



City Council Work Session

Crest Hill, IL

September 14, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

MAYOR

CLERK

TREASURER

CITY ADMINISTRATOR

- [1.](#) Elected Officials Compensation Discussion
- [2.](#) Employee Attendance at Conferences

ECONOMIC DEVELOPMENT DEPARTMENT

ENGINEERING DEPARTMENT

- [1.](#) Crest Hill Commons Playground and Turf Discussion
- [2.](#) 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 a Cost of \$135,655.00.
- [3.](#) 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 a Cost of \$329,987.00.
- [4.](#) A Resolution Approving a Professional Service Agreement for Design Services for the Greengold Watermain Replacement and Roadway Rehabilitation Improvement by and between the City of Crest Hill, Will County, Illinois and Christopher B. Burke Engineering, Ltd for a cost of \$159,925.00.
- [5.](#) A Resolution Approving Amendment No 1 to the July 6, 2026 for a 2027 Financial Plan for Water and Sewer Utility Update by and between the City of Crest Hill, Will County, Illinois and Burns & McDonnell.

POLICE DEPARTMENT

PUBLIC WORKS DEPARTMENT

1. Approval of the Purchase of the Renewal of Wonderware Support Software in the Amount of \$24,390.00 from Concentric Integration
2. Approval of 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

FINANCE DEPARTMENT

PUBLIC COMMENT(Limit 3 minutes per person)

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.

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.



Memo – Administration Report**Crest Hill, IL**

Meeting Date:	September 14, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Elected Officials Compensation Discussion

Summary: Following the August discussion, on Monday night staff will explain the attached worksheet and options for City Council’s discussion. It is staff’s hope that the number of options through discussion is reduced, as the City Council narrows their desired future compensation, which will allow the City Attorney to prepare the necessary legal documents for a vote.

Note, the City Attorney is still researching two (2) items:

- The ability to delay vs staggering the implementation
- The ability to have automatic increases, such as CPI or 2% annual max.

Attorney Stiff may have additional information to share on these items during Monday’s meeting.

Option #1	Option #2	Option #3	Option #4	Option #5	Option #6		Option #6	Option #6	Option #7
Current	Mayor Proposal	City Administrator Proposal 1	Council Proposal 1	Council Proposal 2	Council Proposal 3		New Proposal	New Proposal	City Administrator Proposal 2
\$200 per CC \$55 per WS \$55 per city council cmte mtg (\$6,340 Annually) Could miss without reduced \$4= CC mtg per fiscal year 2=CC 2=WS Missed Meeting Subtract: CC mtg = \$400 max WS mtg = \$110 max No annual increase or CPI	\$666.67* month Stipend (\$8,000 Annually) No annual increase or CPI *Monthly stipend covers all elected official mtgs & duties Implement 5/1/27 & 5/1/29	\$900* month Stipend (\$10,800 Annually) Missed meetings subtract: CC Mtg = \$250/mtg. WS Mtg = \$100/mtg. Cmte or Liasion = \$50/mtg. No annual increase or CPI *Monthly stipend covers all elected official mtgs & duties Implement 5/1/27 & 5/1/29	Delay increases to 5/1/29 Unclear what missed meetings would be reduced by after initial absence *Monthly stipend covers all elected official mtgs & duties Implementation: 5/1/27 & 5/1/29 OR Delayed to 5/1/29	\$1000 monthly stipend (\$12,000 Annually) Could miss without reduced \$: 1 = CC mtg per fiscal year 1 = WS mtg per fiscal year 1 = Cmte or Liasion mtg per FY Unclear what missed meetings would be reduced by after initial absence *Monthly stipend covers all elected official mtgs & duties	Increase in pay + CPI or 2% COLA		Mayor	Treasurer + City Clerk	Adjust City Council Annual Meeting Schedule From: City Council Work Session City Council Work Session Possible WS (5thM) To: City Council Work Session City Council If needed, WS If needed, Special Implement: 5/1/2029
						No increase in pay + CPI or 2% COLA	No increase in pay + CPI or 2% COLA		
						Or	Or		
						CPI would be based using '29 inflation rate	CPI would be based using '29 inflation rate		
						2% COLA (from 5/1/29): Base Pay x 1.02	2% COLA 5/1/29: Base Pay x 1.02		
						2029: \$ 21,802.50	2029: \$10,954.80/yr		
						2030: \$ 22,238.55	2030: \$11,173.90/yr		
						2031: \$ 22,683.32	2031: \$ 11,397.37/yr		
2032: \$ 23,136.99	2032: \$11,625.32/yr								
2033:\$ 23,599.73	2033:\$11,857.83/yr								
*Cents are rounded	*Cents are rounded								
Implementation: 5/1/2029	Implementation: 5/1/2029								
Cost: No change	Cost: \$	Cost: \$\$	Cost: No change until 5/1/2029	Cost: \$\$\$	Cost: \$\$\$\$		Cost: \$\$\$\$	Cost: \$\$\$\$	Cost: No change
		Comments: Based on internal & External Comps							Comments: Like getting 12 vacation days



