hearing. The Personnel Officer may uphold, increase or reduce the severity of punishment should this, in his judgment, be warranted.

Any appeal of the Personnel Officer's decision shall be in the form of a request for reconsideration addressed to the City Administrator within five (5) working days of this decision. The City Administrator shall respond to such request within five (5) working days. The City Administrator's decision shall remain final.

5.7 CONFIDENTIALITY POLICY

The public, employees, and other parties with whom the City does business entrust the City with important information relating to their businesses and

personal situations. It is the City's policy that all information considered confidential will not be disclosed to external parties except as pursuant to judicial proceedings, legal requirements, or the Illinois Freedom of Information Act (FOIA). Employees must not release or share confidential information that may be subject to Federal and State laws, such as the Health Insurance Portability and Accountability Act (HIPAA) and the State of Illinois Identity Protection Act that protects the usage of Social Security numbers.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. All inquiries from the media must be referred to the employee's Department Head. If there is a question of whether certain information is considered confidential, the employee should first check with his immediate supervisor. Questions related to the FOIA should be addressed to the City's FOIA officer(s).

Employees who attend closed session meetings of the City Council must maintain the confidentiality of all closed-session information and may not disclose such information to anyone outside the closed-session meeting or beyond those elected officials and staff included in confidential communications, including attorney-client communications.

5.8 POLITICAL ACTIVITY

In accordance with the State and Federal constitutions and with 65 ILCS 5/10-1-27.1, City employees have a right to engage in political activity through voluntary political contributions or voluntary political activities. However, employees may not participate in political activities while at work or on duty. This includes the display of political paraphernalia, merchandise, clothing, buttons etc. in the workplace and/or on the employee. Additionally, no employee may use or threaten to use the influence of their position to coerce or to persuade any person to follow any course of political action or to contribute or lend anything of value to a political organization or candidate for political office.

5.9 OUTSIDE EMPLOYMENT

Outside employment in addition to City employment is permitted if it does not interfere with the employee's performance, cause a conflict of interest or appearance of impropriety with his City duties and responsibilities, or reflect adversely upon the City. Employees will not be permitted to engage in outside work that involves the use or sale of information related to City operations. Employees shall inform their Department Head, in writing, of any outside employment. A copy of such notice will be placed in the employee's personnel file with the Department Head's signature acknowledging notification and consent to supplemental employment. No City vehicles, equipment, facilities or, in cases of "uniformed" employees, uniforms shall be worn and used during such

outside employment except as approved by the appropriate Department Head. In no event shall supplemental employment be permitted during the employee's regularly assigned working hours for the City or while on duty. This procedure is applicable to employees who are not covered by a collective bargaining agreement. The policy for outside employment for employees covered by a collective bargaining agreement shall be defined in the terms of the respective contract.

5.10 ATTENDANCE & PUNCTUALITY

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive and violations of City policy. Either may lead to disciplinary action, up to and including termination.

5.11 WAGE ATTACHMENTS

The City does not want to become involved in employees' personal finances and believes it is the employees' responsibility to avoid collections by creditors. The City must comply with any court ordered wage deduction. In the event the City receives a garnishment notice from more than one source, the monies will be paid (to the extent they are available) to each of the creditors in the order in which notification was received and in accordance with law.

5.12 ACCEPTANCE OF GIFTS

The City of Crest Hill as a governmental entity will comply with all provisions of the State "Gift Ban Act". In compliance with the Act, the City adopted Ordinance No. 1095.

No employee of the City of Crest Hill shall receive any gift, fee, meal, tip or favor of any kind, or promise of future employment for the performance of his duties or the supervision of others based upon any mutual understanding, explicit or implied, that the official actions, decisions or judgments of such employee would be influenced thereby. "Gift" means any gratuity, discount, entertainment, hospitality, loan, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employees.

Employees who are offered gifts or gratuities should either refuse them as courteously as possible or donate them as allowed in the "Gift Ban Act". Items in the category of advertising novelties (i.e. pencils, calendars, coffee mugs)

having wide distribution or of a nominal value may be retained by employees. Under no circumstances shall any cash or cash equivalents such as checks or gift cards be accepted.

This policy should not be construed to preclude attendance by employees at business or social functions as guests of another individual, so long as the costs are reasonable for the type of function attended pursuant to the State "Gift Ban Act".

SECTION 6
EMPLOYEE PERFORMANCE

6.1 PERFORMANCE REVIEW

The performance of all regular full-time and regular part-time employees shall be evaluated not less than one time per year, or as often as there are alterations in employment status, salary increase (other than cost of living), promotion, demotion, transfer, termination, or any other change in reporting status, in accordance with performance review factors as established by the City. Each department may utilize interim reviews, depending on departmental needs, provided the standard process is utilized as outlined in Section 16. However, only annual or status change reviews will be used for salary and/or merit consideration purposes.

6.2 INTERIM PERFORMANCE REVIEWS

There may be circumstances where a supervisor conducts an interim performance review due to a decline in an employee's performance into a "needs improvement" level in an effort to document the counseling interaction with the employee. Based on this interaction the employee will be expected to take corrective actions prior to the next regularly scheduled formal review or interim review.

6.3 SUBSTANDARD PERFORMANCE ON ANNUAL REVIEW

Employees performing at a "Needs Improvement" level at their annual review will not receive an increase for that year. Employees determined to have performed "Needs Improvement" ratings on their annual review will either be assigned to a six (6) month evaluation period consisting of two (2) interim three (3) month interval reviews or will be terminated, depending on the severity of the "Needs Improvement" performance, and/or prior interim review attempts to improve performance. If performance is not raised to a "Consistently Meets Expectations" levels upon the completion of the evaluation period, the employee may be disciplined, up to and including termination.

6.4 PERFORMANCE IMPROVEMENT PLAN

When an employee's performance is determined to be "Needs Improvement," a written Performance Improvement Plan (PIP) may be completed by the supervisor and submitted with the employee's Performance Review. The purposes of the Performance Improvement Plan (PIP) are to document the specific job-related functions or areas the employee needs to improve on, indicate specific milestones that will be used to measure the employee's progress in those areas, and establish a time frame for achieving each listed goal. The completed Performance Improvement Plan (PIP) shall be discussed by the

supervisor with the employee and reviewed by Human Resources and both the employee and supervisor shall sign and date it. The employee will be given a copy, and the original will be placed in the employee's personnel file. The PIP process is outlined in Section 16 and the creation of such a plan must follow the standards outlined.

SECTION 7
INSURANCE & OTHER EMPLOYEE BENEFITS

7.1 INSURANCE COVERAGES

The City provides medical, dental, vision, and life insurance for all regular full-time employees and their dependents as prescribed within the terms and conditions of the health care contracts in effect. Employees enrolled in the City sponsored plan are eligible for coverage on the first day of hire. The percentage paid by the City and employees may change from time to time. Employees are required to provide proof of dependent eligibility at time of enrollment. Documentation may include birth and marriage certificates, court documents and other items deemed acceptable.

Group medical and dental insurance shall also be made available to eligible retired or disabled employees who select to continue this option, as required by the Illinois Pension Code, State insurance law, applicable collective bargaining agreements, and subject to other provisions of the Employee Handbook. Coverage available to eligible retired or disabled employees is that which they have elected on their last day of employment prior to the first day of their retirement or disability status. Retired or disabled employees are not permitted to elect to change policies and their coverage cannot increase. For example, a retired employee with single coverage cannot marry in retirement and then elect family coverage. However, an employee who retirees with family coverage and then qualifies for single coverage through death of a spouse, divorce, etc. will be permitted to elect single coverage since he no longer qualifies for family or other coverage. The City also provides Workers' Compensation benefits pursuant to the State statutes and will provide any coverage required by State Unemployment Compensation laws.

The Employee Handbook does not change or otherwise interpret the terms of the official benefit plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available through the office of the Personnel Officer. To the extent that any of the information contained in the Employee Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

7.2 PREMIUM PAYMENTS

The City may require employees to participate in the cost of group health, dental, vision and/or life insurance premiums, as it is determined from time to time.

7.3 QUALIFYING EVENTS

Within thirty (30) days of a qualifying event, employees or dependents must notify the Personnel Officer in writing of any change in status which may affect

the employee's or dependent's benefit plan coverage. Examples may include marriage, civil union, birth, adoption, or placement for adoption of a child, obtaining legal guardianship of a child; loss of eligibility for other coverage for the employee or dependent, termination of employer contributions toward the employee's or dependent's other coverage; divorce, legal separation, death or children reaching the limiting age. Failure to notify the Personnel Officer in writing on a timely basis of the qualifying event could result in the employee being responsible for the payment of the premiums or claims paid for an ineligible participant, or in denial of coverage by the insurance carrier or plan sponsor. Additionally, notification of a qualifying event must be proceeded with documentation that verifies dependent eligibility.

7.4 MARRIAGE AND INSURANCE BENEFITS

The Religious Freedom and Marriage Fairness Act (735 ILCS 5/1-101) provides same-sex and different-sex couples and their children equal access to the status, benefits, protections, rights, and responsibilities of civil marriage. In order to become eligible for applicable insurance benefits, employees who get married are required to complete a notarized affidavit or provide a copy of the marriage license certificate to the Personnel Officer within thirty (30) days of the event occurring.

7.5 COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

City sponsored group health insurance coverage for covered employees expires on the last day of employment, leave of absence, or other qualifying event. As described in greater detail in the City's COBRA notice provided to employees who are covered under group health insurance at the time of a qualifying event, employees, their spouses, and/or their dependents may continue health coverage, at their own expense, at the group rates, unless they are disqualified because of discharge for gross misconduct. Eligible employees may continue the health insurance coverage for up to eighteen (18) months or longer, based on COBRA regulations, from the date coverage would otherwise end. The spouse and dependent children of a City employee may continue coverage following the death, divorce or termination of the employee, in the event the employee becomes covered by Medicare, or following another qualifying event, for up to thirty-six (36) months from the date their coverage would otherwise end. Dependent children of the employee may also be eligible to continue coverage when they cease to be dependent children. Continuation of coverage ceases if certain specific events occur.

Employees or dependents must notify the Personnel Officer in writing within sixty (60) days after a qualifying event whether or not they wish to continue their health coverage. If an employee does not choose to continue their group health insurance, eligibility will end.

If an employee is a participant in the Illinois Municipal Retirement Fund (IMRF), and retires or becomes disabled, the employee may be able to continue his health insurance under the Municipal Employee's Continuance Privilege law (215 ILCS 5/367j).

7.6 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

The Illinois Municipal Retirement Fund provides employees of local governments in Illinois with a sound and efficient system for the payment of retirement, disability, and death benefits. Employees are required to participate in the IMRF if employed in an IMRF qualified position and meet the 1,000 annual hourly standard. Both the employee and the City contribute monies into the Fund.

Upon separation from employment, application may be made to IMRF for a refund of employee contributions if the employee has not yet qualified for retirement benefits. All employer contributions would be forfeited. Employees should note that applicable tax laws will apply to this refund.

If an individual becomes employed by another municipality or agency under IMRF, employee contributions are automatically transferred provided they were not previously refunded. However, employees may "buy back" earned credit that was previously refunded according to specific instructions provided by IMRF.

7.7 POLICE PENSION FUND

Sworn Police personnel participate in a pension fund for retirement, disability, and death benefits. The Police Pension Board manages the fund in accordance with the Illinois Compiled Statutes. The City contributes to the Fund based on an annual actuarial analysis while participating Police personnel contribute through payroll deductions. Information regarding application to participate in the fund, portability rights, disability requirements, qualifications for pension benefits, and the value of pension benefits is available from the Police Pension Board.

7.8 457 RETIREMENT PLAN

The Section 457 Deferred Compensation plan allows employees to elect how much salary they want to contribute and to direct the investment of their account so they can tailor their own retirement package to meet their individual needs.

Contributions to the 457 plan are automatically deducted from employees' paychecks before Federal and State tax withholdings are calculated, thereby saving tax dollars now by having the current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 457 distributions.

Complete details of the Section 457 are described in the materials provided to eligible employees. More information about employee benefit plans is available through the office of the Personnel Officer.

7.9 EMPLOYEE ASSISTANCE PROGRAM

The City of Crest Hill recognizes that from time to time employees and their dependents (including children up to age 26) may need a little help coping or figuring out what to do. The City provides an assistance program to help address life issues such as:

a) Depression, grief, loss and emotional well-being

b) Family, marital, and other relationship issues

c) Life improvement, goal setting

d) Addictions including drug and alcohol use

e) Stress or anxiety at work or home

The Employee Assistance Program (EAP) is available to employees and their dependents 24 hours a day, 7 days a week, 365 days a year. Each employee is entitled to several sessions (per event) with a licensed counselor. There is no charge for these services and sessions are confidential. Employees can call 833.806.8722, visit https://www.compsych.com/guidance-resources/ or download the "GuidanceNow" app. Employees are encouraged to speak with the Personnel Officer for more information.

Scan for more resources 

7.10 CREST HILL EMPLOYEE WELLNESS PROGRAM

The Crest Hill Employee Wellness Program (CHEW) exists to foster a workplace environment that promotes physical and mental wellbeing, encourages employee camaraderie, improves morale, and supports a healthy, balanced lifestyle.

The CHEW regularly provides programming, information, health screenings and benefits fairs to employees and their families to inform them of the benefits available to them through their employment with the City of Crest Hill and encourage wellness.

Employees who have insurance provided by the City are also eligible to participate in the wellness rewards program. This program aims at reducing health risk factors and rewards employees for engaging in wellness initiatives. Employees with insurance provided by their union should consult their union for additional benefits offered.

7.11 ILLINOIS TRANSPORTATION BENEFITS ACCOUNT

The City supports environmentally friendly commuting options and the well-being of our employees. In accordance with the Illinois Transportation Benefits Program Act (820 ILCS 63), the City offers employees access to a pre-tax Transportation Benefit Account to allow employees to set aside up to $340 per month to pay for transit passes on regional providers such as Metra, Pace, and CTA. For more information, employees should contact Human Resources.

7.12 HEALTH INSURANCE OPT-OUT INCENTIVE

In accordance with the administrative policy established by the City Administrator, regular full-time employees may be eligible to participate in the City's Health Insurance Opt-Out Incentive, which provides an annual incentive payment to eligible employees who decline the City's health insurance plan and obtain health insurance coverage through another source. Employees should speak with the Personnel Officer for more information.

SECTION 8
HOLIDAYS, VACATION & LEAVES OF ABSENCE

8.1 HOLIDAYS

The following shall be general holidays for City employees. These holidays are subject to change by action of the City Council. Only regular full-time employees shall be entitled to paid holidays. Regular part-time and temporary employees shall only receive pay if they are required to work on the holiday.

New Year's Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

Employees will be required to work their regular scheduled day before and after the holiday, unless other excused pay (jury, vacation, bereavement, personal, etc.) has been pre-approved, in order to receive holiday pay.

Generally, whenever any of the above holidays fall on a Saturday, the preceding Friday shall be observed as a holiday; and whenever any of the above holidays fall on a Sunday; the following Monday shall be observed as a holiday. Modifications to holiday observances for specific reasons may be made from time to time upon direction from the City Administrator with appropriate advance notice.

Work on Holidays

Hours worked by a non-exempt regular full-time employee during a regular shift on a paid holiday shall be computed at one and one half (1 ½) times the employee's regular hourly rate of pay.

8.2 VACATION

The City provides full-time regular employees with paid vacation time as an opportunity for rest, relaxation and recreation. The City believes that each employee should have time off from work each year and should be given maximum flexibility in scheduling vacation time, with consideration to the City's business needs.

Vacation is allocated on January 1 each year and the amount of time employees receive each year increases with the length of their employment as shown below. Supervisors start with fifteen (15) days and continue to accrue after six years of service. Days shall be prorated for the first year in which the employee is employed with the City.

Years of Service	Vacation
After one year of service	Ten (10) Days
After five years of service	Fifteen (15) Days
After six years of service	Sixteen (16) Days
After seven years of service	Seventeen (17) Days
After eight years of service	Eighteen (18) Days
After nine years of service	Nineteen (19) Days
After 10 years of service	Twenty (20) Days
After 15 years of service and thereafter	Twenty-five (25) Days
Part-Time and Seasonal Employees	One (1) Day

All vacation for non-exempt employees shall be scheduled with approval and consent of the Department Head. Scheduling preference shall be given to employees on a seniority basis.

All earned vacation time not used by the employee by the end of the calendar year shall be forfeited unless special dispensation is granted by the City Administrator. Vacation time is paid at the employee's base pay rate at the time of vacation and does not include overtime or any other special forms of compensation. In the event a holiday occurs during an employee's scheduled vacation period, time for such holiday shall not be charged as vacation time. Vacation allowance is not permitted to be paid in lieu of time off.

The City reserves the right to restrict the dates on which an employee may take vacation based on the City's and/or specific departments' needs. These may be known as "blackout periods" and will be established by the Personnel Officer and by the Department Head. Vacation is granted at the convenience of the City, but in all cases the City and its management will attempt to accommodate the needs of the employee. Employees are encouraged to schedule vacation so as not to be put in a position to forfeit vacation due to business restrictions or last minute business needs.

Upon termination of employment, the employee shall be paid for unused earned vacation time for that year.

8.3 PERSONAL DAYS

Regular full-time employees are eligible for twenty-four (24) hours of personal time per year. The twenty-four (24) hours are granted on January 1 each year subject to management or supervisory approval. Under no circumstances shall personal hours be carried forward to the next calendar year.

Persons who begin employment mid-year will be granted twenty-four hours of personal time that may be used following their first 30 days of employment. If an employee resigns or is terminated within his first 30 days, the employee is not entitled to compensation for this time.

Upon termination of employment, the employee shall be paid for unused earned personal days for that year.

8.4 SICK LEAVE

Sick leave hours shall be credited on the 1st of each month to all full-time regular employees at the rate of eight (8) hours per month. New full-time regular employees are issued 8 hours of sick leave beginning on the first of the month, following their first 30 days. Personal leave hours may be used in place of sick hours until accrued. Sick hours may be carried forward to the following year up to a maximum of one thousand one hundred twenty (1,120). Accrued sick leave will carry over if employees change positions within the City as long as there is no break in service longer than thirty (30) days.

In accordance with the Illinois Employee Sick Leave Act (820 ILCS 191/1) sick leave hours shall not be considered a privilege which an employee may use at his discretion but shall be allowed only in the case of:

a) Necessity of actual sickness or disability of the employee.

b) Because of illness or birth in his immediate family.

c) To meet medical/dental appointments.

d) To take physical examinations or other sickness prevention measures.

Sick leave hours shall be denied for all other reasons unless otherwise approved by the Department Head.

To receive compensation while absent on sick leave, the employee must notify his immediate supervisor within a reasonable time under the circumstances, but generally at least sixty (60) minutes before the employee's shift would begin. If sick leave notification is made via voicemail, the employee must include the date, time and reason for the sick leave absence.

Once an employee has exhausted his total sick time bank, the employee may use accumulated vacation time, personal days, or compensatory time.

Any employee who is absent from work for sickness three (3) or more consecutive days shall be required to provide a physician's certificate indicating the employee is able to resume normal work duties. Such physician certificate shall be obtained at the employee's expense. Employees who fail to produce a physician's certificate after being absent three (3) or more days shall not be permitted to return to work until the physician's certificate is obtained.

Excessive absenteeism is irregular attendance including, but not limited to the following:

1. Chronic absenteeism or pattern of excessive sick leave usage.

2. Continued pattern of sick leave use coinciding with vacation, holiday or regular time off.

3. Repeated failure to notify the supervisor of sick leave within sixty (60) minutes of the start time.

4. Supervisor continuously unable to contact employee while employee is using sick time.

5. Failure to provide physician's certificates when applicable.

6. Employee engaging in other employment while on sick leave.

When a Department Head has reason to believe that excessive absenteeism has occurred, the employee will be counseled and reminded of the burden absenteeism places on the department and fellow co-workers. Additionally, an employee who is absent from work for sickness immediately preceding or following a scheduled vacation or holiday may not be compensated for the absence if the supervisor has reason to believe the claim is false. Excessive absenteeism and illness related absences abutting paid time off shall be reflected in an employee's performance review and shall be the basis for disciplinary action up to and including termination. Falsely claiming sick leave or reporting sickness as an excuse for absence may be grounds for immediate termination.

Upon termination of employment, the employee forfeits his total accumulation of unused earned sick time.

8.5 JURY DUTY/CIVIL LEAVE

A regular full-time employee may be granted leave when summoned to appear as a witness before a court, grand jury, or other public body or commission, when not appearing as a regular part of their normal work duties. An employee may be granted Civil Leave to cover the time off.

A regular full-time employee may be granted leave with pay when required to be absent from work for jury duty. Any compensation received by the employee for such duty shall revert to the City during the time for which compensation was paid to the employee under this section. Documentation of serving jury duty must be provided by the employee to the employee's supervisor.

To be eligible for this benefit, the employee must notify his supervisor promptly upon receipt of a jury summons and provide a copy of the summons to his Department Head. The employee must provide a copy of the check(s) received. Pay will be computed at the employee's current hourly rate or salary in effect at the time of jury duty. The employee must maintain contact with his supervisor, the frequency of which is determined by the Department Head. Time spent on jury duty is not counted as hours worked for the purpose of computing overtime pay.

An employee's absence for jury duty is job protected and an employee may not be disciplined or discharged for absences due to jury duty. Any employee who is having any issues with regard to performance of jury duty service should report those concerns to the Personnel Officer.

8.6 EMERGENCY/BEREAVEMENT

A regular full-time employee may be granted up to three (3) paid days to attend to family emergencies or to attend the wake and/or funeral of an immediate family member. Immediate family members include spouse, domestic partner, mother, father, son, daughter, sister, brother, grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-father, step-mother, step child, half-brother, half-sister, grandparents of employee's spouse or grandchildren, legal guardian or members of the employee's immediate household. One (1) paid day off may be granted to attend the funeral of an aunt or uncle. If more time is needed for long distance travel or to wrap up the decedent's affairs, additional paid or unpaid days may be granted upon submission of a written request, recommendation of the Department Head and approval by the Personnel Officer. Upon request documentation of death must be provided by the employee to the Personnel Officer.

The Illinois Child Bereavement Leave Act permits an employee with at least 1,250 hours of service during the prior 12 month period to a maximum of 2 weeks (10 work days) of unpaid bereavement time following the death of a child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period. The leave must be completed within 60 days after the date employee receives notice of the death of the child. Employers are entitled to 48 hours of notice before the leave, unless it is not practicable. Employers may require documentation to verify the necessity of the leave. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. (FMLA), and may not exceed unpaid leave time allowed under that law (FMLA).

In accordance with the Illinois Child Extended Bereavement Leave Act, full time employees are entitled to use a maximum of 6 weeks of unpaid leave if the employee experiences the loss of a child by suicide or homicide ("CEBLA Leave"). CEBLA Leave may be taken in a single continuous period or intermittently in increments of no less than 4 hours, but CEBLA leave must be completed within one year after the employee notifies the City of the loss. An employee may choose, but is not required, to substitute any paid leave time an employer provides for time taken for CEBLA Leave. Employees must provide reasonable advance notice of the employee's intention to take leave, unless providing such notice is not reasonable and practicable. The City may require employees to submit reasonable documentation supporting their leave. This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the FMLA.

An employee who uses CEBLA Leave because of the death of child may not take leave under the Child Bereavement Leave Act because of the death of the same child.

8.7 LEAVES OF ABSENCE

At the City of Crest Hill, we realize there are times when family and medical issues necessitate employees to take time away from work. The City will provide employees with a leave based on their tenure with the City and their eligibility under the Family Medical Leave Act (FMLA) or related State laws. It is the intent of this policy to comply with applicable Federal and State laws. Details of the leave types may vary for employees represented by collective bargaining agreements or employment contracts. The City prohibits discrimination or retaliation against employees for requesting or taking a leave of absence.

Using a leave of absence for any purpose other than its intended purpose may result in corrective action up to and including termination. Moreover, accepting employment or becoming self-employed while on leave is not permitted. Anyone obtaining employment or becoming self-employed while on leave will automatically be considered to have voluntarily resigned from employment with the City.

Leave of absence requests will be considered for Family Medical Leave (FMLA), Personal Leave of Absence, Military Duty, VESSA Leave (Victims of Economic Security and Safety Act) and any other leaves of absence as dictated by applicable law. Where applicable, leaves will run concurrently.

8.8 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Guidelines

Up to a total of twelve (12) weeks of unpaid job-protected leave during any rolling twelve (12) month period may be available for eligible qualifying events. Employees are not required to use FMLA leave in a block of twelve (12) weeks. Leave may be taken on an intermittent or reduced schedule basis if medically necessary.

All FMLA leave will count towards the FMLA leave entitlement even though employees may receive compensation such as paid time off, workers' compensation, short-term disability, or any other type of salary continuance during the FMLA leave.

Eligibility

City employees may be eligible for a leave of absence caused by certain family or medical reasons. To be eligible for such a leave, employees must have completed at least one (1) year of service and worked at least 1,250 hours during the twelve (12) months preceding the leave of absence. Time spent on paid or unpaid leave does not count as hours worked for purposes of determining the 1,250 hours eligibility requirement.

Qualifying Events

Under FMLA, employees may be eligible for a temporary unpaid leave of absence from work for one of the following Qualifying Events:

1. Medical: Due to an employee's own serious health condition;

2. Parental: Due to the birth of a child, or the adoption or foster care placement of a child, within twelve (12) months of birth or placement;

3. Family Care: To care for an employee's child, spouse or parent who suffers from a serious health condition;

4. Any qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty or;

5. Military caregiver leave to care for an injured or ill service member or veteran.

Definitions

12-month Period means a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave in the FMLA year.

Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves either:

1. Inpatient care – (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work or perform other regular daily activities); or

2. Continuing treatment by a health care provider, which includes:

   a) A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:

      i. Treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits, the first seven (7) days ;and both within days of the day of incapacity); or

      ii. One (1) treatment by a health care provider with a continuing regimen of treatment (i.e., prescription medication, physical therapy); or

      iii. Any period of incapacity related to a pregnancy or for prenatal care. A visit to a health care provider is not necessary for each absence; or

   b) Any period of incapacity for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice per year) to a health care provider, and may involve

occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or

c) A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or

d) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.

Child means an employee's biological, adopted, foster, stepchild, legal ward, or child for whom an employee has day to day responsibility to provide care and financial support, so long as the child is under eighteen (18) years of age or unable to take care of himself due to a disability. For purposes of Military Family Need, or Military Family Care Leave, child will also include an employee's adult children.

Parent means an employee's biological parent, step parent, foster, or the person who had day to day responsibility to provide care and financial responsibility to an employee as a child. Parent does not include parent-in-law.

Spouse does not include unmarried domestic partners. If both spouses work for the City their leave in any twelve (12) month period may be limited to an aggregate of twelve (12) weeks for certain types of FMLA leave.

Exigency Leave is leave taken by the employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to twelve (12) weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided the employer and employee agree, including agreement on timing and duration of the leave.

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Covered Active Duty means (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed

Forces to a foreign country; and (b) in the case of a member of a reserve component of the Armed Forces, duty during deployment of the member with Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except the person does not have to be a minor.) This type of leave would be counted toward the employee's twelve (12) week maximum of FMLA leave in a twelve (12) month period.

Covered Service Member Leave also known as military caregiver leave is for an employee whose spouse, son, daughter, parent, or next of kin is a covered service member who may take up to twenty-six (26) weeks in a single twelve (12) month period to take care of that service member.

Covered Service Member means (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Serious Injury or Illness (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and (b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces (or existed before the beginning the member's active duty and was aggravated by service in line of duty in the Armed Forces) and manifested itself before or after the member became a veteran.

The City will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

This certification must be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

Notification

It is the responsibility of the employee to notify the City of a potential condition that could qualify for a family medical leave. If the leave is foreseeable, the employee must give sixty (60) days' notice to the City of his intention to take FMLA leave. Examples of foreseeable need are the birth/adoption of a child or scheduled surgery. If the need for FMLA leave is unforeseeable, the employee must give the City notice as soon as practicable, generally the same day or the next day the employee learns of the need for leave. The notification shall be made to the employee's supervisor. The supervisor will in turn notify the Personnel Officer.

Medical Certification

The City may require a written medical certification from a heath care provider indicating that the employee is unable to perform the functions of the position of the employee or that the employee is needed to care for a spouse, child or parent of the employee before FMLA leave will be approved.

The certification form for use by a health care provider is available from the Personnel Officer The employee shall provide a written medical certification from a health care provider supporting the medical necessity of the leave request. Unless otherwise impractical, the City shall allow the employee fifteen (15) days after the employee's request for FMLA leave to provide the written medical certification. The City may require additional written medical certification if the City has reason to question the appropriateness of the leave or its duration. Completed forms should be returned to the Personnel Officer.

If an employee fails to satisfy the medical certification requirements, within fifteen (15) calendar days, if practicable, the City may deny the requested FMLA leave until the required certification is provided. A failure to provide requested documentation of the reason for an absence from work may lead to disciplinary action, up to and including termination.

During FMLA leave, the City may request the employee provide re-certification of a serious health condition at intervals in accordance the FMLA.

All documentation related to the employee's or the family member's medical condition will be held in strict confidence and maintained in the employee's medical records file.

Additional Medical Information

If the City has reason to question the employee's initial medical certification, the City may: (a) request the employee provide additional information or clarification in writing from his health care provider; (b) with the employee's permission, have a City designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (c) require the employee to obtain a second opinion by an independent City designated provider at the City's expense. If the initial and second certifications differ, the City may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

Return to Work Medical Certification

As a condition of restoring an employee whose FMLA leave was occasioned by the employee's own serious health condition, the City requires a written certification from a health care provider, in a form and manner acceptable to the City, indicating that the employee is able to return to work.

Notification of Leave Status

The City may require the employee on FMLA leave to maintain weekly contact with his supervisor concerning the employee's status and intent to return to work. If the employee clearly gives notice of intent not to return to work, the obligation to maintain health benefits (except under COBRA) and to rehire the employee ceases. In that case, the employee will be considered to have voluntarily resigned.

Insurance Payments

While on FMLA leave, the employee and the City shall continue to pay for their proportionate share of the City's group health, dental, and vision coverage, if the employee is enrolled in said plans at the time FMLA leave starts. Failure of the employee to make his proportionate health insurance payments may result in cessation of coverage for the employee.

While on paid leave, the City will continue to take payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must make this payment, either in person or by mail. The payment must be received in the Treasurer's Office by the 15th day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The City will provide fifteen (15) days' notification prior to employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee, or the employee's family member, or

a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount paid for the employee's health, dental, and vision insurance during any period of an unpaid leave. The City will require written medical certification of the continued serious health condition that prevents the employee's return.

Use of Paid and Unpaid Time

Employees are required to use paid leave, including disability and worker's compensation leave, to the extent that it qualifies, concurrently with FMLA leave and in a manner consistent with the City' paid leave policies. If the employee has accrued paid leave of less than twelve (12) weeks, the employee will use paid leave first and take the remainder of the twelve (12) weeks unpaid.

If an employee uses leave because of a serious medical condition of an immediate family member, the employee must use all vacation time, personal time, then sick time, and will then be eligible for unpaid leave the remainder of the twelve (12) weeks.

Accruals

During a Family Medical Leave, pension service may continue to accrue in certain circumstances; however, no sick, vacation, personal or holiday leave benefits, or seniority benefits will accrue for the employee during an unpaid leave.

Intermittent or Reduced Work Schedule

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per work week or hours per work day.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, child, or parent with a serious health condition may be taken all at once, or where medically necessary, intermittently, or on a reduced work schedule. Intermittent or a reduced schedule for a leave to care for a newborn or for a newly placed child may only be granted for up to 120 days with the Supervisor's and the Personnel Officer's consent.

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For part-time employees and those who work variable hours, the FMLA leave is calculated on a pro-rata basis. A weekly average of hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee's normal work week.

Employee Status after Leave

An employee who takes leave under this FMLA policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. An employee is entitled to reinstatement only if he would have continued to be an employee had FMLA leave not been taken. An employee would not be entitled to reinstatement if, because of a layoff, reduction in force, or other reason, the employee would not be employed at the time job restoration is sought.

Key Employees

The City may exempt certain highly compensated employees, called "key" employees from this requirement and not return them to the same or similar position. Under the FMLA, "key" employees, or employees who are salaried and whose earnings place the employee in the top ten percent (10%) of those employees of the City, may be denied the right to return to the same or equivalent job if it would cause substantial and grievous economic injury to the City.

Employees with questions regarding this policy are encouraged to consult with the Personnel Officer.

8.9 PERSONAL LEAVE OF ABSENCE

In an effort to recognize the needs of employees who require time off and do not meet the eligibility requirements for a leave under FMLA or any other type of leave, employees may request a personal leave of absence. All full-time regular employees that have a minimum of thirty (30) days of service may be eligible for a medical or personal leave absence not to exceed ninety (90) days. Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved. Requests for personal leave may be denied or granted by the City for any reason or no reason and are within the sole discretion of the City. Personal leave requests will require the approval of both the Department Head and Personnel Officer.

Procedure

In the event an eligible employee requires more than five (5) consecutive days off, the employee needs to submit a request in writing to his immediate supervisor and the Personnel Officer stating the reason for the leave and the expected duration. The employee should be reasonable and understand that all requests for personal leaves are not granted.

An employee, who has been on an approved personal leave for up to ninety (90) days, will be reinstated into a comparable position upon his return from leave

only if he would have continued to be an employee had personal leave not been taken. An employee would not be entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

In the event the personal leave is requested because of the employee's own medical needs, the employee must provide medical certification in support of the request.

While on paid leave, the City will continue to take payroll deductions to collect the employee's share of the health care premium. While on unpaid leave, the employee must make this payment, either in person, or by mail. The payment must be received in the Treasurer's Office by the 15th day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The City will provide fifteen (15) days notification prior to employee's loss of coverage.

Employees are expected to be available for work by the end of their approved leave time. If the employee is unable to return on the originally scheduled return date, he must request an extension of the leave in writing. If the City does not extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned. Extension of leave will only be considered on a case-by-case basis.

Any employee on a Personal Leave of Absence for his own personal medical condition must obtain certification from his health care provider prior to returning to work. The certification must address when the employee can return to work and perform his regular duties with or without a reasonable accommodation or set forth the restriction(s) that prevent the employee from resuming his regular duties.

8.10 MILITARY LEAVE

City employees who are members of the uniformed or military services receive extended employment rights as set forth in the Illinois Services Employment and Reemployment Rights Act (ISERRA) (330 ILCS 61/1-1 et seq.), the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 USCA 4301, et seq.) and all other applicable state and federal laws. This policy is not intended to grant any rights or impose any responsibilities in excess of those contained in state and federal law.

If an employee needs leave for uniformed or military service, the employee must provide notice to their Department Head and Human Resources, along with a copy of their orders for service, as soon as they become aware of their need for leave. The City will provide leave for uniformed or military service in accordance

with the requirements of state and federal law. An employee may, but is not required to, use accrued leave in conjunction with periods of paid and unpaid active service.

During periods of uniformed or military leave, the City's health-plan benefits will continue in accordance with state and federal law. For periods of leave for active duty, the City will continue to pay the employer's share of the full premium and administrative costs related to the continuation of health-plan benefits.

During periods of military leave for annual training or orders in lieu of annual training, employees continue to receive full concurrent compensation for up to 30 calendar days per year. Employees who have exhausted concurrent compensation for annual training may receive differential pay for annual training, as set forth and limited by law.

During periods of leave for active service, employees receive differential compensation, meaning pay due when the employee's rate of compensation for military service is less than their daily rate of compensation as a public employee. In the case of differential pay, the employee will receive their regular compensation as a public employee minus the amount of base pay for active service. Differential compensation is only provided for paid active service and excludes periods of unpaid active service such as travel, rest periods, and other service where the employee does not receive pay from the military. Employees may elect, but are not required, to use accrued leave with pay in lieu of differential compensation during any period of military leave.

Differential compensation for voluntary active service is limited to 60 workdays in a calendar year. After an employee is absent from employment for a consecutive 3-year period while performing voluntary active service, the employee shall no longer receive differential compensation. Such an employee must return to work for more than 90 calendar days in order to again be eligible differential pay.

8.11 FAMILY MILITARY LEAVE / FUNERAL HONORS LEAVE

In accordance with the Military Leave Act (820 ILCS 151/1), the City will grant up to thirty (30) days of unpaid leave to the spouse or parents of a soldier called to active military duty for more than thirty (30) days. The City will require certification from the proper military authority to verify employee eligibility for family military leave.

Family military leave is unpaid. Before taking unpaid family military leave, employees must exhaust all accrued vacation leave, personal leave, compensatory leave, and any other applicable leave, except sick leave and

disability. During unpaid family military leave, employees may continue their benefits at the expense of the employee.

Employees who take family military leave will be reinstated to the same position or a position with the same seniority, status, benefits, pay and other terms and conditions of employment. The City is not required to reinstate employees if they are not reinstated because of conditions that are not related to taking family military leave.

The City will not interfere with, restrain, or deny employees' rights to family military leave. The City will not discipline, or in any manner discriminate against employees who take family military leave.

Employees must give the City at least fourteen (14) days' notice of the date they intend to start taking family military leave of five (5) or more consecutive work days. To the extent possible, employees must consult with the City to schedule the leave so as to not unduly disrupt the City's operations. Employees taking family military leave of less than five (5) consecutive days must give the City as much advanced notice as practicable.

The City shall grant at least eight (8) hours of paid leave per month up to a total of forty (40) hours in a calendar year to allow an employee who is specifically trained to participate in funeral honors details for veterans to participate in these details. This leave shall not diminish or reduce in any way the employee's accrued paid leave. Any employee requesting this leave shall provide the City with evidence of their training and reasonable notice and documentation for the need for the leave.

8.12 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

In accordance with the Illinois Victims' Economic Security and Safety Act (820 ILCS 180/1), known as VESSA, an employee is entitled to up to twelve (12) weeks of unpaid leave per year, and/or reasonable accommodation for one of the following reasons:

- To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, or gender violence to the employee or an employee's family or household member; or
- To obtain services from a victim services organization for the employee or an employee's family or household member; or
- To obtain psychological or other counseling for the employee or an employee's family or household member; or

- To participate in safety planning, temporarily or permanently relocating or taking other actions to increase the safety of the employee, or an employee's family or household member from future domestic or sexual violence or to ensure economic security; or

- To seek legal assistance or remedies to ensure the health and safety of the employee or an employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

An eligible employee is entitled to up to twelve (12) work weeks of unpaid leave during a rolling twelve (12) month period from the date of occurrence. Said leave may be taken on an intermittent or reduced work schedule basis. VESSA leave will run independent of any other applicable leave. For instance, leave taken under VESSA which also qualifies under FMLA, will be exclusively considered VESSA leave. Likewise, absences for which an employee receives short term disability benefits for a purpose covered under VESSA will be designated as VESSA leave.

Employees can substitute, or the City may require substitution of, available paid vacation, sick, personal or similar leave for unpaid VESSA leave as is appropriate for the employee's situation. Such paid leave must be taken in accordance with the terms of this manual. The substitution of paid leave for unpaid leave under VESSA does not extend the twelve (12) week leave period. In the event there is no deduction made for health insurance premiums, the employee is responsible for remitting payment to the City for monthly premiums.

The employee is required to provide the City with at least forty-eight (48) hours advanced notice, if possible, of his intention to take a VESSA leave. If employees are unable to provide advanced notice, they must provide notice when they are able to do so within a reasonable period of time. Failure to provide the required notice may result in treatment of the absences as unexcused.

Employees are required to submit a certification that the employee or the employee's family or household member is a victim of domestic or sexual violence and that a leave is needed for one of the listed VESSA purposes.

The City shall not discriminate nor take any disciplinary action against an employee who uses a City-provided electronic devices, including laptops or cell phones, to record instances of domestic, sexual, or gender violence.

Definitions

Domestic Violence means domestic abuse, sexual assault, or stalking.

Gender Violence means acts or credible threats of violence or aggression that are taken, even in part, based on an individual's actual or perceived sex or gender, and physical intrusions or invasions of a sexual nature under coercive conditions, or credible threats of the same.