Memo

Crest Hill, IL

Meeting Date: September 14, 2026

Submitter: Blaine Wing, City Administrator

Department: Administration

Agenda Item: Employee Attendance at Conferences

Summary: The annual budget includes appropriations for employee education, training, professional conferences, seminars, and association meetings. It is my recommendation that the approval of the annual budget by the City Council shall constitute authorization for employees to attend conferences and training programs that:

- Relate directly to the employee's assigned duties
- Are within the department's adopted budget
- Comply with the City's Travel Expense Ordinance and Personnel Policies
- Receive advance approval from the Department Head and City Administrator, following budget approval.

Individual City Council approval would not be required for employee attendance at conferences or training events when expenditure remains within the adopted budget and established travel limits. However, any request that exceeds the approved departmental budget or exceeds reimbursement limits established by ordinance or requires a budget amendment shall be submitted to the City Council for approval.

In my experience working with Illinois local governments, the most common approach is:

1. Include training/conference funds in each departmental budget.
2. Council approves the budget annually.
3. Department Heads and the Administrator/City Manager approve specific attendance.
4. Only out-of-budget requests or unusual expenditures go back to the Council.

This is generally consistent with the intent of the Illinois Local Government Travel Expense Control Act while avoiding unnecessary Council agenda items.

Attachment:

List of common annual conference by department

Below are some of the conferences and training courses that the various departments and positions annually plan to attend. While not the complete list, this shows the most common conferences.

Police:

1. National Association of School Resource Officer Conference (NASRO)-Mentioned in contract with schools (Multi Day Conference)
2. Illinois School Resource Officers Association (ILSROA)-Mentioned in contract with schools. (Multi Day Conference)
3. Northwestern University School of Police Staff & Command (Command level course)
4. Illinois Association of Chief's of Police-Budgeted yearly as per Chief's agreement
5. National Association of Chiefs of Police-Budgeted annually by Chief's agreement
6. Illinois Homicide Investigators Association Conference- Provides annual training required to become a lead homicide investigator (State requirement)
7. Illinois Tactical Officer Association Conference-Send our use of force and Joliet SOS team members
8. Law Enforcement Administrative Professional Conference (3-day conference)

Additional training provided to Firearms Instructors, Use of Force Instructor and trainers.

Economic Development:

Director:

1. State Planning Conference (APA-IL)
2. ILCMA Winter Conference or IML Conference
3. National Planning (APA) or ED (IEDC) Conference bi-annually

Planner:

1. State Planning Conference (APA-IL)

Building Official and Inspectors (3):

1. State or Midwest ICC Conference/Seminar

Director of Engineering:

Here are the conferences that I would typically attend during the next few years. Attendance at these conferences will provide professional engineering hours required for my PE license and seminars on new technology in the field.

1. WaterCon (AWWA)-April of each year-Held in Peoria
2. APWA Illinois Chapter Conference-November each year-Peoria
3. APWA Conference-August 22-25 2027-Phoenix Arizona. (Looking to Attend)

HR Director/Assistant City Administrator:

Conferences that I would potentially attend include the following. Currently, I do not hold a professional credential that requires maintenance; however, I would like to pursue the potential for a Human Resources or Credentialed Manager in the future when attendance is supportive.