Family or Household Member, means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

Parent means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen (18) years of age, or is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

VESSA Certification may be satisfied by a sworn statement from the employee and other corroborating evidence (police or court record, documentation from a victim service organization, attorney, clergy or medical professional), once received by the employee.

Insurance Payments

While on VESSA leave, the employee and the City shall continue to pay for their proportionate share of the City's group health, dental, and vision coverage, if the employee is enrolled in said plans at the time VESSA leave starts. Failure of the employee to make his proportionate health and dental insurance payments may result in cessation of coverage for the employee. The City can recover the cost of any premiums paid on behalf of employees on VESSA leave who fail to return to work after exhausting their leave, unless the continuation, recurrence or onset of domestic or sexual violence or an event beyond the employee's control prevents their return.

Confidentiality

All information provided to the City shall be retained in the strictest confidence, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable Federal or State law.

Accruals

During a VESSA leave, pension service will continue to accrue in certain circumstances; however, no sick, vacation, personal, holiday leave benefits, or

seniority benefits will be accrued by the employee during an unpaid leave. Employees remain entitled to their benefit time that accrued prior to the leave.

Employee Status After VESSA Leave

If an employee wishes to return to work at the expiration of his leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If an employee takes leave because of his own medical condition, the employee is required to provide medical certification that the employee is fit to resume work.

Reasonable Accommodations

The City supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the City.

Reasonable accommodation applies to applicants and employees who are otherwise qualified individuals and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should an employee or applicant wish to request a reasonable accommodation pursuant to this policy, the person should contact the Personnel Officer in writing.

8.13 SCHOOL VISITATION LEAVE

An employee is eligible for an unpaid leave of up to eight (8) hours during any school year and no more than four (4) hours on any given day to attend school conferences, or classroom activities of their children in accordance with the School Visitation Rights Act (820 ILCS 147/1, et seq.), after providing sufficient notice to his supervisor.

8.14 LOCAL GOVERNMENT DISASTER SERVICE VOLUNTEER ACT

In accordance with the Local Government Disaster Service Volunteer Act (50 ILCS 122), the City may grant leave to an eligible employee from his work with

pay for not more than twenty (20) working days in any twelve (12) month period to participate in specialized disaster relief services for the American Red Cross or for the Illinois Emergency Management Agency, as the case may be, upon request of the American Red Cross or the Illinois Emergency Management Agency for the services of that employee and upon the approval of the Personnel Officer, without loss of seniority, pay, vacation time, personal days, sick time or earned overtime accumulation. The City will compensate an employee granted leave under this Section at his regular rate of pay for those regular work hours during which the employee is absent from work (minus the amount of any pay for disaster service work received from any other organization). Leave under this Act shall not be unreasonably denied for services related to a disaster within the United States or its territories.

8.15 VOTING LEAVE

In accordance with the Illinois Election Code (10 ILCS 5/17-15), an employee will be permitted up to two (2) hours of paid leave for voting purposes during a general or special election, unless the employee has time to vote before or after work while the polls are open. Such leave will be granted only if the employee's normal work schedule begins less than two (2) hours after the opening of the polls and ends less than two (2) hours before the closing of the polls. Employees should notify their supervisors at least one (1) day in advance of the absence. The supervisor may specify the hours during which the employee may be excused with pay to vote.

8.16 BLOOD DONATION LEAVE

In accordance with the Employee Blood Donation Leave Act (820 ILCS 149/1), employees may be granted up to one (1) hour of paid leave every fifty-six (56) days to donate blood. ~~The employee must have his time off approved by his supervisor in advance and provide verification of the donation upon request.~~

Full-time employees may receive up to one hour of paid leave every 56 days to donate blood.

Full-time and part-time employees may receive up to ten days of paid leave in any 12-month period to donate tissue such as organs, skin, bone, etc. to a living donor. For part-time employees, leave will be paid based on the employee's daily average pay during the previous two months of employment.

An employee must have been employed by the City for at least six months to receive leave under this Section. Employees may take leave only after obtaining approval from their Department Head. The City may require employees to submit reasonable documentation supporting their leave.

8.17 WORKERS' COMPENSATION

Employees may be entitled to receive workers' compensation disability benefits when they lose time from work as a result of a work related injury or illness in accordance with the Illinois Workers' Compensation and Workers' Occupational Diseases Act (820 ILCS 305) or the Public Employee Disability Act (5 ILCS 345), as applicable and with the understanding that not all injuries are compensable under said Acts. Established herein are the general guidelines to be used to administer workers' compensation disability benefits.

Reporting Requirements

Employees are required to promptly report any accident, injury, or illness that is incurred or contracted at work to their immediate supervisor; on the day the injury is incurred or the illness is contracted, in writing using an Employee Incident Report (employee statement). This is mandatory regardless of whether the injury results in lost work time or requires medical attention. Failure to promptly report can result in a delay or denial of benefits.

Upon receipt of the Employee Incident Report, the supervisor shall conduct a thorough investigation and complete and forward a Supervisor's Injury Report (supervisor's report) and Employer's First Report of Injury (Form 45) to the Personnel Officer within three (3) working days of the injury.

Upon determining an employee will lose three (3) or more scheduled work days, the Personnel Officer shall complete a Workers' Compensation Wage Statement.

The Personnel Officer will forward the Wage Statement to the CCMSI for calculation of the hourly temporary total disability (TTD) benefit amount.

Benefits

Regular Full-Time Law Enforcement Officers

a) The Public Employee Disability Act (PEDA) provides that regular full-time law enforcement officers who suffer an injury in the line of duty continue to be compensated at one hundred percent (100%) of their regular rate of pay for up to one (1) year due to a compensable work related injury. This compensation is subject to Police Pension contributions.

b) During the first twelve (12) months after a full-time law enforcement officer suffers an injury in the line of duty, and is compensated at one hundred percent (100%) of his regular rate of pay, the employee will receive one hundred percent (100%) holiday pay. Sick leave and vacation leave will continue to accrue during the first twelve (12) months while on a duty related disability leave.

c) After twelve (12) months, if the employee does not supplement his pay, when a holiday occurs the employee will receive workers' compensation payments. These payments will have the effect of paying the employee for two-thirds (2/3) of any holiday that occurs during the pay period. Further, by virtue of supplementing, the employee will receive the other one-third (1/3) pay for any holiday that occurs during that pay period.

All Other Employees

a) The Workers' Compensation Act provides that employees with a compensable work related injury continue to be compensated at a rate of pay equal to sixty-six and two-thirds percent (66-2/3%) of their gross average weekly wage based on wages during the year before the injury. Said compensation is paid only after the loss of three (3) scheduled work days resulting from a work related injury.

b) The Workers' Compensation Act does not require the City to pay Total Temporary Disability (TTD) benefits for the first three (3) scheduled work days lost (need not to be consecutive days) due to a work related injury unless the work related injury continues for fourteen (14) or more calendar days.

Employee Responsibilities

a) All employees are expected to promptly report any accident, injury, or illness that is incurred or contracted at work to their immediate supervisor; on the day the injury is incurred or the illness is contracted and in writing using an Employee Incident Report.

b) Maintain weekly verbal contact with their immediate supervisor and/or the Personnel Officer while on work related injury leave and following every medical exam.

c) Arrive promptly for all scheduled exam/therapy sessions and to schedule all subsequent medical visits so as not to cause any unnecessary delay in medical treatment/progress.

d) Provide the Personnel Officer with a phone number where he can be reached during business hours and to promptly return calls.

Transitional (Light) Duty

A transitional or light duty assignment may be valuable in the rehabilitation of injured employees and may potentially reduce workers' compensation costs. The purpose of establishing a transitional duty assignment is to provide temporary work for employees who have been injured during work and are temporarily

disabled and cannot be assigned to regular work duties but are able to perform another types of production work. The duties to be performed by the employee will consist of bona fide work that will be limited in duration and is intended for employees who are expected to return to full duty in the near future. The City is not obligated to provide transitional duty assignments and employees will only be assigned transitional duty assignments when the City Administrator determines that the need exists, and only as long as such need exists.

Medical Examinations

The City may require, at its expense, the employee be examined by a qualified physician and/or another appropriate medical professional selected by the City to determine an employee's fitness for duty or fitness to return to duty following a layoff, injury, or illness. The employee may be asked to attend such appointments while he is on leave or while he is working a transitional duty assignment. The foregoing requirement shall be in addition to any requirement that an employee provides, at his own expense, a statement from his own physician upon returning from sick leave, Family Medical Leave, a medically related personal leave or from an on-the-job injury leave.

8.18 PREGNANCY

Any employee who becomes pregnant while employed with the City shall immediately notify the City of her condition. Upon notice of pregnancy, the city shall provide the pregnant employee with options regarding the employee's duties with the City. The City shall offer the employee non-hazardous duty options, if the employee performs hazardous duties as a routine part of her duties, in order to enable the employee to avoid any potential hazards. The decision to accept non-hazardous duty or remain on her current duty shall be solely up to the pregnant employee. The pregnant employee will not lose her job, nor will the pregnant employee lose any pay, or benefits should she accept non-hazardous duty. The pregnant employee will not lose any seniority or eligibility for promotion should she choose the non-hazardous duty assignment.

Should the pregnant employee choose to remain on her current duty assignment, it shall be the sole responsibility of the employee to receive clearance from her OB-GYN or physician to continue working in such capacity. The pregnant employee shall present the City with her OB-GYN's or physician's clearance immediately following each scheduled examination with her OB-GYN or physician. If at any time the City Administrator has reason to believe that the pregnant employee's condition interferes with her ability to perform her duties and may affect the safety of the pregnant woman, other employees or the members of the public, the City Administrator shall immediately place the pregnant employee on non-hazardous duty.

The option for non-hazardous duty shall be available to any pregnant employee during her pregnancy and throughout the period of breastfeeding if the employee chooses to breastfeed her newborn child. The City shall hold the pregnant employee's job open for the same period of time afforded to other sick or disabled employees. The City shall further provide leave for an employee who is pregnant, recovering from childbirth, or caring for a newborn in accordance with the City's general leave policies.

The City shall take no actions which discriminate against any employee based on pregnancy or any condition associated with pregnancy as provided by Federal or Illinois law, including the Illinois Nursing Mothers in the Workplace Act, 820 ILCS 260/1.

The City shall provide to nursing mothers paid break time to allow the employee to express milk. This break time may coincide with other break times. The City may deny the use of break time for this purpose if allowing the employee to take the break will place an undue hardship on City operations.

The City shall provide up to twenty (20) days of unpaid leave to any employee to care for a child who is a patient in a neonatal intensive care unit (NICU). This leave shall be in addition to any available leave under the Family and Medical Leave Act (FMLA) and may be used intermittently. This leave may be granted in minimum blocks of two (2) hours.

Nothing in this policy shall violate the Pregnancy Discrimination Act amendment to Title VII of the Civil Rights Act of 1964 or the Illinois Pregnancy Discrimination Law, 775 ILCS 5/2-102(l).

SECTION 9
SAFETY & EQUIPMENT USE

9.1 SAFETY

Employees shall abide by all safety directives contained within Department Policies, and as issued orally or in writing by their supervisors. These directives may pertain to the safe and proper method for operating vehicles and equipment, utilizing City facilities and safety gear, and other safe work practices. Failure to proceed or act in a safe manner, and thereby causing danger to oneself, other employees, or City property shall be cause for disciplinary action up to and including termination. Unsafe working conditions, injuries or damage to equipment or property, regardless of cause, must be reported immediately by employees in accordance with established procedures to their immediate supervisor or Department Head.

9.2 CITY VEHICLES, EQUIPMENT & FACILITIES

On Duty

All vehicles, equipment, and facilities shall be utilized appropriately, safely, and in a manner that will not damage any particular item. Any willful negligence or avoidable accident resulting in damage to City property may be cause for disciplinary action. Vehicles, equipment, and facilities shall only be used for City business and activities, or as authorized by the City Administrator, or by the conditions of an individual City employment agreement. These shall not be used for personal errands or other personal reasons. Only City employees shall ride as passengers in City vehicles or use City equipment or facilities except as may be necessary in carrying out City business or as specifically approved by the City Administrator, or as authorized by the Department Head.

Off Duty

There shall be no use of City vehicles, equipment or facilities during off duty hours. When a vehicle is in the possession of an employee during off duty hours, it shall be used for City business when the need arises. It shall not be used for personal errands or other activities. No other passengers besides the authorized employee(s) shall use the vehicle during such hours.

Accidents

Any damage resulting to or caused by City vehicles, equipment, and/or facilities shall be reported immediately, but in no event later than the end of the work shift, to the employee's supervisor who shall submit a written report to the Personnel Officer. Damage to a City vehicle shall also be reported to the Police Department.

9.3 PHYSICAL & PSYCHOLOGICAL FITNESS FOR DUTY

When the City has reasonable suspicion to believe an employee is unfit to continue working in his assigned position, the City may require any employee to undergo physical, medical and/or psychological examinations to be performed by an independent medical examiner or psychologist to establish the fitness of the individual to continue work within his assigned position, with said cost being the City's responsibility and in accordance with applicable law. Upon advice of the independent medical examiner, the City may impose a health maintenance program, as a condition of continued employment, with said cost being the employee's responsibility, to the extent not covered by his insurance.

9.4 SUBSTANCE ABUSE POLICIES

Substance abuse by City employees creates an unacceptably dangerous work environment, results in unproductive work days, sick leave abuse, and generally creates a risk to the safety and well-being of all employees and the residents the City serves. The City also believes the residents of our community are entitled to expect employees who serve them obey the law, are reasonably fit, healthy, and free from the effects of substance abuse.

The City has established a Code of Conduct, Section 5.2 (l), regarding substance abuse. Screening and treatment programs exist for employees and potential employees of the City in addition to all Commercial Driver's License (CDL) drug and alcohol testing policy requirements.

9.5 WORKPLACE VIOLENCE

The City will make every reasonable effort to provide a safe working environment for all employees and for all persons who conduct business with the City. Any employee that has experienced or witnessed an act of violence, or a threat of such, in a City workplace is to immediately advise his supervisor and/or the Personnel Officer. Violence is defined as, but not limited to, the following:

a) Any physical behavior that involves pushing, fighting, spitting, kicking, squeezing, pinching, scratching, twisting, biting, throwing objects or intentional behavior that would injure another or attempt to injure another.

b) Any gesture or verbal communication which involves threatening physical harm, either directly or implicitly through direct threats, veiled threats, conditional threats, or written, telephonic, or electronic threats.

c) Any physical or verbal behavior that would involve intimidation such as stalking, surveillance, criminal damage to property or communicating an endorsement of the inappropriate use of firearms or weapons.

The City does not tolerate workplace violence. Threats, threatening language or any other acts of aggression or violence made toward or by any City employee will not be tolerated.

Employees who violate this policy will be disciplined according to the severity of the incident. Discipline will be issued based on the need to effectively correct the inappropriate conduct, up to and including termination.

The City's prohibition against threats and acts of violence applies to all persons involved in City operations, including but not limited to employees, volunteers, contract workers, temporary workers and anyone else on City property.

9.6 WEAPON FREE WORKPLACE POLICY

To ensure the City maintains a workplace safe and free of violence for all employees, the City prohibits the possession or use of dangerous weapons on City property or while conducting City business. The only exception to this policy is weapons properly carried and appropriately used by sworn law enforcement personnel and cutting instruments, i.e., knifes, etc., used by employees in the normal course of business. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All City employees are subject to this provision, including volunteers, contract and temporary employees.

"City property" is defined as any building or facility owned, leased or controlled by the City; any vehicle or equipment owned, leased or controlled by the City; any public playground; or any area that is associated with City employment.

"Dangerous weapons" include but are not limited to, firearms, explosives and other weapons or devices that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

9.7 SEARCH, INSPECTION, AND INVESTIGATION

It is the City's policy, when deemed necessary by the Personnel Officer or designee, for authorized persons to search and inspect both City property in use by an employee (i.e., locker, work area and/or vehicle) and personal items, including vehicles, brought onto City property. Refusal to cooperate in a search, inspection, or investigation may result in disciplinary action up to and including termination. The City will conduct searches, inspections and investigations consistent with applicable laws. It is City policy that no employee has a reasonable expectation of privacy regarding the use of any City owned locker, vehicle, or other work area.

9.8 CAMERAS/RECORDING DEVICES IN THE WORKPLACE

Purpose

City of Crest Hill prohibits employee use of audio and video recording in the workplace, including camera-equipped phones, tablets and other devices, personally worn cameras, or other device that could record either video and/or audio as part of any interactions between employees or between employees and the general public.

Restrictions on Employee Recording

- Employees are prohibited from bringing audio and/or video recording devices into work areas that could record either video and/or audio as part of any interactions between employees or between employees and the general public for the purpose of recording.
- Employees are prohibited from bringing audio or video recording devices into areas and/or meetings where there is any discussion regarding service delivery options and the means to provide such service delivery options that could be disclosed as part of such meeting.
- Employees may record workplace activities that are not prohibited by law or do not compromise confidential information as described above provided that the parties that might be recorded have granted permission to be recorded.
- Employees that are assigned recording devices to utilize as part of their required uniform must follow the rules and regulations specified as part of their job duties.

Employer Monitoring

City of Crest Hill reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

City of Crest Hill may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The City will do so only after first ensuring that such action is in compliance with state and federal laws.

Employees should not have any expectation of privacy in work-related areas. Employee privacy in nonwork areas will be respected to the extent possible. The City's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork-area privacy might be compromised. Employees should contact their supervisor or the Human Resources (HR) if they have questions about this policy.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act and the Illinois Public Labor Relations Act, including Sections 7 and 8(a)(1) and Sections 10(a)(4) and 10(a)(8) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

The City has installed surveillance cameras inside and outside of all City facilities. The surveillance cameras are intended for the internal use of the City, such as security, theft protection or protection of proprietary information. The cameras shall not be used to monitor the activities of bargaining unit members. The cameras shall not be used to initiate an investigation for disciplinary purposes and shall not be used as the sole purpose for discipline. A crime or serious code of conduct violation viewed on the camera shall be cause for the City to initiate a review of the information captured by any camera for disciplinary purposes.

9.9 PERSONAL ELECTRIC DEVICES IN THE WORKPLACE

If an employee wishes to use a personal electric device or appliance (microwave, refrigerator, kettle, heater or similar) within an office area of a City facility, they must submit the item specifications to their Department Director, who will direct the request for review to City staff appropriately trained in building and/or facilities. Prior to installation or use, approval is required to ensure the device is compatible with the facility's electrical systems and does not create safety or operational hazards.

SECTION 10
TRAINING & DEVELOPMENT

10.1 TRAINING AND DEVELOPMENT

The City, in an effort to advance the skills and professionalism of its staff, encourages employees to pursue both individual and professional development opportunities. The City and various departments within the City, offer periodic in-service training opportunities, as well as outside training. Employee growth and development are key to the success of the City's service delivery and is expected of every employee. Furthermore, employees are encouraged to enhance their job related knowledge and skills and to remain aware of best practices in their respective fields by pursuing formal training opportunities and by joining professional associations.

Funding for training and development is subject to annual budget amounts established for such purposes. Bargaining unit employees should consult the applicable union contract for more details on employee development opportunities.

The City's Employee Development Program may include:

a) certification exams, exam preparation courses, and related materials;

b) certificates and credentials;

c) courses offered by an accredited institution, including e-learning;

d) workshops, seminars, and conferences;

e) membership in professional organizations;

f) business journal subscriptions.

10.2 SEMINAR/CONFERENCE ATTENDANCE

The City may pay for expenses for attending a seminar/conference for regular full-time employees. This permits attendance at certain job-related seminars and conferences.

The following are general eligibility guidelines that will be considered by the Department Head when reviewing requests to attend seminars or conferences:

1. The seminar(s) or conference(s) selected must be directly related to the employee's present position, or work that he may reasonably be expected to perform for the City in the future.

2. All seminar(s) or conference(s) must be approved by the Department Head, in advance of registration. Approval for Department Heads must be obtained by the City Administrator. Decisions on out-of-state seminars and conferences are made during the annual budget process. Travel and training expenses not anticipated during the budget process may be subject to additional approvals.

3. Eligible employees are those employees who have a satisfactory work record.

Prior to making any travel arrangements, an employee must complete and submit to the Department Head the Request to Travel on City Business Form. This form is used for both approval of the travel, as well as for advance payment of certain expenses such as registration and lodging confirmation. All travel and attendance at seminars and conferences must be approved by the City Administrator and is subject to the availability of funds in the annual budget.

Registration and training fees will normally be paid directly by the City. Requests should be submitted with sufficient documentation detailing the event and costs involved with sufficient time to generate the required payment. Employees must complete a City purchase order prior to the seminar/conference to estimate the costs and request an advance. The completed purchase order should be submitted to the Department Head for approval and forwarded to the Finance Department.

The City will issue an advance for reasonable expenses set forth on the City Purchase Order. After an employee returns from a seminar, conference, or other training, he should complete the Travel and Expense Report and City Purchase Order form to itemize the actual costs within five (5) business days. If the actual expenses incurred for attendance at the seminar/conference exceed the advance, the reasonable expenses will be reimbursed. If actual expenses are less than the advance, the employee will return any unused portion of the advance.

10.3 TYPES OF EXPENSES

Transportation

When practical, a City vehicle should be used as the first option for transportation. Travel should be by the most economical mode available, with consideration given to travel time, cost, and work requirements. The cost of transportation to the site of the event and return is reimbursable if a personal vehicle is used. Reimbursement for using personal vehicles shall be calculated on a mileage basis as set forth by current IRS guidelines. If two (2) or more

employees will be attending the same meeting, they are encouraged to minimize expenditures by carpooling.

Accommodations/Lodging

Every effort must be made to obtain arrangements at a hotel/motel honoring the 'government rate' or honoring the 'conference/seminar rate'. Employees must be conservative when expending City funds by contacting a reasonable number of hotels/motels to obtain the most economical rates.

Meals

Meals during the events that are not made available as a part of the registration fees are reimbursable. Meals while traveling, the day before or following the day in which the last official function is held may be reimbursable with prior approval. Employees are encouraged to attend all functions for which meals are provided as a part of the registration fee. Only meals occurring during work or travel time are eligible for per diem reimbursement.

Expenses for breakfast, lunch, dinner and incidental amounts will be reimbursed in accordance with the meals and incidental expenses (M&IE) breakdown established by the GSA. (See www.gsa.gov). Reimbursement for expenses for meals shall not exceed the per diem amounts set forth in the published GSA Domestic Per Diem Rates. (See www.gsa.gov/perdiem). The M&IE rate will be paid based on the destination location of authorized travel.

When travel is required to a part of the country where the per diem rates may not be sufficient, the City Administrator may grant exception to this policy. Prior approval is required and receipts must be submitted with Travel and Expense Report. Failure to do so may result in reimbursement ineligibility.

Miscellaneous Expenses

Reasonable miscellaneous expenses such as taxi fares, parking, tolls, tips, etc. are generally reimbursable. Some expenses for the day immediately preceding the first official function and the day following the day in which the last function is held may be reimbursable with the approval of the Department Head.

Non-reimbursable expenses

Some travel expenses are not reimbursable. Some examples of non-reimbursable expenses include:

a) Alcoholic beverages

b) Entertainment

c) Early check-in or late check-out charges, unless appropriate circumstance exist and are pre-approved by the Department Head.

d) Parking tickets or traffic tickets

e) Pay per view movies

f) Expenses incurred by a spouse, dependents and/or additional guests

g) Any non-work related charges

Itemization of Expenses

Following an employee's return to work, the employee shall itemize expenses as required on the Travel and Expense Report. Completed purchase orders and Travel and Expense Reports must be submitted to the employee's Department Head within five (5) business days after the employee's return to work. All receipts must be submitted with the Travel and Expense Report including documentary evidence for expenses such as taxis and parking. When two (2) or more employees on City business jointly incur expenses, each participant, when practical, will pay and report individual expenses. Where this is not practical, the employee requesting reimbursement shall list the names or identify the group of other employees for who expenses being reported have been incurred. If certain required receipts are not available, a statement signed by the employee documenting the amounts paid may be acceptable. All reimbursements will be in compliance with the Local Governmental Travel Expense Control Act (50 ILCS 150/1).

10.4 TUITION REIMBURSEMENT

The City supports employees who wish to continue their education in order to secure increased responsibility and growth in their professional careers with the City of Crest Hill. This growth can include continuing education courses, certification programs, completion of a GED, and any professional and technical education. In keeping with this philosophy, the City has established reimbursement for educational expenses incurred through various approved institutions of learning.

Any regular full-time employee who has been continuously employed for six (6) months or more (unless directed by the City) who enrolls in a job related course of study at an accredited junior college, college or university within the State of Illinois (or through an accredited online college or university program, whether

in-state or out-of-state) may qualify to have the tuition and academic fees (including books) reimbursed by the City. The employee does not need to be registered in a degree program to be eligible for this benefit. Prior written approval must be obtained from the employee's Department Head and the Personnel Officer for each such course or program of study. The Department Head and the Personnel Officer have complete discretion in determining whether the course(s) is sufficiently related to the employee's work and would improve his performance to justify the tuition reimbursement. The Department Head and the Personnel Officer have the discretion to determine the number of courses that will be taken during any given period. Employees should provide a list of courses and estimated expenses during the preparation of the budget.

Because it is in the City's interests to ensure the employee receives maximum benefit from any such courses taken, tuition reimbursement will be paid at 100% only if the employee receives a Grade "A" or "B". Grade "C" or a "Pass" grade in a Pass/Fail course will be paid at 75%. The employee is responsible for paying the educational expenses upfront. All reimbursements will be made upon proof of payment and submission of the certified transcript of the grade. Any reimbursement paid under this program will be offset by Federal/State financial aid, scholarships, grants, etc. In addition, the employee must be actively employed at the time of reimbursement.

Employees who voluntarily terminate employment, or are terminated for cause will be required to refund the City the reimbursement they received on the following basis:

a) Prior to one (1) year from the date of reimbursement, one hundred percent (100%) of the amount reimbursed.

b) After one (1) year but prior to two (2) years from the date of reimbursement, seventy-five (75%) of the amount reimbursed.

c) After two (2) years but prior to three (3) years from the date of reimbursement, fifty percent (50%) of the amount reimbursed.

d) After three (3) years from the date of reimbursement (zero percent) 0% of the amount reimbursed.

Union employees will follow applicable provisions contained in the collective bargaining agreements.

SECTION 11
COMMUNICATIONS

11.1 OPEN DOOR POLICY

Open communication between management and employees is an important philosophy of the City. The City believes employees should have a method to express their concerns, ideas and suggestions and an avenue to receive information on matters relating to their employment. When issues cannot be resolved through discussions with the immediate supervisor, employees are encouraged to speak to the next level of supervision or the Personnel Officer. If at any time an employee feels that the situation has not been satisfactorily resolved, the employee may contact the Personnel Officer.

11.2 SOLICITATION

Employees are prohibited from soliciting on behalf of for-profit organizations anytime during the City's hours of operation. Soliciting by employees for non-profit organizations is prohibited during the working time of the employee who is soliciting and employee being solicited in any work area. This shall include canvassing, collection of funds, pledges, circulating petitions, solicitation of members, or any similar type of activity. "Working time" means the time when the employee actually is scheduled to work as opposed to his mealtime, breaks, and before and after work.

Employees are prohibited from distributing hard copy and electronic literature, including but not limited to handbills, leaflets, circulars and other similar matter at any time in any work area. Solicitation and distribution is also prohibited in any work area where the public has access for the purpose of transacting business related to the City government, even if during non-working time.

Solicitation and distribution by non-employees are prohibited at all times on City property not open to the public or only open to the public for the purposes of conducting business with the City.

11.3 DONATIONS FOR CHARITABLE CAUSES AND ORGANIZATIONS

No employee shall be required or pressured to donate funds to any charitable cause or charitable organization as a function of that person's employment with the City. Employees may voluntarily donate monies to charitable organizations either directly or through the City as provided by State statute, law, administrative determination, or by ruling of a court or tribunal of competent jurisdiction.

Employees may solicit voluntary donations where a member of the family of a fellow worker has passed away, milestone events, or for similar cause, provided

such solicitation efforts are conducted indirectly (pass the envelope), and provided such efforts are conducted in conformity with the provisions set forth above concerning the time and place for solicitations or request for donations. In general, voluntary collections as a tribute to a fellow worker or to a member of the worker's family should be limited to the death or serious injury or illness of the employee or the employee's spouse, child or other member of the employee's household.

11.4 BULLETIN BOARDS

The posting of written solicitations on City bulletin boards is restricted. These bulletin boards display important information and employees should consult them frequently for employee announcements, internal memoranda, and job openings.

All proposed postings must be submitted and approved, in advance by the Personnel Officer.

11.5 TECHNOLOGY RESOURCE POLICY

The City provides technology resources to its employees to assist them in performing their duties. These resources are to be used properly and professionally and include electronic networks and communication tools including:

a) Desktop, laptop, and tablet computers

b) Servers, networks, and printers

c) Software

d) Telephone, cellular phone, and voicemail

e) Internet use and email

f) Facsimile machines, scanners, and photocopiers.

Use of the City's technology resources is a privilege, and not a right. These policies and procedures cover computer and network security, electronic mail usage, Internet usage and the relationship of non-City owned computer equipment to the use of and connection to the City's system. Violations of the Technology Resource Policy will result in disciplinary action up to and including termination.

Technology resources must never be used to threaten, intimidate or intentionally embarrass another person. Employees may not send, receive, post or view images which contain nudity or are of a suggestive nature. Technology resources should not be used to disparage a person or group based on any protected status of that group or in any matter which could reasonably be considered to harass any individual or group. The City's technology resources may not be used for any personal commercial venture.

Employees should be aware that records of electronic communications on City technology resources are City-owned, with a limited expectation of privacy, and may be considered public information subject to disclosure under the Freedom of Information Act (FOIA) including; telephone numbers called, length and date of call, emails, text messages, voicemails, and any other digital files recorded using City technology. Additionally, communications transacted on personal devices pertaining to the transaction of public business may also be subject to disclosure under FOIA.

11.6 SOCIAL MEDIA

The City recognizes employees have the right to express themselves online, and this policy is not meant to create arbitrary rules for social media usage, or curtail any rights to freedom of speech. As an employer, however, it is appropriate to establish codes of conduct and reasonable expectations that should be applied to such communication activities when those expressions may have consequences to the City of Crest Hill, its employees and/or the community that City of Crest Hill employees represent. Positions funded by taxpayer dollars are subject to greater scrutiny, and therefore must be held to higher standards of behavior, than those in private sector organizations. The global accessibility of internet communication makes representations related to the City of Crest Hill even more important to monitor and protect.

Social media is defined as: Blogs, other types of self-published online journals, responses to online newspaper periodical articles and collaborative Web-based discussion forums including, but not limited to, LinkedIn, Facebook, Snapchat, Instagram, Twitter, and YouTube.

Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the City of Crest Hill on City time, for personal use during non-work time, outside the workplace or during working time while using City owned equipment. These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential, work-related matters through the use of social media. This includes

residents' home addresses and other personal information, strategic planning, customer lists, financial information, business contracts and other proprietary and/or nonpublic business information. This does not include discussions relating to conditions of employment.

2. Employees cannot use social media to engage in conduct that would violate the City's Harassment, Discrimination and Retaliation Prevention and EEO policies.

3. Employee cannot make statements which are slanderous or detrimental to the City, its employees, residents, customers, clients, vendors, elected officials, suppliers, any organizations associated or doing business with the City, or any member of the public, including website visitors who post comments. A statement will be viewed as "detrimental" to the City of Crest Hill if that statement interferes with or compromises the City's ability to conduct its business or brings the City's name or image into disrepute.

4. Employees should abide by the City's Technology Resource Policy concerning personal use of the City's computer system and related equipment.

5. Employees who utilize social media and choose to identify themselves as employees of the City of Crest Hill must make it clear that they are not speaking on behalf of the City. Employees are strongly encouraged to state explicitly, clearly and in a prominent place on the site that their views are their own and not those of the City of Crest Hill or of any person or organization affiliated or doing business with the City of Crest Hill. Additionally, the City responds to the news media only through designated spokespersons.

6. Employees must respect copyright and other intellectual property laws and show respect for laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property.

7. Employees cannot post the City of Crest Hill's logo or any other representation of the City of Crest Hill, such as uniforms, equipment or badges without the express permission of the City for commercial purposes.

8. Employees cannot post photographs of work-related events, accident scenes, crime scenes, or City employees engaged in the City of Crest Hill's business, unless employees have received the City's explicit permission from the Personnel Officer.

9. Employees cannot advertise or sell City owned products or services through social media.

Employee Conduct

Employees should be aware that their private communications on any social media site that are inconsistent with their obligations set forth in the Employee Handbook, may be considered in any performance review or other employment action. Employees should have no expectation of privacy while using City equipment or technology resources and facilities for any purpose, including the use of social media.

The City reserves the right to monitor and review the use of the City's technology resources and to block content that violates the City's rules and guidelines. The City also utilizes internet filtering software to regulate, track, and report internet activity.

All City social media sites are subject to the Illinois Local Records Act, the Freedom of Information Act and e-discovery laws and therefore, content must be able to be managed, stored, and retrieved to comply with these laws.

The City will investigate and respond to all reports of violations of the City's rules and guidelines or related City policies. Employees are urged to report any violations of this policy to the Personnel Officer. A violation of this policy may result in disciplinary action up to and including termination.

11.7 USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Purpose: The purpose of this policy is to set forth requirements and guidance that the City users must adhere to when acquiring and using solutions that meet the definition of generative artificial intelligence (AI). While AI is a broad and deep topic, this policy is currently concerned with solutions that use a specific type of AI called generative AI. Examples include ChatGPT, Claude, or Gemini and image/text generating applications. This policy also acknowledges that the boundaries of such solutions can be complex to define, and the nature of the technology is changing at a high rate. In the event of uncertainty about how any part of this policy applies, staff should first seek guidance from City leadership.

Acceptable Uses of Generative AI: Generative AI offers a wide range of applications, with new capabilities emerging frequently. The following examples provide guidance for appropriate staff use:

• Letters	• Emails	• Project Documentation
• Speaker Notes	• Presentation Slides	• Reports
• Procedures	• Policies	• Web content
• Press releases	• Job descriptions	• Requests for proposals (RFP) and similar documents

*****In each case, AI should only be used as a starting point on all work products; final product must be human-authored.**

Other Acceptable Uses may include:

• Suggesting writing improvements	• Learning about and exploring topics
• Analyzing different types of data	• Generating ideas
• Conducting research	• Summarizing or querying an existing document by copying it into a generative AI tool.

Requirements for Using Generative AI: All generative AI use for City purposes must follow these requirements:

- Authorized Accounts Only – All tools must be accessed using an account explicitly designated for City use. Personal accounts are prohibited for work-related activities.

- Public Records Compliance – All use is subject to applicable public records requests and must adhere to City data retention requirements.

- Public Disclosure Standards – Only input content suitable for public disclosure may be provided to AI tools.

- Human Accountability – Staff are fully responsible for the content generated and its consequences. Accountability cannot be deferred to the AI system.

- Fact Verification – All AI-generated content must be reviewed for factual accuracy. Staff must mitigate risks of "AI hallucinations" (false or nonsensical outputs).

- Attribution – Generated content, including images, must be attributed when published.

- Usage Logging – All AI use should be logged for potential future reference.

Where Usage of Generative AI is Not Acceptable: AI technology should not be used in the following situations:

- Using AI to create or disseminate harassing or otherwise inappropriate content.

- Decision-Making with Legal or Ethical Consequences – AI cannot be the sole decision maker in matters affecting individuals' rights, employment status, legal proceedings, or disciplinary actions.

- HR and Employment Decisions – In accordance with 775 ILCS and 5/2-101, 5/2-102, (e.g., the AI in Hiring Act), AI cannot be used to sort through resumes or make employment decisions. This law mandates human intervention to ensure fairness, transparency, and compliance with anti-discrimination policies in hiring processes.

- Impersonation & Misinformation – AI must not be used to impersonate individuals, generate deepfakes, or spread misleading information that could harm individuals or public trust.

Procurement of Generative AI Solutions:

- Procurement must follow existing City's hardware and software purchasing policies.

- In order to maintain and follow required record compliance, Departments must report an intent to create and use a City-designated AI account and the employee authorized to use such account(s). The Assistant City Administrator/ HR Director will maintain a list of employee users.

- Risk and impact assessments may extend procurement timelines.

- This policy applies to all solution formats, including free-to-use, freemium, open-source, SaaS, and other platforms.

- Procurement approval is not required if the identical solution has been previously and formally approved.

- The City may restrict or revoke AI tool use at any time if it is deemed to pose a compliance or legal risk.

11.8 TELEPHONE, CELLULAR PHONE, VOICEMAIL & FAX USAGE

Telephone systems and all information transmitted, received or stored in these systems are the property of the City and are to be used for business purposes only. Any personal use should be minimal.

Voicemail, fax and text messages are neither personal nor private communications. The City reserves the right to monitor, log and listen to voicemail or intercept and read fax or text messages. Voicemail, fax and text messages should not be used to send any discriminatory, harassing, sexually oriented or otherwise inappropriate messages. City policy prohibits discrimination, harassment, and retaliation and this policy applies to voicemail, fax, and text messages.

While personal phone calls are not prohibited, their frequency, duration and volume should not interfere with the work environment or distract fellow employees. Abuse of this privilege may lead to disciplinary action up to and including termination.

11.9 CITY ISSUED EQUIPMENT

Where job or business needs demand, the City may issue cellular phones and laptop computers to certain employees for work related communications and to conduct business remotely. Employees in possession of City issued equipment are expected to protect them from being lost, stolen, or damaged. Failure to do so may result in discipline up to and including termination and payment to the City for the cost of replacing the stolen, damaged, or lost item.

As with any equipment, it is important to keep safety in mind when using a cellular telephone. Employees are expected to abide by State and local laws with regard to using a cellular phone while operating a motor vehicle including the use of Bluetooth technology or 'hands free' driving while talking on a cellular telephone.

In addition, employees are prohibited from conducting or performing any of the following actions (when the vehicle is in motion) while operating a City owned or operating any vehicle on authorized City business:

a) Any form of texting (preparing, sending or reading)
b) E-mailing (preparing, sending or reading)

c) Accessing and using the Internet

The City is not responsible for tickets received by employees who are not abiding by State and local laws with regards to the use of cellular phones while operating a motor vehicle.

11.10 MEDIA INQUIRIES

Employees shall obtain permission from their Department Head prior to filling speaking engagements or publishing articles as an official representative of the City. In addition, no employee shall act as a correspondent to a newspaper or periodical, nor shall he discuss publicly or for publication matters pertaining to departmental personnel procedures or policies without the prior approval of the City Administrator.

SECTION 12
EMPLOYEE SEPARATION

12.1 GENERAL POLICY

Termination of employment with the City can arise from a variety of circumstances involving certain action on the part of the employee, the City or both. Therefore, termination of employment may be voluntary or involuntary. Depending on the type of termination, procedures will vary.

12.2 SERVICE RETIREMENT

Service Retirement is voluntary termination after having satisfied the age and length of employment requirements to immediately begin collecting a pension under the Illinois Municipal Retirement Fund (IMRF) or the Police Pension Fund.

12.3 EMPLOYEE INITIATED RESIGNATION

An Employee Initiated Resignation is voluntary termination of employment for any reason other than formal retirement. An employee wishing to leave the City in good standing shall provide a written resignation to his immediate supervisor at least fourteen (14) calendar days prior to the effective date of resignation when possible. The resignation shall include the reason for leaving as well as the proposed effective date. A two (2) week notice is understood to mean the resigning employee will be available for work during this time to aid in the training of his replacement. Failure to give a two (2) week notice may be considered a resignation not in good standing.

12.4 DISABILITY RETIREMENT

Disability Retirement is voluntary termination necessitated by an injury or illness, which renders the employee incapable of performing his usual job. Action may be initiated by the employee, his legal representative, or the City, but in all cases must be supported by medical evidence, acceptable to the Personnel Officer. The City may require an examination at its expense and performed by a physician of its choice. Police Officer disability shall be determined by the Crest Hill Police Pension Board as defined by State statutes.