1. Illinois City/County Management Association (ILCMA) Summer (June) or Winter (February) Conference
2.5 day (2 nights)
Within State of Illinois or jointly held with Wisconsin City Management Association, held just over state border
Cost typically \$250-275+hotel (~\$400); all food included.
Based upon Board role held with IAMMA, have been responsible in past for planning, coordinating, and hosting conference events.
2. Illinois Association of Municipal Management Assistants (IAMMA)
1 day, in state conference (0 overnight)
Held in State of Illinois – metro area
Cost typically \$75-100; all food included.
Based upon Board role held with IAMMA, have been responsible in past for planning, coordinating, and hosting conference.
3. International City Management Association (ICMA)
4-5 days, out of state – upcoming in Philadelphia 2027
Cost typically \$800 registration; Hotel varies, flight airfare. Est. cost ~ 3,000 total
As President of IAMMA, Ashley serves on the ICMA Conference Planning Committee for the upcoming year. The Association pays for the President's involvement in the

Committee and sponsors the attendance at the conference. No cost for Ashley's participation would be incurred for either the conference planning trip (3-days Jan 2027) or attendance (Fall 2027)

4. Future Conference: IPELRA

In pursuit of a credential and to further learning for Human Resources training, I would like to plan to attend in 2027 or 2028 if possible.

City Administrator:

Per employment agreement, the City agreed to budget and pay for travel and subsistence expenses for professional development and official travel, meetings, and occasions to adequately foster the continued professional development... including but not limited to the ICMA Annual Conference, the ILCMA annual conferences, the Illinois Municipal League Convention, and such other national, regional, state, and local governmental groups and committees... Attendance at such conferences shall be by City Council approval.



Agenda Memo

Crest Hill, IL

Meeting Date:	September 14 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Crest Hill Commons Playground and Turf Discussion

Summary: Peter Hall from the Lockport Township Park District (LTPD) will provide Council a couple proposed playground layouts along with examples of the stabilized playground surface that are being recommended by staff and the LTPD to be constructed in the new Crest Hill Commons.

Staff Recommendation

- Move forward with Option B-Little Tikes-“World of Eric Carlie” and have the LTPD purchase the playground equipment based on the color scheme approved for installation in the Spring of 2027 through SourceWell (Smart Co-op Purchasing) where the purchase of the equipment is split 50/50 per the existing IGA between the LTPD and City (Resolution 1250).
- Have the LTPD work with the SourceWell (Smart Co-op Purchasing) for quotes for the purchase of materials and the installation of a turf grass surface based on the color scheme approved and for the City to pay its share of the turf material and installation at a 50/50 cost share per the existing IGA between the LTPD and City (Resolution 1250).

Recommended Council Action: Provide direction to staff on how to proceed.

Financial Impact:

Funding Source: Capital Fund

Budgeted Amount: \$2,000,000.00 (Construction)

Cost: TBD (Construction)

Attachments:

Workshop Presentation.pptx

Crest Hill Commons

Playground Layouts Presentation

Crest Hill Commons

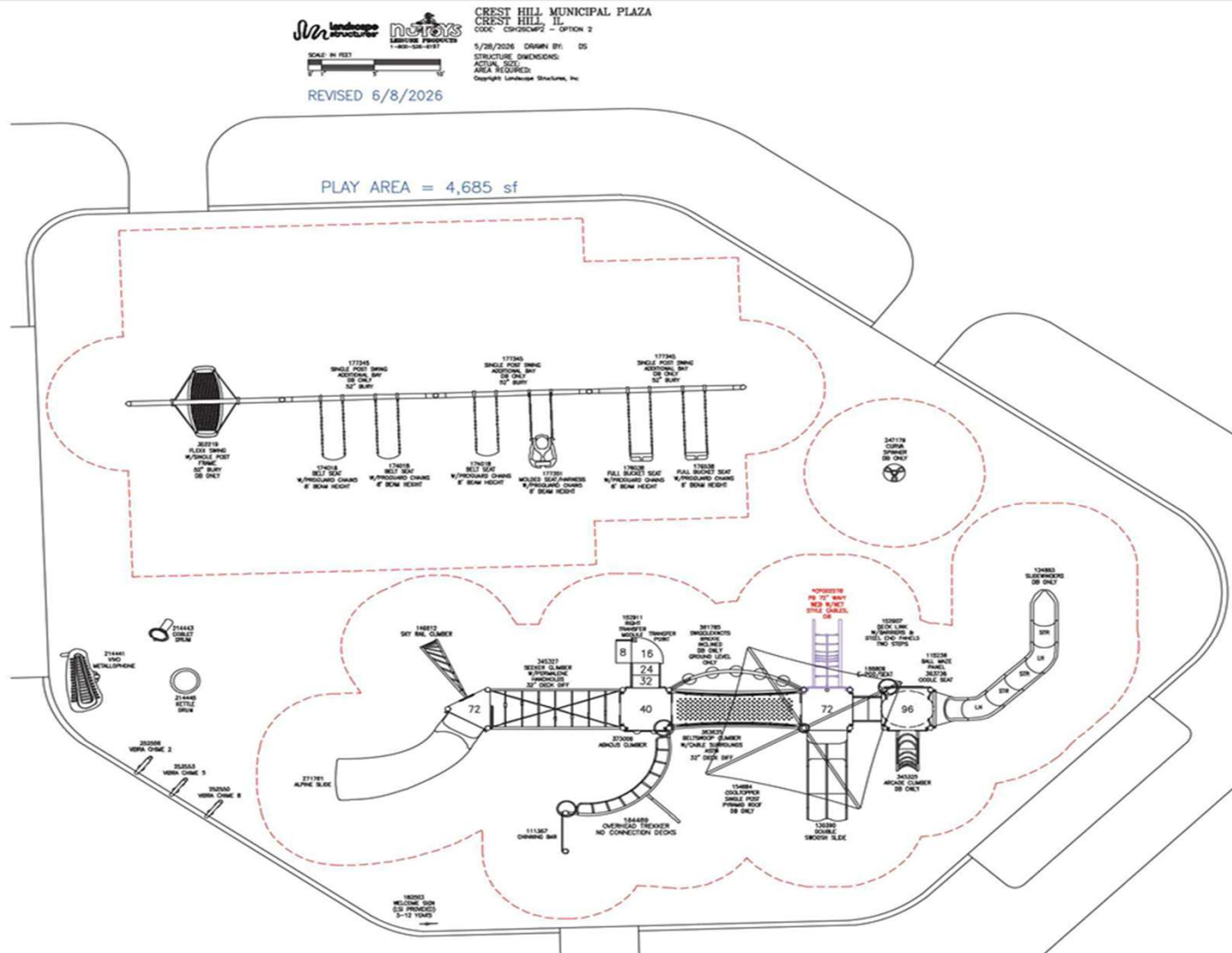
NuToys







Library



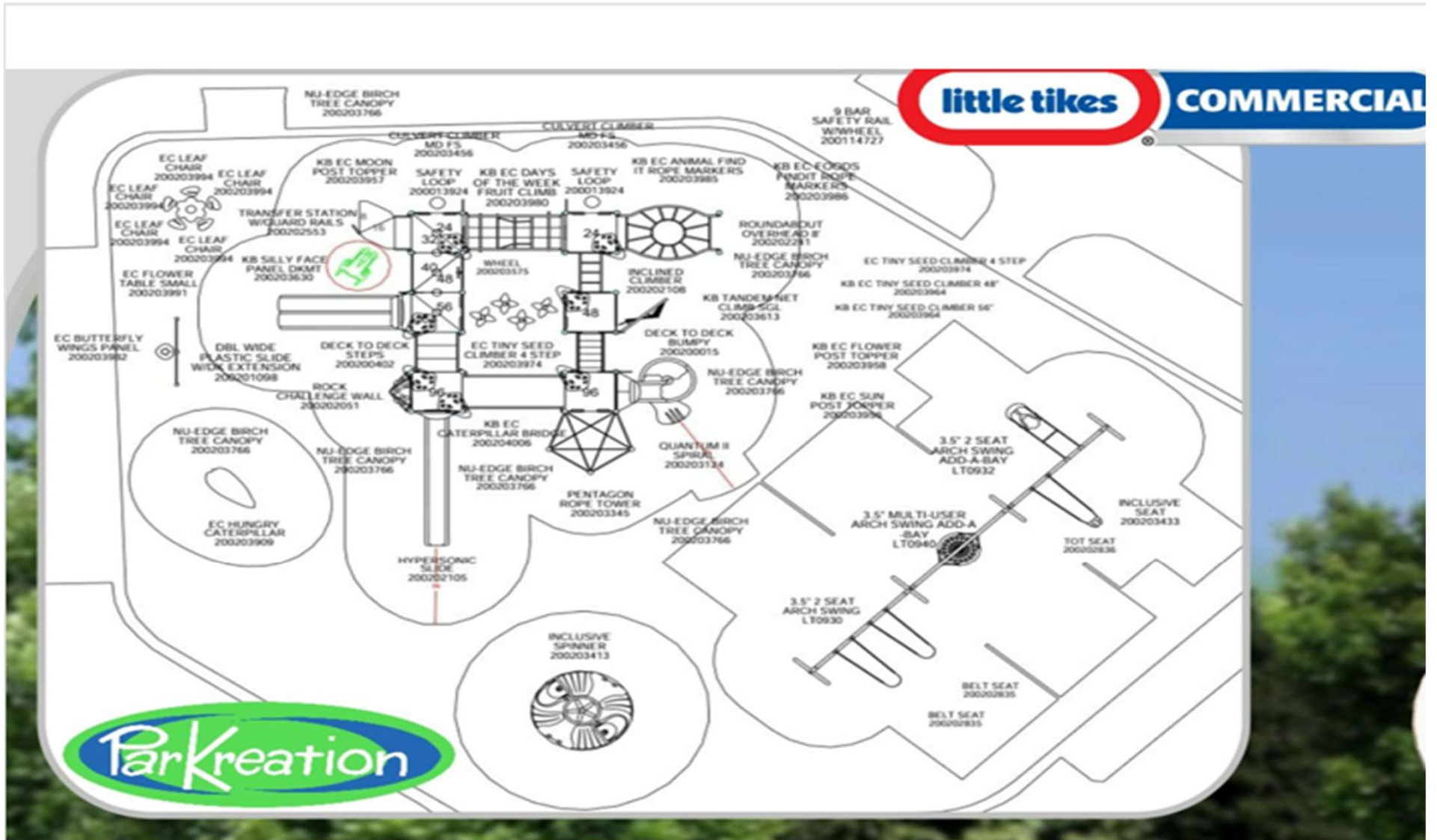
There's a New Perspective on PlayBooster® Play Components!

Crest Hill Commons

Little Tikes

World of Carle





World of Eric Carle | LTC













Multiple Color-Options

For Turf

Multiple Colors-Options

Curves-Not Recommended



Straight Lines-Possible



Multiple Colors-Options

Simple Two-Color Suggestion



Straight Lines-Possible-Increased Cost



Staff and Park District Recommendation

- Little Tikes-World of Eric Carle
 - Color-Green
 - Solid Grass Turf

Questions and Discussion



Agenda Memo

Crest Hill, IL

Meeting Date:	September 14, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	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 a cost of \$135,655.00.

Summary: Engineering is presenting a proposal for consideration by council to approve an agreement for design services by V3 Companies to prepare bid documents and plans for the replacement of the existing water main and roadway rehabilitation for Burry Circle Dr. from Theodore to Marlboro Lane.

Burry Circle Dr. location has been included on the list of the 10 locations identified to be replaced in order to maintain water losses less than 10% which is a requirement of the IEPA to receive the Lake Michigan Water Supply.

Burry Circle Dr. based on the 2026 pavement condition report has a very poor rating.

The section of Burry Circle Dr from Theodore to Burry Ct. had a recent water main break. Last winter's break affected a large section of Ward 1. This is a critical main that provides water pressure for all of the residents of the first ward.

The project schedule anticipates the improvement to be ready for bidding by Spring 2027 with construction anticipated in the summer of 2027, if funds are available.

Attached is an agreement from V3 Companies to provide professional design services for this improvement. These services will include the following:

- Full topographic survey.
- Data collection and review.
- Collection of pavement cores and preparation of a geotechnical report.