12.5 DISCHARGE

Discharge is termination of an employee by the City. Refer to Section 5.4 – Progressive Discipline.

12.6 LAYOFF

Layoff is termination of an employee by the City for lack of work, lack of funds or other changes that have taken place. The Personnel Officer in determining the layoff sequence shall take seniority and performance into consideration, but seniority shall not be the sole governing factor. The layoff and recall of full-time sworn Police Officers or full-time Local 150 employees will follow applicable provisions contained in the respective collective bargaining agreements.

12.7 RECALL

Employees who are laid off shall be placed on a recall list for a period of one (1) year. If there is a recall, employees who are still on the recall list shall be recalled, in the order that best fulfills the City's needs.

An employee on layoff must keep the City informed of the address and telephone number where he can be contacted. If the City is unable to contact the employee within seven (7) calendar days, the City's obligation to recall the employee ceases. The City shall have no obligation to recall the employee after he has been on continuous layoff for a period which exceeds one (1) year. Should an employee not return to work when recalled, the City shall have no further obligation to recall the employee.

12.8 JOB ABANDONMENT

Employees who fail to report to work or contact their supervisor for three (3) consecutive work days may be considered to have abandoned the job without notice effective at the end of their normal shift on the third day. The Department Head shall notify the Personnel Officer at the expiration of the third work day and may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.

12.9 RELEASE

Release is the end of temporary or seasonal employment.

12.10 FURLOUGH/REDUCTION IN PAY

The City may institute at its discretion a reduction in the amount of employee work hours and/or pay which may typically, but is not limited to, occur as a response to unfavorable economic conditions or as a result of a reorganization of the work force.

12.11 DEATH

All termination benefits or remuneration shall be paid to the named beneficiary, deceased estate or other appropriate individual as provided by law.

12.12 EXIT INTERVIEW

An exit interview will be scheduled for the employee with the Personnel Officer prior to the last day of employment. Temporary employees or employees who are discharged do not participate in the exit interview process. The results of the exit interview will be shared with the City Administrator and maintained in the employee's personnel file. Summaries of any areas of concern will be made available to respective Department Heads.

During the exit interview, if applicable, COBRA, retirement benefits and the return of City property will be discussed.

SECTION 13
COMPLIANCE WITH THE LAW

13.1 HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

The City and its health plans subscribe to all HIPAA privacy and security laws. Any concerns with HIPAA laws shall be directed to the Personnel Officer.

13.2 AMERICANS WITH DISABILITIES ACT (ADA)

The ADA requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the City to comply with all Federal and State laws concerning the employment of persons with disabilities. It is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. The City will reasonably accommodate qualified individuals with a disability so they can perform the essential functions of a job. An accommodation is not reasonable if it imposes an undue hardship. An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

The City has an obligation to provide a safe work environment for all employees, customers, and residents. Accordingly, all employees are required to comply with safety standards. The City will take reasonable precautions to ensure that an employee's disability, or any attempted reasonable accommodation, does not pose a direct threat to the health and/or safety of the employee with a disability or to others.

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

1) "Disability" means a physical or mental impairment that substantially limits one (1) or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include the following:

    a. In general, major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

b. Major bodily functions – A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

2) "Direct threat" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

3) "Qualified individual" means an individual, who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

4) "Reasonable accommodation" may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modifications of equipment or devices, appropriate adjustment or modifications of examination, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

5) "Undue hardship" means an action requiring significant difficulty or expense by the City.

6) "Essential functions of the job" refers to those job activities that are determined by the City to be essential or core to performing the job; these functions cannot be modified.

13.3 GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

The Federal law referred to as GINA prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the City asks that employees and health care providers not submit any genetic information when responding to a request for medical information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for a leave of absence). "Genetic information", as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual, or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

SECTION 14
EMPLOYEE INFORMATION AND RECORDS

14.1 GENERAL ACCESS TO EMPLOYEE INFORMATION

The personnel and medical files of all City employees are maintained by the Personnel Officer. Only the Personnel Officer may have access to and use of an employee's personnel records. The Treasurer's Office and other employees with a valid work related reason may have access to and use of an employee's personnel records, in part, subject to the approval of the Personnel Officer. Certain employment records of Police Officers are maintained within the Police Department under the exclusive control of the Police Chief. Access to police personnel records is regulated by the rules of the Police Department, any applicable collective bargaining agreement and/or court order.

14.2 DISCLOSURE OF EMPLOYEE RECORDS OUTSIDE OF THE CITY

Records about an individual which identify him by name or in any other way shall not be disclosed to people or organizations outside the City without the individual's written permission, except as pursuant to judicial proceedings, legal requirements, or the Freedom of Information Act. All requests by outside parties as to an employee's work record must be directed to the Personnel Officer.

14.3 REFERENCE INQUIRIES

All inquiries made by outside parties (i.e., potential employers, investigative agencies, etc.) with regard to employment history of former or present employees, including but not limited to general reputation, character, personal characteristics, performance, ability, attendance or salary circumstances should be directed to the Personnel Officer for response. The Police Chief shall be responsible for all inquiries regarding the employment status and reference material of sworn police personnel.

14.4 CREDIT VERIFICATIONS

The usual reference and verifications of employment of present employees for the purpose of establishing credit, bank loans, etc., should be released only by the Personnel Officer.

14.5 EMPLOYEE ACCESS TO PERSONNEL FILES

All employees shall be permitted to review and copy their personnel records as well as attach their own position statement to disputed materials in their files, in accordance with the Illinois Personnel Record Review Act (820 ILCS 40/1 et seq.).

Personnel records allowed to be viewed by an employee include all documents and data intended to be used in determining the employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action. Access to personnel files by employees working under a collective bargaining agreement will be subject to the provisions of that agreement.

14.6 RECORDS INSPECTION

An employee shall be permitted inspection of his file two (2) times per calendar year at reasonable intervals. The request to view the file must be put in writing. Inspection of the record will be permitted within seven (7) working days of the request and under the supervision of the Personnel Officer.

Records may not be removed from the place of inspection. The employee will be permitted to request photocopies of his personnel records. If the employee disagrees with any part of the record, the City and the employee may mutually agree to remove or correct the information. This agreement should be in writing. If an agreement cannot be reached and the employee desires to submit an explanatory written statement, the statement will be attached to the disputed record. Inclusion of the employee's statement in the personnel file does not mean that the City concurs with the employee's statement.

SECTION 15
ACKNOWLEDGMENT FORM

Employee Handbook Acknowledgement

I understand and acknowledge that the Employee Handbook describes important information about the City of Crest Hill and that I should consult my supervisor or the Personnel Officer about any questions not answered in this manual. I have entered into my employment relationship with the City voluntarily and acknowledge that there is no specific length of employment, unless I am covered by the terms of a collective bargaining agreement or an individual contract that provides otherwise. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable Federal or State law.

I hereby acknowledge receiving the City of Crest Hill's Employee Handbook. By signing this form, I also acknowledge that I understand the following:

This Employee Handbook is not a contract of employment or a legal document and the City of Crest Hill makes no promises of any kind in this handbook.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the Employee Handbook may occur, except to the City's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I further acknowledge that this Employee Handbook supersedes all prior versions that I have received.

By signing this acknowledgement form, I acknowledge that I have read, understand and will abide by all of the policies and procedures contained within the Employee Handbook and any revisions made to it.

_____
Signature

_____
Print Name

_____
Date

SECTION 16
FORMS

16.1 EMPLOYEE PERFORMANCE EVALUATION PROGRAM

The City of Crest Hill is committed to providing efficient and effective service to its residents through thoughtful and reasonable performance in which the needs of the citizens are considered first and foremost by the actions on display in the performance of our work. In order to ensure there is a continuous reinforcement of this service commitment city employees will be evaluated in their performance to define expectations and responsibilities for improvement. Decisions regarding this commitment will be reflected in the actions of all employees as they perform their work duties.

CORE Values:
Core values are the value statements that all employees utilize as part of their typical performance and decision making in support of the service provided to the residents of the city.

Honesty: Speaking and acting truthfully. Showing respect towards others and having integrity and self-awareness.

Service: Commitment and dedication to helping others. Treat financial decisions as if the funds under consideration were your own.

Professionalism: Conducting oneself with responsibility, integrity, accountability, and excellence. Consistently achieving high standards both visibly and behind the scenes.

Integrity: Acting ethically and transparently in work situations, prioritizing doing the right thing over personal gain. Being accountable and following through with decisions made, even if no one is around to see it.

Leadership: Setting an example. The ability of an individual or a group of people to influence and guide others within the organization or team.

Teamwork: Working together to successfully complete a task. Cohesiveness of a team to create a positive working atmosphere that recognizes the strengths and skills that each team member brings. Never saying "it's not my job" but instead "how can I help?"

Respect: Showing regard for someone's abilities and worth that values their feelings and their views, even when one does not necessarily agree with them. Accept others on an equal basis and give them the same consideration one would expect for themself.

Transparency: Be open in communication and accountability.

Empathy: Ability to emotionally understand what others feel to see things from their point of view.

Employee Evaluation Process:

The evaluation process is a systemic and periodic process that assesses an individual employee's job performance and productivity in relation to established performance criteria and organizational objectives. The process is interactive in which both employee and supervisor are encouraged to openly and thoroughly discuss past and future performance.

Considerations as Part of Employee Evaluations:

The following are guidelines to keep in mind when preparing for performance evaluations. The performance evaluation process is continuous, and a supervisor has a responsibility to be the communications conduit and be aware of ensuring employees have clearly defined expectations and measurable goals and objectives. General subjective statements about performance interactions are not meaningful in terms of motivating and communicating to employees. Supervisors function as coaches in terms of defining expectations for employees and assist in reaching those expectations.

Guidelines to Consider as Part of a Performance Evaluation:

- Employees generally like to know where they stand in terms of performance and defining expectations as part of an evaluation process is a foundational component of that interaction as a supervisor.
- Generally, the annual performance evaluation process should be a summary of the performance interactions the supervisor has had and documented with the employee throughout the year. The information shared and summarized on the evaluation forms should not be a surprise to either the employee or supervisor.
- Typically, the annual evaluation is a summary of the coaching documents of previous periodic discussions throughout the year. The annual evaluation should not be a stand-alone document that is generated from memory. It is very difficult to recall specific examples of performance in that manner and it is unfair to the employee. As a supervisor it is your responsibility to coach the employee throughout the year and documentation of these coaching events should be retained to generate the annual review document.
- When considering a rating or ranking of performance make sure a supervisor can articulate how the ranking was determined, or rating can be provided in a written format. In addition, if the ranking allows for room for improvement make sure the supervisor articulates the performance expected to improve the ranking/rating.
- Avoid subjective statements and generalizations of performance. Provide as many specific examples of performance as possible. If the performance meets

expectations, describe why, if it does not explain why. This process is the opportunity to set the expectations for the employee and they desire and deserve as much direction and information as possible, just as you would if you were being evaluated.

- Determining goals/objectives for the coming year should be a collaborative effort between the supervisor and the employee. This collaboration will allow for improved "buy-in" and commitment from the employee. This collaboration also allows for dialogue as to what is expected and what is achievable.
- Goals/objectives should clearly be documented as objective items that are clearly measurable with defined deadlines. Avoid statements or a goal/objective that cannot be measured to determine success in achievement. If there are milestones that illustrate progress toward an overall deadline, make sure those milestones are included as achievement steps with appropriate dates for achievement.
- The performance evaluation process is not intended as negative interaction. It should be considered as an opportunity to undertake a candid discussion with your employee as a coach to help the employee build upon their skillset to be more valuable to the organization.
- As part of the evaluation process avoid the “halo” effect. This occurs when a supervisor rates the employee high in a predominant number of categories and bases the rating on subjective feelings that the employee is maintaining routine work tasks without any future performance measurable goals/objectives.
- A supervisor should be mindful of their ranking/ratings in especially high ratings noting that the number of employees that reach that level consistently is statistically less than 10 percent of a typical employee population.
- As a supervisor you should also ask the employee what support they need from you as a supervisor to assist in their success. Supervisors are ultimately responsible for the success of the employee through defining expectations, coaching and accountability.
- Once the evaluation is completed the signature of the employee is solely for the verification of the evaluation process and acknowledgement of the interaction. The evaluation process should conclude with both the employee and supervisor acknowledging the measurable improvements clearly defined.
- In the rare instances in which the employee disagrees with a particular rating/ranking allow them to provide written documentation outlining why they feel the ranking/rating is not reflective of their performance. This written documentation will be included as part of the overall performance evaluation document when submitted as a complete record. The supervisor is not obligated to change any rankings/ratings based on the employee’s written documentation. The supervisor is encouraged to review the written documentation and add additional information on the evaluation form as they see fit to balance the employee comments with the supervisor’s rankings/ratings.

- Furthermore, if any additional comments are added to the evaluation documents the employee must receive a final copy of the evaluation form along with any attachments.
- Human Resources personnel are readily available to assist you as supervisor to create the best product possible. If in doubt, request the Human Resources representative to review your evaluation form BEFORE you sit down with the employee to ensure consistency and completeness to the process.

Components of an Employee Performance Evaluation:

Employee performance appraisal process is a year-round activity that culminates with the annual review that summaries the progress recorded throughout the year. It is critical that periodic written documentation is generated to measure progress towards any goals, objectives, or professional development activities. This documentation should match previously defined timeframes as to determination of progress. Written documentation of performance progress is essential for new employees as part of the probationary review period.

Below is a suggested timeframe for employee performance evaluations.

New Hires:

- Action: Provide an outline of job responsibilities and expectations to the new employee upon hire. Also, outline any critical path tasks and timeframes required to demonstrate competencies.
    - Due Date: Information provided within one week of start date.
- Action: Check on progress of learning processes of critical job tasks as previously outlined. Progress should be in written detail.
    - Due Date: Check-ins should be no less than every 30 days of employment during the first 4 months of employment.
- Action: Review progress of development of job tasks and knowledge as it applies to overall job performance. This progress should be in writing. If there are any deficiencies, they should be discussed and documented with an action plan and timeframe.
    - Due Date: Should be completed at least 30 days prior to the 6-month anniversary (end of probation).
- Action: Supervisor and employee jointly discuss and create a summary document (performance evaluation) detailing the progress of the employee's training and development related to performing required job tasks. The summary document will also detail previously established goals and objectives and the progress towards their completion. Any deficiencies must be documented and if improvement plans are deemed necessary such plans must be in a written format with specific timeframes. A recommendation must be made by the supervisor as to whether the employee will be retained as a non-probationary employee, or the probation period should be extended for additional development. A review

of the summary document should be performed by Human Resources prior to discussion with the employee.
    - Due Date: Completion within 2 weeks prior to the end of the 6-month probationary period.

Non-Probationary Employees:

- Action: Supervisor and employee review progress towards completion of the previously established goals and objectives along with any employee development elements. This review should be every 3 months during the year to ensure feedback and progress is tracked and if any deadlines need adjustment such changes can be undertaken prior to the next review period.
    - Due Date: Review of performance every 3 months during the year to track progress in real time and allow for timeframe adjustments as necessary.
- Action: Prior to completion of the annual review summary review document any items that have previously been identified for additional effort through a performance improvement plan (PIP), consult with Human Resources to ensure any PIP is reasonable.
    - Due Date: Review of PIPs at least 30 days prior to the due date of the performance summary being discussed with the employee.
- Action: Complete the performance summary based on the quarterly reviews that were previously discussed with the employee over the past year. If the supervisor would like a review of the proposed performance summary prior to discussion with the employee, it should be submitted to Human Resources for review and advice.
    - Due Date: Submit the completed review after discussions with the employee to Human Resources for processing and personnel file records. The completed summary must be submitted by the established deadline.
- Action: The completed performance summary must be discussed with the employee before submitting it to Human Resources. The discussion with the employee and the employee's signature is required to verify that the discussion took place with the employee. The discussion between the supervisor and employee should be interactive to the extent that a collaborative set of goals and objectives are established as part of the performance review summary. Employee signature verifies the performance review was discussed with the employee and does not signify that the employee agrees with the review. The employee may submit additional documentation to be included as part of the review record. The supervisor is not obligated to change any documentation or ratings/rankings based on this additional documentation.

Union Employee Reviews:

Supervisors that direct union employees still must perform annual reviews on the employee's performance, including a probationary review, if applicable. The non-supervisor form should be utilized for the review and all the other instructions should be followed regarding the ranking/ratings. The difference is that as a union employee

the employee either meets the standard or not, pass/fail. If the employee fails a performance criterion it should be documented as outlined in the instructions and the employee is provided an opportunity to "cure" or improve the performance within a defined timeframe, i.e. Performance Improvement Plan (PIP). If after the timeframe has expired and the employee's performance still does not meet the standard, progressive discipline could be considered.

Performance Ratings:
The performance ratings for the employee appraisal system have five levels of job performance definitions. The terms "always" and "never" are used in specific definitions for a number of factors to describe the highest and lowest levels of job performance. Their use is not to be taken as so absolute that it is virtually impossible for either rating to be used. Rather the ratings where exceptions are rare, and the preponderance of the performance could support the consistent application of the defined terms.

Consistently Exceeds Expectations: Extraordinary performance, exemplary, flawless. Statistically employees that are rated in this category account for no more than 5% of the employee population of any organization. By using this performance category, the employee would be demonstrating the following performance characteristics. The employee does not have to demonstrate ALL the characteristics listed but should demonstrate a performance level that is embodied in the majority of the characteristics listed.

- Employee is recognized by all as a real expert in this job area.
- Employee demonstrates a knowledge that normally can be gained only through long periods of experience in this particular type of work.
- This employee could be considered to be a prime candidate for promotion when a higher-level position in this or related field becomes open.
- This employee's actions show an understanding of work well beyond the assigned area of responsibility. Outsiders seek the employee out because of knowledge demonstrated through performance of the many facets of the department's work.
- This employee readily shares their knowledge with others and demonstrates a desire to improve the organization through teamwork and collaborative actions.
- Employee shows unusual initiative and is a definite self-starter.
- Employee almost invariably takes the best approach to getting the job done.

Frequently Exceeds Expectations: Superior consistent performance, generally beyond job requirements. The use of this performance category implies the following:

- This employee exceeds position requirements even on some of the most difficult and complex tasks of the job. Employee takes the initiative in development and in implementation of challenging work goals. Normally, this individual would be

considered for possible promotion and willingly seeks to accept additional responsibilities.
- Employee consistently performs more tasks than typically outlined in the job description and accomplishes tasks with little to no reworking necessary.
- Employee is able to take on extra projects and tasks without neglecting other assigned duties.
- Employee is able and willing to accept each assignment will equal enthusiasm and responsibility to see it through to completion.
- Employee actively embraces and encourages teamwork and collaboration and does not assume full credit for the accomplishments.
- Employee does own advanced planning, anticipates problems and takes appropriate action.
- Employee seeks direction when appropriate and is comfortable working independently and being reviewed based on the results.
- Employee shows a good grasp of the "big picture" from a strategic sense. Thinks beyond the details of the job and works towards the overall objectives of organization/department.

Meets Expectations: Employee works diligently actively demonstrating job competence and utilizing knowledge within the defined job duties. Steady work that is complete and without errors or necessary of minimal review.

- This employee is performing full, complete, and satisfactory work. Performance is what is expected of a fully qualified and experienced person in their assigned position.
- Performance does not require significant improvement, but if improvement were to occur it is a plus factor for the department's effectiveness. If the improvement does not occur, there is no reason to complain or consider work substandard in any way.
- If all employees met these standards the departmental performance would be completely satisfactory and create a strong foundation for timely and accurate completion of job tasks.
- The work of this employee results in very few errors and infrequent complaints. When such errors do occur, the employee makes a conscience effort to actively participate in the development of corrective measures to minimize the future occurrence of the same error.
- This employee can demonstrate a sound balance between quality and quantity.
- This employee does not spend undue time on unimportant items, neglecting problems or projects that should have priority.
- Employee requires normal supervision and follow-up and usually completes regular work and projects on schedule.
- This employee is considered a good, solid member of the team and supervisor feels reasonably secure in directing any kind of assignment within the scope of the job description and have confidence it will be completed correctly.

Progressing in Expectations: Employee performance needs improvement in one or more job task.

- The employee's performance meets only the minimum job requirements for the position and has more to learn and understand to meet expectations.
- Employee has had sufficient time that they should be fully competent and effective in their assigned position.
- Typically, this employee needs some pushing and follow through and performs the job under close supervision. Job performance is such that the supervisor does not have confidence that the work will be completed correctly on a consistent basis.
- The employee needs to acquire more know-how to be more effective in the performance of their job duties.
- Supervisor sometimes has to plan the employee's programs or assignments step-by-step. Once the directions are laid out the employee usually completes the task. Contrast this effort to other employees that understand the directions and can complete a task without the need to have step-by-step instructions.
- Co-workers have to perform additional work to make up for the deficiencies of this employee.

Needs Improvement: Employee performance is unacceptable and does not meet job requirements.

- Employee has been in the job long enough to have shown more comprehensive performance at this point.
- Employee is creating a morale problem with supervisor and co-workers by creating additional work for not carrying their workload and impacting the ability of others to complete their work.
- Employee does not display a drive that translates into a commitment to the job and the organization.
- It is more likely that the employee probably recognizes that the job tasks are not getting completed.
- When mistakes are made the employee repeats them and does not undertake the necessary corrective actions to avoid repeats.
- Work is falling behind and tasks are not completed correctly or timely.
- Others have commented on the employee's work performance as sub-standard.

Performance Improvement Plan (PIP):
Employee performance that has been identified as needs improvement or unacceptable must be addressed with the employee through appropriate documentation. Depending on the performance and nature of the deficiencies the supervisor may undertake a performance improvement plan (PIP). However, not every performance situation is eligible for a PIP. Detrimental performance that is considered serious in nature,

including but not limited to, insubordination, repeated inaccurate statements and work product, disregard or disrespect of co-workers or residents, and refusal to accept corrective action, may not be worthy of a PIP. Some actions are of such a nature that the employee displays an attitude of unwillingness to change for the sake of improvement as a behavioral choice and not a skill deficit may not be worthy of a PIP.

A PIP requires a written performance outline of expected performance within a specific timeframe. A PIP also requires the employee and supervisor to meet periodically to document the progress towards reaching the expected level of performance. These meetings are summarized through written documentation. There may be multiple components to a PIP that may include more than one expected performance level for different tasks. A PIP must have written concurrence with the employee when created to document the employee understands the requirements and is willing to correct the targeted behavior within the set timeframe.

PIP programs could be considered "last chance" agreements to improve performance before additional job action is considered up to and including termination. If an employee improves their performance to meet the standards set through the PIP, the PIP will include documentation that the performance improved within the timeframe and standards outlined. If the performance was improved through a PIP becomes unacceptable in the future the supervisor is expected to advise the employee of the performance deficit. However, the supervisor is not obligated to create another PIP for performance which was improved and then became unacceptable again. In instances such as these circumstances disciplinary action, up to and including termination recommendation might be warranted. The supervisor also has the flexibility to recommend discipline for performance that could be pending and awaiting to be imposed if the PIP is not completed as outlined initially.

Agenda Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR Director
Department:	Administration
Agenda Item:	An Ordinance Approving the Salary of City Planner Atefa Ghaznawi Effective August 18, 2026

Summary: Director of Community and Economic Development, Daniel Ritter, has completed the 2026 performance evaluation for Atefa Ghaznawi and discussed it with City Council during an Executive Session on August 17, 2026. The employee's evaluation score earned a 1% merit increase, bringing annual salary to $94,284. With approval, the merit increase will be effective August 18, 2026, and the next evaluation will be conducted near her work anniversary (8/18/2027).

Recommended Council Action: Approve an Ordinance Approving the Salary of City Planner Atefa Ghaznawi

Attachment: Ordinance

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE SALARY OF CITY PLANNER ATEFA GHAZNAWI EFFECTIVE AUGUST 18, 2026

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to 65 ILCS 5/3.1-50-5, the City Council is authorized to fix the salary and other compensation of all municipal officers by ordinance; and

WHEREAS, pursuant to 65 ILCS 5/3.1-50-20, the City Council is authorized to determine the compensation of all city employees; and

WHEREAS, the City Administrator has conducted an annual performance review of the employee and presented to the City Council; and

WHEREAS, the City Council has determined that Atefa Ghaznawi shall receive a performance merit increase of 1%; and

WHEREAS, the City Council now wishes to approve and adopt a salary and compensation increase for Atefa Ghaznawi, effective on her hire anniversary, August 18, 2026.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

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

SECTION 2: The salary and compensation for Atefa Ghaznawi shall be increased to annual compensation of $94,284 to reflect a 1% performance merit increase, prorated to August 18, 2026, and is hereby approved and adopted.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

[Left Intentionally Blank]

PASSED THIS 5TH DAY OF OCTOBER, 2026.

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

_____
Christine Vershay-Hall, City Clerk

APPROVED THIS 5TH DAY OF OCTOBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

Agenda Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR Director
Department:	Administration
Agenda Item:	Approve an Ordinance Approving the Salary of Administrative Assistant - Public Works Kimberly Linden Effective October 6, 2026

Summary: Director of Public Works, Gary Richardson, has completed the 2026 performance evaluation for Kimberly Linden and discussed it with City Council during an Executive Session on September 28, 2026. The employee's evaluation score earned a 2.75% merit increase, bringing annual salary to $71,963. With approval, the merit increase will be effective October 6, 2026, and the next evaluation will be conducted near her work anniversary (10/5/2027).

Recommended Council Action: Approve an Ordinance Approving the Salary of Administrative Assistant - Public Works Kimberly Linden

Attachment: Ordinance

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE SALARY OF ADMINISTRATIVE ASSISTANT – PUBLIC WORKS KIMBERLY LINDEN EFFECTIVE OCTOBER 6, 2026

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to 65 ILCS 5/3.1-50-5, the City Council is authorized to fix the salary and other compensation of all municipal officers by ordinance; and

WHEREAS, pursuant to 65 ILCS 5/3.1-50-20, the City Council is authorized to determine the compensation of all city employees; and

WHEREAS, the City Administrator has conducted an annual performance review of the employee and presented to the City Council; and

WHEREAS, the City Council has determined that Kimberly Linden shall receive a performance merit increase of 2.75%; and

WHEREAS, the City Council now wishes to approve and adopt a salary and compensation increase for Kimberly Linden, effective on her promotion anniversary, October 6, 2026.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

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

SECTION 2: The salary and compensation for Kimberly Linden shall be increased to an annual compensation of $71,963 to reflect a 2.75% performance merit increase and is hereby approved and adopted.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

[Left Intentionally Blank]

PASSED THIS 5TH DAY OF OCTOBER, 2026.

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

_____
Christine Vershay-Hall, City Clerk

APPROVED THIS 5TH DAY OF OCTOBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

Report Criteria:
Detail report type printed
[Report].Check Issue Date = 09/25/2026,10/06/2026

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
9	ABeep	143617	2-WAY RADIO SERVIC	09/21/2026	3,909.15	3,909.15	27212	10/06/2026	926	01035300
		143617	2-WAY RADIO SERVIC	09/21/2026	3,909.15	3,909.15	27212	10/06/2026	926	07065300
		143617	2-WAY RADIO SERVIC	09/21/2026	3,909.14	3,909.14	27212	10/06/2026	926	07075300
		143617	2-WAY RADIO SERVIC	09/21/2026	3,909.14	3,909.14	27212	10/06/2026	926	07085300
Total 9:					15,636.58	15,636.58				
26	Aflac	264755 Sept	AFLAC 09-2026	09/26/2026	2,356.70	2,356.70	27214	10/06/2026	926	01002439
Total 26:					2,356.70	2,356.70				
46	Republic Ser	0721-008980	SEP 2026 MONTHLY S	09/20/2026	125,274.79	125,274.79	27290	10/06/2026	926	80005300
Total 46:					125,274.79	125,274.79				
53	Amalgamate	Bond Issue 7	2019A BOND INTERES	09/18/2026	189,550.00	189,550.00	27216	10/06/2026	926	30006203
		Bond Issue 7	2019B BOND INTERES	09/18/2026	143,925.00	143,925.00	27216	10/06/2026	926	32006201
		L173405 Nov	IEPA PRINCIPAL L1734	09/16/2026	104,800.65	104,800.65	27217	10/06/2026	926	30006102
		L173405 Nov	IEPA INTEREST L17340	09/16/2026	10,266.77	10,266.77	27217	10/06/2026	926	30006202
Total 53:					448,542.42	448,542.42				
82	Vestis	6030540148	UNIFORMS FOR STP	07/22/2026	28.85	28.85	27311	10/06/2026	926	07075344
		6030540148	UNIFORMS FOR WATE	07/22/2026	17.53	17.53	27311	10/06/2026	926	07065344
		6030542200	UNIFORMS FOR STP	07/29/2026	29.85	29.85	27311	10/06/2026	926	07075344
		6030542200	UNIFORMS FOR WATE	07/29/2026	17.59	17.59	27311	10/06/2026	926	07065344
		6030544063	UNIFORMS FOR STP	08/05/2026	29.85	29.85	27311	10/06/2026	926	07075344
		6030544063	UNIFORMS FOR WATE	08/05/2026	17.59	17.59	27311	10/06/2026	926	07065344
		6030546009	UNIFORMS FOR STP	08/12/2026	29.85	29.85	27311	10/06/2026	926	07075344
		6030546009	UNIFORMS FOR WATE	08/12/2026	17.59	17.59	27311	10/06/2026	926	07065344
		6030548045	UNIFORMS FOR STP	08/19/2026	28.85	28.85	27311	10/06/2026	926	07075344
		6030548045	UNIFORMS FOR WATE	08/19/2026	17.53	17.53	27311	10/06/2026	926	07065344
		6030550011	UNIFORMS FOR STP	08/26/2026	28.85	28.85	27311	10/06/2026	926	07075344
		6030550011	UNIFORMS FOR WATE	08/26/2026	17.53	17.53	27311	10/06/2026	926	07065344
		6030551954	UNIFORMS FOR STP	09/17/2026	28.85	28.85	27311	10/06/2026	926	07075344
		6030551954	UNIFORMS FOR WATE	09/17/2026	17.53	17.53	27311	10/06/2026	926	07065344
		6030554167	UNIFORMS FOR STP	09/09/2026	28.85	28.85	27311	10/06/2026	926	07075344
		6030554167	UNIFORMS FOR WATE	09/09/2026	17.53	17.53	27311	10/06/2026	926	07065344
		6030555856	UNIFORMS FOR STP	09/16/2026	28.85	28.85	27311	10/06/2026	926	07075344
		6030555856	UNIFORMS FOR WATE	09/16/2026	17.53	17.53	27311	10/06/2026	926	07065344
		6030555858	UNIFORMS FOR FLEE	09/16/2026	16.79	16.79	27311	10/06/2026	926	01035344
		6030555858	UNIFORMS FOR STRE	09/16/2026	52.15	52.15	27311	10/06/2026	926	01035344
		6030555858	MATS FOR PUBLIC WO	09/16/2026	31.14	31.14	27311	10/06/2026	926	01035300
		6030555858	UNIFORMS FOR BUILD	09/16/2026	10.41	10.41	27311	10/06/2026	926	01045344
		6030555858	UNIFORMS FOR STP	09/16/2026	8.76	8.76	27311	10/06/2026	926	07075344
		6030557726	UNIFORMS FOR FLEE	09/23/2026	16.79	16.79	27311	10/06/2026	926	01035344
		6030557726	UNIFORMS FOR STRE	09/23/2026	52.15	52.15	27311	10/06/2026	926	01035344
		6030557726	MATS FOR PUBLIC WO	09/23/2026	31.14	31.14	27311	10/06/2026	926	01035300
		6030557726	UNIFORMS FOR BUILD	09/23/2026	10.41	10.41	27311	10/06/2026	926	01045344
		6030557726	UNIFORMS FOR STP	09/23/2026	8.76	8.76	27311	10/06/2026	926	07075344
		CM#6030076	UNIFORMS FOR STRE	08/17/2026	355.30-	355.30-	27311	10/06/2026	926	01035344

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 82:					303.80	303.80				
102	AT&T 831-00	7450121212	ATT PUBLIC WORKS 2	09/19/2026	2,503.11	2,503.11	27219	10/06/2026	926	07085301
Total 102:					2,503.11	2,503.11				
137	Chicago Part	40V0152197	FLEET- MOWER BATT	07/15/2026	148.94	148.94	27222	10/06/2026	926	01075400
		40V0173212	FLEET- UNIT #221 BAT	09/22/2026	148.00	148.00	27222	10/06/2026	926	01075400
Total 137:					296.94	296.94				
187	Christopher	213406	DESIGN-CATON FARM	09/08/2026	7,746.25	7,746.25	27223	10/06/2026	926	05005330
		213407	BIKE PATH STUDY	09/08/2026	1,511.25	1,511.25	27223	10/06/2026	926	01035330
		213408	JASMINE DITCH STUD	09/08/2026	7,432.50	7,432.50	27223	10/06/2026	926	13005330
		213409	MCGILVRAY WIDENIN	09/08/2026	13,447.24	13,447.24	27223	10/06/2026	926	15005330
		213410	DESIGN SERVICES FO	09/08/2026	2,392.59	2,392.59	27223	10/06/2026	926	12007602
		213411	LINCOLN & CRESTWO	09/08/2026	1,847.50	1,847.50	27223	10/06/2026	926	12007602
		213412	THEODORE AT KNAPP	09/08/2026	1,032.50	1,032.50	27223	10/06/2026	926	13005330
Total 187:					35,409.83	35,409.83				
195	Concentric In	0290418	WASTEWATER SCADA	09/22/2026	2,362.50	2,362.50	27234	10/06/2026	926	07085301
		0290420	WIN-911 RENEWAL	09/22/2026	1,655.00	1,655.00	27234	10/06/2026	926	07085301
Total 195:					4,017.50	4,017.50				
203	Construction	7814	WATERMAIN REPAIR	09/09/2026	18,352.14	18,352.14	27235	10/06/2026	826	07065430
Total 203:					18,352.14	18,352.14				
291	City of Joliet	959173	FLEET- FUEL AUGUST	09/22/2026	5,304.93	5,304.93	27225	10/06/2026	926	01075410
		959173	FLEET- FUEL AUGUST	09/22/2026	3,770.20	3,770.20	27225	10/06/2026	926	01075410
		959173	FLEET- FUEL AUGUST	09/22/2026	159.69	159.69	27225	10/06/2026	926	01075410
Total 291:					9,234.82	9,234.82				
295	Clarke Enviro	001040728	MOSQUITO ABATEME	09/15/2026	4,023.00	4,023.00	27226	10/06/2026	926	01035300
Total 295:					4,023.00	4,023.00				
359	Dynegy 5271	August 2026	STREET LIGHT ELECT	09/05/2026	15,695.07	15,695.07	27244	10/06/2026	926	01035351
Total 359:					15,695.07	15,695.07				
451	Dynegy 1266	August 2026	WELL 4 ELECTRIC	09/03/2026	66.14	66.14	27242	10/06/2026	926	07065353
Total 451:					66.14	66.14				
452	Dynegy 6760	August 2026	EAST PLANT ELECTRI	09/03/2026	12,538.48	12,538.48	27247	10/06/2026	926	07085353
Total 452:					12,538.48	12,538.48				
453	Dynegy 6635	August 2026	WEST PLANT ELECTRI	09/03/2026	10,879.27	10,879.27	27246	10/06/2026	926	07085353
Total 453:					10,879.27	10,879.27				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
454	Dynegy 0817	August 2026	WELL 11 ELECTRIC	09/03/2026	155.15	155.15	27240	10/06/2026	926	07065353
Total 454:					155.15	155.15				
455	Dynegy 0098	August 2026	WELL 10 ELECTRIC	09/03/2026	2,451.79	2,451.79	27238	10/06/2026	926	07065353
Total 455:					2,451.79	2,451.79				
457	Dynegy 6385	August 2026	WELL 9 & 12 ELECTRI	09/03/2026	3,579.08	3,579.08	27245	10/06/2026	926	07065353
Total 457:					3,579.08	3,579.08				
458	Dynegy 0906	August 2026	WELL 7 ELECTRIC	09/03/2026	2,199.27	2,199.27	27241	10/06/2026	926	07065353
Total 458:					2,199.27	2,199.27				
459	Dynegy 1656	August 2026	WELL #8 ELECTRIC	09/03/2026	898.79	898.79	27243	10/06/2026	926	07065353
Total 459:					898.79	898.79				
461	Dynegy 0425	August 2026	WELL 1 ELECTRIC	09/03/2026	2,750.64	2,750.64	27239	10/06/2026	926	07065353
Total 461:					2,750.64	2,750.64				
464	Eurofins Drin	GA6002652	DRINKING WATER LAB	05/29/2026	933.31	933.31	27250	10/06/2026	926	07065306
		GA6004407	DRINKING WATER LAB	09/29/2026	3,529.86	3,529.86	27250	10/06/2026	926	07065306
Total 464:					4,463.17	4,463.17				
483	Energenecs I	EINV005104	WATER SCADA MAINT	09/11/2026	992.75	992.75	27248	10/06/2026	926	07065301
Total 483:					992.75	992.75				
518	Experian	6000374591	EXPERIAN	09/26/2026	25.00	25.00	27251	10/06/2026	926	01025310
Total 518:					25.00	25.00				
585	Claudia Gaza	IML 2026	IML REIMBURSEMENT	09/20/2026	259.33	259.33	27227	10/06/2026	926	01015341
Total 585:					259.33	259.33				
605	Gordon Flesc	IN15761505	GORDON FLESCH SE	09/10/2026	294.37	294.37	27255	10/06/2026	926	01165300
Total 605:					294.37	294.37				
640	Hawkins Inc	7566440	SULFUR DIOXIDE & C	09/15/2026	130.00	130.00	27257	10/06/2026	926	07085421
		7566440	SULFUR DIOXIDE & C	09/15/2026	130.00	130.00	27257	10/06/2026	926	07065421
		7573584	WATER MAINTENANC	09/17/2026	247.80	247.80	27257	10/06/2026	926	07065361
		7580773	WATER MAINTENANC	09/25/2026	146.81	146.81	27257	10/06/2026	926	07065361
Total 640:					654.61	654.61				
745	IL Homicide I	2026A-0121	CONFERENCE REGIS	09/23/2026	1,380.00	1,380.00	27258	10/06/2026	926	01025341
Total 745:					1,380.00	1,380.00				
826	JP Morgan C	4imprint NNO	2026 NNO ITEMS	08/10/2026	1,529.68	1,529.68	488	09/25/2026	826	01108001

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
		American Ca	WINTERFEST CAROLE	09/09/2026	688.00	688.00	488	09/25/2026	826	01108001
		APA-IL Ghaz	APA CONFERENCE FO	08/28/2026	404.00	404.00	488	09/25/2026	826	01165324
		Beggars Pizz	BEGGARS-NNO 2026	09/02/2026	808.20	808.20	488	09/25/2026	826	01108001
		Best Buy 08/	MICRO SD 64GB	08/27/2026	31.99	31.99	488	09/25/2026	826	01025400
		Chewy Augu	K9 EXPENSE-FOOD	08/21/2026	96.09	96.09	488	09/25/2026	826	01025346
		Comcast 025	WSTP INTERNET	08/12/2026	390.61	390.61	488	09/25/2026	826	07085350
		Comcast 055	COMCAST PD 20590	09/09/2026	248.45	248.45	488	09/25/2026	826	01025300
		Comcast 060	WELL 10 INTERENET	08/21/2026	250.60	250.60	488	09/25/2026	826	07065350
		Crown Award	2026 NNO-CROWN AW	08/25/2026	173.66	173.66	488	09/25/2026	826	01108001
		Factory Direc	HOSE	09/09/2026	352.77	352.77	488	09/25/2026	826	07085365
		HYATT HOU	PWX RICHARDSON 20	09/02/2026	70.20	70.20	488	09/25/2026	826	01035341
		IML Registrat	IML REGISTRATION	08/20/2026	325.00	325.00	488	09/25/2026	826	01105341
		Microsoft G1	EMAIL (MONTHLY)	09/10/2026	8.40	8.40	488	09/25/2026	826	01065300
		PackTrack 08	K9 EXPENSE-PACKTR	08/30/2026	140.00	140.00	488	09/25/2026	826	01025346
		Parking Fees	PARKING PWX	08/30/2026	69.88	69.88	488	09/25/2026	826	01035341
		PELRA Wing	IPELRA ANNUAL CONF	08/27/2026	495.00	495.00	488	09/25/2026	826	07085341
		Potsolve Sep	POTSOLVE	09/16/2026	211.68	211.68	488	09/25/2026	826	01065400
		Strata Platfor	LOIS SUBSCRIPTION 1	09/02/2026	772.71	772.71	488	09/25/2026	826	01165300
Total 826:					7,066.92	7,066.92				
846	Kimball Midw	104844822	GLOVES	09/15/2026	252.20	252.20	27263	10/06/2026	926	07085402
Total 846:					252.20	252.20				
849	Kirwan Mech	i78791	HVAC MAINTENANCE/	09/19/2026	879.00	879.00	27264	10/06/2026	926	07085366
Total 849:					879.00	879.00				
878	Lauterbach &	123094	FOR PROFESSIONA S	09/22/2026	4,625.00	4,625.00	27266	10/06/2026	926	01125300
Total 878:					4,625.00	4,625.00				
921	M&J Undergr	Inner Circle P	INNERCIRCLE WM AN	09/16/2026	161,136.82	161,136.82	27267	10/06/2026	926	12007620
Total 921:					161,136.82	161,136.82				
927	Quadient Lea	18194310	POSTAGE LABELS	09/16/2026	62.70	62.70	27288	10/06/2026	926	01105322
Total 927:					62.70	62.70				
931	MAP Automo	40IP7830	FLEET- 5W-30 OIL QUA	09/16/2026	850.80	850.80	27269	10/06/2026	926	01075410
		CM#40-7799	FLEET- FORD CREDIT	10/21/2024	50.00-	50.00-	27269	10/06/2026	926	01075400
		CM#40IB766	FLEET- CORE RETUR	07/01/2026	153.78-	153.78-	27269	10/06/2026	926	01075400
Total 931:					647.02	647.02				
961	Menards	10543	BUILDING MAINTENAN	09/09/2026	34.95	34.95	27271	10/06/2026	926	01045400
		10782	BUILDING MAINTENAN	09/14/2026	61.96	61.96	27271	10/06/2026	926	01045400
		10874	BUILDING MAINTENAN	09/16/2026	6.71	6.71	27271	10/06/2026	926	01045400
		10946	JANITORIAL SUPPLIES	09/17/2026	19.29	19.29	27271	10/06/2026	926	01045400
		10977	BUILDING MAINTENAN	09/18/2026	3.84	3.84	27271	10/06/2026	926	01045400
		11122	WATER DEPARTMENT	09/21/2026	255.08	255.08	27271	10/06/2026	926	07065361
		11194	FLEET- GFCI OUTLETS	09/23/2026	106.41	106.41	27271	10/06/2026	926	01075400
		11341	STP MAINTENANCE S	09/25/2026	11.88	11.88	27271	10/06/2026	926	07085366
		9761	BUILDING MAINTENAN	08/24/2026	13.32	13.32	27271	10/06/2026	926	01045400
		9942	STP MAINTENANCE S	08/27/2026	37.48	37.48	27271	10/06/2026	926	07085366

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 961:					550.92	550.92				
971	Mettler Toled	655542349	SCALE CALIBRATION	08/18/2026	737.05	737.05	27272	10/06/2026	926	07085300
		655544541	SCALE CALIBRATION	08/28/2026	583.00	583.00	27272	10/06/2026	926	07085300
Total 971:					1,320.05	1,320.05				
973	Microbac Lab	C26006010	BIOMONITORING WES	09/15/2026	1,723.00	1,723.00	27273	10/06/2026	926	07085306
Total 973:					1,723.00	1,723.00				
1003	Factory Moto	50-6977035	FLEET- 2 BARRELS 5W	09/17/2026	2,525.90	2,525.90	27252	10/06/2026	926	01075410
		50-6977036	FLEET- BARREL 5W-30	09/17/2026	1,262.95	1,262.95	27252	10/06/2026	926	01075410
		50-6990351	FLEET- STOCK BRAKE	09/24/2026	113.98	113.98	27252	10/06/2026	926	01075400
		53-523401	FLEET- STOCK BRAKE	09/24/2026	237.47	237.47	27252	10/06/2026	926	01075400
		62-704502	FLEET- BARREL 5W-30	09/17/2026	1,262.95	1,262.95	27252	10/06/2026	926	01075410
Total 1003:					5,403.25	5,403.25				
1023	My Shop Ang	23803	2027 PRESS-N STICK	08/31/2026	289.25	289.25	27274	10/06/2026	926	01115321
Total 1023:					289.25	289.25				
1058	Nicor 94-96-3	August 2026	WSTP NICOR GAS	09/09/2026	180.79	180.79	27281	10/06/2026	926	07085350
Total 1058:					180.79	180.79				
1059	Nicor 39-52-5	August 2026	WELL #10 NICOR	09/08/2026	97.19	97.19	27278	10/06/2026	926	07065350
Total 1059:					97.19	97.19				
1060	Nicor 56-57-8	August 2026	WELL #9/12 NICOR	09/02/2026	179.21	179.21	27279	10/06/2026	926	07065350
Total 1060:					179.21	179.21				
1062	Nicor 89-13-6	August 2026	WELL #11 NICOR GAS	09/02/2026	285.94	285.94	27280	10/06/2026	926	07065350
Total 1062:					285.94	285.94				
1063	Nicor 24-66-3	August 2026	LIFT STATION NICOR	09/02/2026	65.24	65.24	27277	10/06/2026	926	07075350
Total 1063:					65.24	65.24				
1065	Nicor 95-25-4	August 2026	WELL #1 NICOR	09/01/2026	383.21	383.21	27282	10/06/2026	926	07065350
Total 1065:					383.21	383.21				
1082	Justin OBrien	Meal Reimbu	MEAL REIMBURSEME	09/10/2026	15.00	15.00	27262	10/06/2026	926	01025343
Total 1082:					15.00	15.00				
1126	Richard Pece	Clothing Allo	FY 27 CLOTHING REIM	09/12/2026	105.45	105.45	27291	10/06/2026	926	01044107
		Clothing Allo	FY 27 CLOTHING REIM	09/12/2026	162.30	162.30	27291	10/06/2026	826	01044107
Total 1126:					267.75	267.75				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
1148	Physicians I	53740 29426	RANDOM DRUG SCRE	09/06/2026	460.00	460.00	27261	10/06/2026	926	01015300
Total 1148:					460.00	460.00				
1174	PreCise MR	IN200-20155	FLEET- PRECISE GPS	09/21/2026	504.00	504.00	27286	10/06/2026	926	01075300
Total 1174:					504.00	504.00				
1188	P.T. Ferro	Imperial Driv	IMPERIAL DR WM AND	08/31/2026	152,169.77	152,169.77	27283	10/06/2026	926	12007620
Total 1188:					152,169.77	152,169.77				
1237	Robinson En	26090101	RICH FOODS - PRETR	09/14/2026	169.00	169.00	27292	10/06/2026	926	07075330
		26090104	WASTEWATER PRETR	09/14/2026	2,066.25	2,066.25	27292	10/06/2026	926	07075330
Total 1237:					2,235.25	2,235.25				
1243	Ray OHerron	2500495	UNIFORM EQUIPMENT	09/16/2026	265.47	265.47	27289	10/06/2026	926	01025344
		2500633	UNIFORM EQUIPMENT	09/16/2026	35.82	35.82	27289	10/06/2026	926	01025344
		2501744	UNIFORM EQUIPMENT	09/23/2026	592.93	592.93	27289	10/06/2026	926	01025344
Total 1243:					894.22	894.22				
1281	Secretary of	#904 2027	FLEET- CONFIDENTIAL	09/16/2026	151.00	151.00	27294	10/06/2026	926	01075400
Total 1281:					151.00	151.00				
1283	SEECO Con	20259	WEST PLANT MATERI	09/09/2026	4,602.00	4,602.00	27295	10/06/2026	926	35007512
		6003	CATON FARM RD-EAS	09/03/2026	6,950.00	6,950.00	27296	10/06/2026	926	13005330
Total 1283:					11,552.00	11,552.00				
1289	Service Indus	149430	HOSES	09/17/2026	461.66	461.66	27297	10/06/2026	926	07085365
Total 1289:					461.66	461.66				
1336	Spesia & Tayl	26134 Gener	GENERAL CORPORAT	07/22/2026	27,043.12	27,043.12	27298	10/06/2026	926	01105302
		27687 Mathe	LEGAL FOR MATHER F	07/22/2026	625.00	625.00	27298	10/06/2026	926	01165324
Total 1336:					27,668.12	27,668.12				
1343	Spring-Green	10593354	LATE SUMMER ENHAN	09/03/2026	250.29	250.29	27299	10/06/2026	926	01045300
Total 1343:					250.29	250.29				
1353	Stanard & As	SA00006579	PERSONALITY EVALU	09/29/2026	550.00	550.00	27300	10/06/2026	926	01025341
Total 1353:					550.00	550.00				
1373	Strand Assoc	0243476	CCT DEMONSTRATIVE	09/14/2026	1,780.61	1,780.61	27302	10/06/2026	926	07065330
		0243477	CHEMICAL FEED UPG	09/14/2026	2,302.81	2,302.81	27302	10/06/2026	926	12007620
		0243478	EAST RECEIVING STA	09/14/2026	5,168.62	5,168.62	27302	10/06/2026	926	12007602
		0243479	WELLS GENERATOR R	09/14/2026	3,879.85	3,879.85	27302	10/06/2026	926	12007602
		0243480	PHAS PILOT STUDY	09/14/2026	3,632.41	3,632.41	27302	10/06/2026	926	07065330
		0243481	EAST AND WEST REC	09/14/2026	22,811.79	22,811.79	27302	10/06/2026	926	12007806
		0243482	2026 WATER MODELIN	09/14/2026	15,237.28	15,237.28	27302	10/06/2026	926	07065330
		0243756	CE SERVICES CIPP W	09/14/2026	1,361.74	1,361.74	27302	10/06/2026	926	12007620

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
		0243757	CATON FARM WM EXT	09/14/2026	827.98	827.98	27302	10/06/2026	926	12007620
		0243758	BROADWAY WM SERV	09/14/2026	6,707.35	6,707.35	27302	10/06/2026	926	07065330
Total 1373:					63,710.44	63,710.44				
1425	Third Millenni	34972	COCH UTILITY BILL RE	09/24/2026	3,190.21	3,190.21	27305	10/06/2026	926	07095321
Total 1425:					3,190.21	3,190.21				
1432	Ron Tirapelli	679250	FLEET- POLICE WIND	09/14/2026	56.00	56.00	27293	10/06/2026	926	01075400
		679276	FLEET- BRAKE CALIPE	09/15/2026	28.88	28.88	27293	10/06/2026	926	01075400
		679276-01	FLEET- UNIT #90 CALI	09/15/2026	28.88	28.88	27293	10/06/2026	926	01075400
		679550	FLEET- STOCK F150 B	09/22/2026	49.99	49.99	27293	10/06/2026	926	01075400
		679696	FLEET- CALIPER PIN K	09/25/2026	229.14	229.14	27293	10/06/2026	926	01075400
Total 1432:					392.89	392.89				
1502	Underground	083058	CLAMPS	09/16/2026	657.00	657.00	27306	10/06/2026	926	07065430
		083058	CURB BOX REPAIR ITE	09/16/2026	2,630.00	2,630.00	27306	10/06/2026	926	07065470
		083058-01	CLAMPS	09/22/2026	318.00	318.00	27306	10/06/2026	926	07065430
Total 1502:					3,605.00	3,605.00				
1521	USABlueBoo	INV01160414	JULIES SUPPLIES	09/14/2026	507.42	507.42	27307	10/06/2026	926	01035318
Total 1521:					507.42	507.42				
1548	Verizon Wirel	6144311443	VERIZON	05/23/2026	1,361.02	1,361.02	27309	10/06/2026	926	01065350
Total 1548:					1,361.02	1,361.02				
1549	Verizon Wirel	6152423263	VERIZON WIRELESS S	09/01/2026	30.02	30.02	27310	10/06/2026	926	01065350
		6152423263	VERIZON WIRELESS S	09/01/2026	1,541.27	1,541.27	27310	10/06/2026	926	01105350
		6152423263	VERIZON WIRELESS S	09/01/2026	227.31	227.31	27310	10/06/2026	926	07065350
		6152423263	VERIZON WIRELESS S	09/01/2026	98.00	98.00	27310	10/06/2026	926	07075350
		6152423263	VERIZON WIRELESS S	09/01/2026	98.01	98.01	27310	10/06/2026	926	07085350
Total 1549:					1,994.61	1,994.61				
1669	iTouch Biome	8491	ITOUCH BIOMETRICS	09/16/2026	3,960.00	3,960.00	27260	10/06/2026	926	01065301
Total 1669:					3,960.00	3,960.00				
1778	Konica Minolt	9011007255	ADMIN MONTHLY COP	09/14/2026	325.00	325.00	27265	10/06/2026	926	01107500
Total 1778:					325.00	325.00				
1853	Buckeye Pow	PI2057360	WELL 11 GENERATOR	09/21/2026	703.83	703.83	27220	10/06/2026	926	07065300
Total 1853:					703.83	703.83				
1879	Nicor 24-47-6	August 2026	NICOR MONTHLY STAT	09/08/2026	195.97	195.97	27276	10/06/2026	926	01105350
Total 1879:					195.97	195.97				
1880	Nicor 17-28-8	August 2026	POLICE DEPARTMENT	09/08/2026	215.75	215.75	27275	10/06/2026	926	01105350

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1880:					215.75	215.75				
1897	FER-PAL Co	CIPP Broadw	THEODORE AND BRO	09/14/2026	15,519.41	15,519.41	27253	10/06/2026	926	13007640
Total 1897:					15,519.41	15,519.41				
1924	V3 Companie	10826181	PROFESSIONAL CONS	09/09/2026	8,781.85	8,781.85	27308	10/06/2026	826	12007620
		10826182	CONSTRUCTION ENG	09/09/2026	19,516.78	19,516.78	27308	10/06/2026	926	13007640
		10826557	OAKLAND AVE PHASE	09/08/2026	2,661.88	2,661.88	27308	10/06/2026	926	13005330
		10826561	INNERCIRCLE WATER	09/08/2026	794.78	794.78	27308	10/06/2026	926	12007602
		10826735	DIVISION WM EXTENS	09/09/2026	15,001.00	15,001.00	27308	10/06/2026	926	12007602
Total 1924:					46,756.29	46,756.29				
1950	Pure Water P	2622230	WATER FOR ELROSE	09/15/2026	65.00	65.00	27287	10/06/2026	926	01045401
		2622230	PAPER STATEMENT F	09/15/2026	3.00	3.00	27287	10/06/2026	926	01035401
		2634429	WATER FOR EAST PLA	09/25/2026	65.00	65.00	27287	10/06/2026	926	07085401
		2637915	WATER FOR WEST PL	09/28/2026	47.50	47.50	27287	10/06/2026	926	07085401
		2637915	WATER FOR PW	09/28/2026	65.00	65.00	27287	10/06/2026	926	01035401
Total 1950:					245.50	245.50				
1953	Amazon Capi	11G7-G4KJ-	BATTERY	09/17/2026	18.99	18.99	27218	10/06/2026	926	01035400
		11G7-G4KJ-	BATTERIES	09/17/2026	12.52	12.52	27218	10/06/2026	926	01035401
		11G7-G4KJ-	BATTERIES	09/17/2026	12.52	12.52	27218	10/06/2026	926	07065401
		11G7-G4KJ-	BATTERIES	09/17/2026	12.53	12.53	27218	10/06/2026	926	01045401
		13N1-DTYQ-	LANYARDS	09/16/2026	27.97	27.97	27218	10/06/2026	926	01025400
		14FQ-YQF3-	ADMIN SUPPLIES	09/26/2026	5.52	5.52	27218	10/06/2026	926	01105401
		14WH-KLCW	WINTERFEST SUPPLIE	09/16/2026	88.18	88.18	27218	10/06/2026	926	01108001
		16K9-TQP4-	FILE FOLDERS	09/25/2026	34.96	34.96	27218	10/06/2026	926	01025401
		16LG-MH1V-	ADMIN. SUPPLIES	09/20/2026	10.51	10.51	27218	10/06/2026	926	01105401
		16P4-W6FG-	3 RING BINDERS	09/22/2026	12.80	12.80	27218	10/06/2026	926	01025401
		16P4-W6FG-	HEADSET	09/22/2026	21.11	21.11	27218	10/06/2026	926	01125401
		16P4-W6FG-	KEYBOARD	09/22/2026	31.34	31.34	27218	10/06/2026	926	01125401
		16YV-VT3R-	WINTERFEST SUPPLIE	09/17/2026	39.96	39.96	27218	10/06/2026	926	01108001
		17FY-TM67-9	ANNUAL MEMBERSHI	09/24/2026	779.00	779.00	27218	10/06/2026	926	01105400
		17YV-X4WH-	WINTERFEST SUPPLIE	09/28/2026	202.00	202.00	27218	10/06/2026	926	01108001
		19Y6-V9JV-J	BATTERIES	09/28/2026	19.14	19.14	27218	10/06/2026	926	01045400
		1CTX-6PXY-	FLEET- POLICE VEHIC	09/28/2026	279.98	279.98	27218	10/06/2026	926	01075400
		1DQT-N3X7-	BUILDING MAINTENAN	09/17/2026	19.59	19.59	27218	10/06/2026	926	01045400
		1FGL-QJDF-	FLEET- BARREL DOLL	09/18/2026	155.82	155.82	27218	10/06/2026	926	01075400
		1G7M-QXCD	HEADSETS (QTY 4)	09/23/2026	71.96	71.96	27218	10/06/2026	926	01125401
		1HTW-3V7G-	WINTERFEST SUPPLIE	09/17/2026	139.90	139.90	27218	10/06/2026	926	01108001
		1JLV-Y4FM-6	WINTERFEST SUPPLIE	09/21/2026	324.54	324.54	27218	10/06/2026	926	01108001
		1JLV-Y4FM-6	ADMINISTRATION SUP	09/21/2026	40.88	40.88	27218	10/06/2026	926	01105401
		1KX4-1KQL-	FLEET- SANDER REPA	09/25/2026	18.04	18.04	27218	10/06/2026	926	01075400
		1LTR-Y94W-	WINTERFEST SUPPLIE	09/15/2026	133.98	133.98	27218	10/06/2026	926	01108001
		1Q49-71XF-	FLEET- MOWER EMER	09/21/2026	34.59	34.59	27218	10/06/2026	926	01075400
		1TXM-Q91Y-	POST-ITS	09/28/2026	5.19	5.19	27218	10/06/2026	926	01125401
		1X9Q-JPDN-	EXTERNAL DRIVES-H	09/17/2026	428.18	428.18	27218	10/06/2026	926	01025400
		1XQY-FL36-7	FLEET- DOLLY WHEEL	09/23/2026	48.98	48.98	27218	10/06/2026	926	01075400
		1YLD-19W7-	DELL DOCKING STATI	09/18/2026	120.00	120.00	27218	10/06/2026	926	01065301
		1YQT-WJCV-	USB C PORTS	09/18/2026	37.11	37.11	27218	10/06/2026	926	01115401
		1YQT-WJCV-	SD CARD READER FO	09/18/2026	163.05	163.05	27218	10/06/2026	926	01115401
		1YQT-WJCV-	USB C CABLE FOR HA	09/18/2026	21.99	21.99	27218	10/06/2026	926	01115401
		1YQT-WJCV-	AAA BATTERIES	09/18/2026	23.78	23.78	27218	10/06/2026	926	01105401

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
		1YQT-WJCV-	AA BATTERIES	09/18/2026	24.97	24.97	27218	10/06/2026	926	01105401
		1YQT-WJCV-	BLUETOOTH ADAPTE	09/18/2026	99.98	99.98	27218	10/06/2026	926	01115401
		1YQT-WJCV-	ZIPPER BAG	09/18/2026	7.11	7.11	27218	10/06/2026	926	01105401
		CM#1J19-9J	CUBICLE HOOKS FOR	09/12/2026	7.67-	7.67-	27218	10/06/2026	926	01165401
		CM#1W6V-X	RETURNED PAPER TO	09/20/2026	33.99-	33.99-	27218	10/06/2026	926	01045400
Total 1953:					3,487.01	3,487.01				
1954	Charles J De	135	ADMINISTRATIVE HEA	09/16/2026	300.00	300.00	27221	10/06/2026	926	01015300
Total 1954:					300.00	300.00				
1965	Mark Cipiti	IML 2026	IML REIMBURSEMENT	09/19/2026	303.64	303.64	27270	10/06/2026	926	01015342
Total 1965:					303.64	303.64				
1971	Graybar Fina	20976438	PHONE SYSTEM MON	09/25/2026	2,110.85	2,110.85	27256	10/06/2026	926	01105300
Total 1971:					2,110.85	2,110.85				
1977	AIS Inc	100591	ONSITE SUPPORT	09/15/2026	841.50	841.50	27215	10/06/2026	926	01065300
		100592	SECURITY MONITORI	09/15/2026	170.00	170.00	27215	10/06/2026	926	01065300
Total 1977:					1,011.50	1,011.50				
1983	Cornwell Eng	016304-01-0	LAKE MICHIGAN COR	09/08/2026	7,550.50	7,550.50	27236	10/06/2026	926	07065330
Total 1983:					7,550.50	7,550.50				
2024	Comcast Bus	282989703	ROUTER EQUIPMENT	09/15/2026	10,630.96	10,630.96	27228	10/06/2026	926	01065301
Total 2024:					10,630.96	10,630.96				
2035	ILCMA	7312	ILCMA JOB POSTING A	09/28/2026	50.00	50.00	27259	10/06/2026	926	01105300
Total 2035:					50.00	50.00				
2091	Lenny's Gas	6714	FLEET- AUGUST 2026	09/11/2026	88.00	88.00	27254	10/06/2026	926	01075400
Total 2091:					88.00	88.00				
2142	Engineering	98204	2025 WATER AUDIT	09/17/2026	1,568.75	1,568.75	27249	10/06/2026	926	07065331
Total 2142:					1,568.75	1,568.75				
2165	TEST Inc and	90126192 Re	OPERATOR SERVICES	09/01/2026	500.00	500.00	27304	10/06/2026	926	07085300
Total 2165:					500.00	500.00				
2171	Paul Martino	Clothing Allo	FY 27 CLOTHING REIM	09/10/2026	77.30	77.30	27284	10/06/2026	926	07065344
Total 2171:					77.30	77.30				
2174	Sustainable	9242026	MENTZER SERVICES 0	09/24/2026	1,696.25	1,696.25	27303	10/06/2026	926	01165300
Total 2174:					1,696.25	1,696.25				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
2186	4AllPromos	NNO	2026 NNO ITEMS	09/23/2026	2,194.65	2,194.65	27211	10/06/2026	926	01108001
Total 2186:					2,194.65	2,194.65				
2206	ComEd 0144	Septemeber	ELEC. GATEWAY SIGN	09/18/2026	45.91	45.91	27229	10/06/2026	926	01105350
Total 2206:					45.91	45.91				
2252	William Bills	Clothing Allo	FY 27 CLOTHING REIM	09/16/2026	205.57	205.57	27312	10/06/2026	926	01034107
		Clothing Allo	FY 27 CLOTHING REIM	09/18/2026	307.41	307.41	27312	10/06/2026	926	01034107
Total 2252:					512.98	512.98				
2262	Daniel Ritter	IML 2026	RITTER REIMBURSEM	09/18/2026	551.83	551.83	27237	10/06/2026	926	01165324
Total 2262:					551.83	551.83				
2277	M.J. Electric	2515307050	WELL HOUSE SCADA	09/21/2026	17,655.63	17,655.63	27268	10/06/2026	926	07065301
Total 2277:					17,655.63	17,655.63				
2281	ComEd 3437	September 2	STREET LIGHTS AT W	09/18/2026	82.97	82.97	27230	10/06/2026	926	01035351
Total 2281:					82.97	82.97				
2282	ComEd 4391	September 2	STREET LIGHTS ON E	09/18/2026	60.26	60.26	27231	10/06/2026	926	01035351
Total 2282:					60.26	60.26				
2283	ComEd 8530	September 2	STREET LIGHTS AT OA	09/18/2026	115.27	115.27	27233	10/06/2026	926	01035351
Total 2283:					115.27	115.27				
2293	Administrativ	2055	GRANTS CONSULTAN	09/01/2026	3,750.00	3,750.00	27213	10/06/2026	926	01105300
Total 2293:					3,750.00	3,750.00				
2294	ComEd 5129	September 2	VALVE STATION ELEC	09/22/2026	50.11	50.11	27232	10/06/2026	926	07065350
Total 2294:					50.11	50.11				
2325	2026 50/50 S	801 Sullivan	50/50 COST SHARE-SI	09/09/2026	4,275.00	4,275.00	27285	10/06/2026	926	13007640
Total 2325:					4,275.00	4,275.00				
2327	Chuck Bretz	Debra Benne	CHUCK BRETZ-FORFE	09/16/2026	3,580.00	3,580.00	27224	10/06/2026	926	99005402
Total 2327:					3,580.00	3,580.00				
2329	Steven Ellis	Clothing Allo	FY 27 CLOTHING REIM	09/17/2026	130.91	130.91	27301	10/06/2026	926	01034107
		Clothing Allo	FY 27 CLOTHING REIM	09/19/2026	301.14	301.14	27301	10/06/2026	926	01034107
Total 2329:					432.05	432.05				
Grand Totals:					1,312,926.07	1,312,926.07				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account

Report Criteria:
Detail report type printed
[Report].Check Issue Date = 09/25/2026,10/06/2026

City Council Memo

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR Director
Department:	Administration / Human Resources
Agenda Item:	Authorize a Health Insurance Opt-Out Incentive Program

Summary: At the August 24th and September 28th Work Sessions, staff presented a recommendation for including a provision in the Employee Handbook updates, related to a new Health Insurance Opt-Out Incentive Program.

Such as program encourages employees to consider not being on the City's insurance plan by offering a limited cash incentive to opt out on an annual basis. This benefit is shared between the employer and the employee, because even with a stipend for waiving insurance, an opt-out program saves City present and future insurance costs.

The inclusion of the language within the Handbook does not require the City to provide this benefit, and therefore staff, at the direction of City Council on September 28, 2026, has prepared a separate resolution authorizing the City Administrator to create and use a policy for implementation of an Opt-Out Incentive Program.

The details of the proposed program are provided as attached exhibits and directly align with statements and examples provided to City Council and majority agreed upon, at the previous two Work Session meetings. As noted in the exhibits, this is an annual program and will be regularly reviewed, to determine whether the City would like to continue this benefit.

Recommended Action
Approve the authorization of the City Administrator to implement a Health Insurance Opt-Out Incentive Program

Budget Impact

Although the City does not know how many employees will ultimately elect a waiver of health insurance, we anticipate between 1 and 5 employees considering a waiver. Even with the annual payment of a stipend (bi-weekly increments) to the employee, the City will save the difference in health insurance premium that would otherwise have to be paid for an employee electing City insurance.

Attachments

- Resolution
- Exhibit A – Proposed Insurance Opt-Out Program
- Exhibit A2 – Waiver Form
- Administrative Opt-Out Policy

RESOLUTION NO. _

A RESOLUTION APPROVING THE INCLUSION OF A HEALTH INSURANCE OPT OUT INCENTIVE PROGRAM IN THE CREST HILL EMPLOYEE HANDBOOK AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE PROGRAM

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, safety, and welfare of its citizens; and

WHEREAS, pursuant to 65 ILCS 5/3.1-50-5, the City Council is authorized to determine the compensation of all city employees; and

WHEREAS, the City Council has discussed the establishment of a voluntary Health Insurance Opt-Out Incentive Program for eligible employees during its September 28, 2026, work session and has reviewed the proposed terms and conditions attached hereto as exhibits; and

WHEREAS, the City Council finds that authorizing the City Administrator to establish and administer the program in accordance with the approved terms will provide an additional employee benefit option while supporting the City's employee benefits program; and

WHEREAS, upon approval of this Resolution, the Health Insurance Opt-Out Incentive Program policy provision shall be incorporated into the City's Employee Handbook, with future amendments made as necessary through the City's established handbook review and update process and review and approval by City Council; and

WHEREAS, for the 2027 insurance year, the program will provide eligible employees with a bi-weekly incentive payment based upon one of three approved participation levels, contingent upon completion of all required documentation and continued compliance with program requirements; and

WHEREAS, the City Council intends to review the Health Insurance Opt-Out Incentive Program as part of future budget discussions and reserves the right to modify, continue, or discontinue the program as determined to be in the best interests of the City.

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 the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference thereto and made a part hereof.

SECTION 2: EXHIBIT A APPROVED. The City Council hereby finds and declares that Health Insurance Opt-Out Incentive Program (Exhibit A) should be and is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the City Administrator to implement the program per the terms of the Employee Handbook and aforementioned Exhibit.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision 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 5TH DAY OF OCTOBER, 2026.

	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	_____	_____	_____	_____

_____
Christine Vershay-Hall, City Clerk

APPROVED THIS 5TH DAY OF OCTOBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

EXHIBIT A

Health Insurance Opt Out Benefit January 1, 2027 - December 31, 2027		
Type of Insurance Plan	*Opt-Out Incentive Paid to Employee**	*Payment Frequency*
Employee +Family	**$ 3,500**	Bi-Weekly (26)
Employee+1/Children	**$ 3,000**	Bi-Weekly (26)
Employee Only	**$ 2,500**	Bi-Weekly (26)
*Requires annual form approval & proof of alternative insurance		

2027 Health and Vision Insurance Waiver

Employee Name:_____Department :_____

I certify that I have read, understand and agree to comply with the Waiver Incentive Program provisions as outlined in the Employee Handbook: Section 7.12 Insurance Opt-Out Incentive. I agree to reimburse the City a pro-rated amount of the waiver incentive payment that I received for the Plan Year 2027, effective with the date of re-enrollment in a City health plan or separation date of employment, and hereby authorize the City to make the appropriate payroll deduction.

I further certify that:

- ❑ I have health insurance coverage through another health insurance carrier, and waive my right to coverage under the City of Crest Hill's group health insurance plan, January 1, 2027 through December 31, 2027. I understand that if I waive my right to health insurance coverage through the City of Crest Hill, I can only re-enroll in the City's plans during the open enrollment period or if my eligibility or coverage in my current health insurance plan ceases.

By signing this document and providing the relevant insurance information as requested below, I will receive a payment for the waiver of health insurance for the plan year January 1, 2027 – December 31, 2027, based upon the level of eligible insurance waived, that will be spread over my bi-weekly paychecks.

_____ _____
Employee's Signature Date

_____ _____
Human Resources Director Date

_____ _____
City Administrator Date

****

Please complete the following for your current health insurance coverage.

Insurance Carrier Name: _____Policy No: _____

Insurance Carrier Address: _____

_____

Name of Insured: _____Effective Date: _____

Employer Name Where Insured Has Coverage: _____

Person who can verify coverage: _____ Phone Number: _____

ATTACH A COPY OF YOUR HEALTH INSURANCE CARD OR LETTER VERIFYING COVERAGE, IF APPLICABLE, TO THIS FORM AND RETURN TO THE HUMAN RESOURCES OFFICE.

City of Crest Hill Health Insurance Opt-Out Incentive Policy

Section 1. Purpose and Scope

The City of Crest Hill (the "City") establishes this Health Insurance Opt-Out Incentive Policy (the "Policy") to provide an annual incentive payment to eligible employees who decline the City's health insurance plan and obtain health insurance coverage through alternative means. This Policy applies to all regular non-union full-time employees meeting the eligibility requirements in Section II, and can apply under the same terms to unions if negotiated or agreed to via a memorandum of understanding.

This Policy becomes effective on January 1, 2027, and remains in effect until amended or rescinded by the City Council. This Policy does not create an employment contract or modify any employee's at-will employment status.

Section II. Eligibility

A. **General Requirements.** To qualify for the health insurance opt-out incentive (the "Incentive"), an employee must satisfy all of the following conditions:

1. **Full-Time Status.** The employee must be classified as a regular full-time employee working at least 30 hours per week and be eligible to participate in the City's health insurance plan.

2. **Alternative Coverage.** The employee must maintain and provide proof of alternative health insurance coverage that meets the Affordable Care Act minimum essential coverage requirements, 42 U.S.C. § 18001 et seq., including:

    a. Coverage through a spouse's or domestic partner's employer-sponsored plan;

    b. Coverage through a parent's plan (for eligible dependents under age 26); or

    c. Coverage through Medicare.

NOTE: Coverage purchased through the individual marketplace does not qualify as acceptable alternative health insurance coverage.

B. **Annual Certification.** The employee must complete and submit the Health Insurance Opt-Out Incentive Certification Form (the "Certification Form") annually during the City's open enrollment period or within 30 days of initial eligibility.

C. **Waiver of City Coverage.** The employee must formally waive participation in the City's health insurance plan for the plan year by completing all required waiver documentation.

D. **Overpayment Agreement.** The employee must execute a written agreement approved by the City Attorney authorizing the City to recoup overpayments as provided in Section 6.

E. **Excluded Employees.** The following employees are not eligible for the Incentive:

1. Part-time, temporary, seasonal, or contract employees;

2. Employees who are not eligible to participate in the City's health insurance plan;

3. Employees enrolled in any tier of the City's health insurance plan; and

4. Employees who decline coverage but fail to provide proof of alternative coverage.

Section III. Incentive Amount and Payment Terms

A. **Incentive Amount.** The annual Incentive is based upon eligible plan, according to Exhibit (gross before withholdings). The City Council reserves the right to adjust the Incentive amount at any time by resolution.

B. **Payment Terms.** The Incentive shall be paid to eligible employees according to the following terms:

1. **Pro-Rata Calculation.** The Incentive is calculated and paid on a pro-rata basis over the plan year.

2. **Payment Frequency.** The Incentive is paid in equal bi-weekly installments through the City's regular payroll system.

3. **First Payment.** The first Incentive payment is made in the first regular payroll period following the later of:

a. The plan year commencement; or

b. The effective date of the employee's waiver of City health insurance coverage; or

c. Receipt and approval of the employee's completed Certification Form.

C. **Tax Treatment.** The Incentive constitutes taxable compensation subject to all applicable federal, state, and local income taxes, FICA taxes and other legally required withholdings. The Incentive amount shown in Paragraph A of this Section represents the gross payment before withholdings.

D. **Retirement and Benefits Impact.** The Incentive shall be treated as regular compensation for purposes of calculating contributions to the Illinois Municipal Retirement Fund (IMRF)

and any other applicable retirement systems. The Incentive is included in the calculation of an employee's overtime rate.

Section IV. Application and Certification Procedures

A. **Initial Application.** An employee must submit a completed Certification Form to the Human Resources Department during the annual open enrollment period or within 30 days of becoming eligible for City health insurance coverage.

B. **Required Documentation.** The Certification Form must include proof of alternative coverage, such as:

1. A copy of the health insurance card showing the employee's name, the insurer's name, and the policy or group number;

2. A letter or certificate of coverage from the alternative health insurance carrier confirming the employee's active coverage and the coverage period;

3. A copy of the summary of benefits or policy documents; or

4. Other documentation reasonably requested by the Human Resources Department to verify coverage.

C. **Review and Approval.** The Human Resources Department shall review each Certification Form and may request additional information or documentation to verify eligibility. Within 15 business days of receiving all required documentation, the Department shall notify the employee in writing of approval or denial.

D. **Annual Recertification.** Employees must recertify eligibility annually during the City's open enrollment period by submitting:

1. A new Certification Form for the upcoming plan year; and

2. Updated proof of alternative coverage demonstrating continuous coverage for the upcoming plan year.

E. **Mid-Year Coverage Loss.** If alternative coverage terminates mid-year, the employee must notify the Human Resources Department within 10 business days and may be eligible for special enrollment in the City's plan as permitted by law.

Section 5. Termination of Incentive Payments

A. **Automatic Termination Events.** Incentive payments automatically terminate upon the occurrence of any of the following events:

1. Loss or lapse of alternative coverage that meets minimum essential coverage requirements;

2. Enrollment in the City's health insurance plan at any time during the plan year;

3. Change in employment status rendering the employee no longer a regular full-time employee or ineligible for the City's health insurance plan;

4. Separation from City employment for any reason, including resignation, retirement, termination, layoff, or death; or

5. Failure to complete the annual recertification process as required by Section IV, Paragraph D.

B. **Effective Date of Termination.** Incentive payments cease as of the last day of the pay period in which the termination event occurs, except that upon separation from employment, the Incentive is prorated through the employee's last day of work.

C. **Employee Notice Obligation.** Employees must notify the Human Resources Department in writing within 10 business days of any event that affects the employee's eligibility for the Incentive, including loss of alternative coverage, change in employment status, or intent to enroll in the City's health insurance plan.

D. **No Refund for Voluntary Termination.** If an employee voluntarily terminates participation in the Incentive and enrolls in the City's health insurance plan during a special enrollment period or the next open enrollment period, the employee is not required to refund previously received Incentive payments, provided the employee was eligible when payments were received.

Section 6. Repayment Obligations

A. **Overpayment.** If the City determines an employee received Incentive payments for which the employee was ineligible, the employee must repay the full overpayment amount.

B. **Circumstances Requiring Repayment.** Circumstances requiring repayment include, but are not limited to:

1. The employee provided false or misleading information regarding alternative coverage.

2. Alternative coverage terminated and the employee failed to timely notify the Human Resources Department.

3. The employee was enrolled in the City's plan during the period for which Incentive payments were received.

4. Administrative error resulted in payment to an ineligible employee.

C. **Notice and Demand.** Upon discovering an overpayment, the Human Resources Department shall provide written notice specifying the amount owed, the reason for repayment, and the deadline for repayment, which shall be no less than 30 days from the notice date.

D. **Repayment Methods.** Repayment may be made by:

1. Lump sum payment by check or money order payable to the City of Crest Hill;

2. Payroll deduction in installments agreed upon by the employee and the Human Resources Department, provided the employee remains employed by the City; or

3. Offset against the employee's final wages upon separation from employment to the extent permitted by Illinois law.

E. **Collection.** The City reserves the right to pursue all collection remedies permitted by law to recover amounts owed.

Section 7. Administration

A. **Administrative Authority.** The Human Resources Department administers this Policy and has the authority to:

1. Develop and maintain forms, procedures, and guidelines necessary to implement this Policy;

2. Determine employee eligibility for the Incentive;

3. Verify alternative health insurance coverage;

4. Process applications and certifications; and

5. Calculate and process Incentive payments and overpayment repayments.

B. **Interpretation.** The Human Resources Director, in consultation with the City Administrator, has the authority to interpret this Policy and resolve ambiguities. Such interpretations are final and binding.

C. **Record Retention.** The Human Resources Department shall maintain all Certification Forms, proof of coverage documentation, and Incentive payment records in accordance with the City's records retention policy and applicable law.

D. **Confidentiality.** All information provided by employees under this Policy, including health insurance coverage information, shall be maintained as confidential and disclosed only as necessary to administer this Policy or as required by law.

Section 8. Miscellaneous Provisions

A. **No Guarantee of Coverage.** The City makes no representations or warranties regarding the adequacy, quality, or suitability of any alternative health insurance coverage. Each employee is solely responsible for evaluating and selecting appropriate health insurance coverage for the employee and the employee's dependents.

B. **Affordable Care Act Compliance.** Employees participating in this Incentive are solely responsible for ensuring their alternative health insurance coverage complies with the Affordable Care Act's individual mandate and minimum essential coverage requirements.

C. **Amendment and Termination.** The City Council reserves the right to amend, modify, suspend, or terminate this Policy at any time, with or without notice, by resolution or ordinance. Amendment or termination of this Policy does not affect Incentive payments already made for periods during which the employee was eligible.

D. **Collective Bargaining.** If any provision of this Policy conflicts with the terms of a collective bargaining agreement between the City and a recognized labor union, the collective bargaining agreement controls for employees covered by that agreement.