- CCDD soil disposal evaluation.
- Utility coordination.
- Preparing and receiving approval of required permits for the project (IEPA, county and state).
- Preparation of water main and roadway rehabilitation plans and specifications.
- Prepare bid documents.
- Prepare estimate engineering construction cost estimates.
- Quality assurance/quality control and constructability reviews
- Project administration and management.
- Perform field inspections and attend project meeting.
- Provide support during the bidding process.

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

Recommended Council Action: 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 a cost of \$135,655.00.

Financial Impact:

Funding Source: Water Fund

Budgeted Amount: \$375,000.00

Cost: \$135,655.00

Attachments:

RESOLUTION-Burry Circle Dr. WM and Roadway Rehab

Exhibit A-Burry Circle Dr.-WM-Roadway Rehab-V3 Design.pdf

Survey Request Burry Circle Dr.

3-year Capital Plan (2026-2028)

RESOLUTION NO. _____

**A RESOLUTION APPROVING A PROFESSIONAL SERVICE AGREEMENT FOR
DESIGN SERVICES FOR THE BURRY CIRCLE DR. WATER MAIN 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**

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, V3 Companies. (the "COMPANY"), is an entity that is in the business of providing design engineering services, including Preparation of Final Plans and Bid Documents, geotechnical investigations, and all collateral work (the "Services"); and

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

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

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

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

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

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

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of this Agreement (Exhibit A) in the amount of \$135,655.00 are

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

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

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

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

[Intentionally Blank]

PASSED THIS 21ST DAY SPETEMBER, 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 21ST DAY OF SEPTEMBER, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A



August 24, 2026

Mr. Ron Wiederman, P.E.
City Engineer
City of Crest Hill
2090 Oakland Ave
Crest Hill, Illinois 60403

RE: Proposal for Professional Services
Design Services for Watermain Replacement • Burry Circle Drive

Dear Mr. Wiedeman,

On behalf of V3 Companies, we are pleased to submit this agreement for watermain replacement on Burry Circle Drive from Theodore Street to Marlboro Lane. If you find this proposal to be acceptable, the executed copies of this letter, which set forth the contractual elements of this agreement, will constitute an agreement between City of Crest Hill and V3 Companies (V3) for services on this project.

PROJECT UNDERSTANDING

It is our understanding that the City of Crest Hill is requesting the preparation of construction documents for watermain replacement along Burry Circle Drive from Theodore Street to Marlboro Lane. V3 also understands that this project may be broken up into separate contract documents to fit the City’s needs.

Upon contract approval, V3 will proceed with design services and initiate the Illinois Environmental Protection Agency (IEPA) permitting process to support the project’s anticipated schedule. The detailed scope of work is attached, along with the proposed fee schedule, which delineates the services included under this contract.

COMPENSATION

SERVICE	FEE
Construction Documents and Specifications	\$135,655 (Not to Exceed)
Total Project Cost	\$135,655 (Not to Exceed)

TASK	Project Director	Road Project Manager	Design Eng II	Technician	Survey Manager	Survey Crew Chief	Project Man I	Project Sci I	TOTAL HOURS	LUMP SUM COST	TOTAL FEE
FINAL ENGINEERING											
Survey full topo		2		30	8	60			100		16,499
Final Engineering Plans/ Specs/ Cost		25	500	30					555		92,300
IEPA permitting		8	8						16	1200	4,476
CCDD review and Soil Boring review		1					16	45	62	5000	12,364
QA/QC	4	6							10		2,658
Meetings		2	2						4		819
Data Collection and Utility Coordination		10	15						25		4,900
Bid Support		4	4						8		1,638
Hours	4	58	529	60	8	60	16	45	780	Total	\$135,655
Rate	\$292	\$249	\$161	\$188	\$215	\$144	\$181	\$94			
Fee	\$1,166	\$14,419	\$85,127	\$11,250	\$1,723	\$8,654	\$2,897	\$4,219	\$129,455		

Mr. Ron Wiedeman, P.E.
City of Crest Hill
August 24, 2026

We appreciate the opportunity to present this proposal and look forward to working with the City of Crest Hill on this project.

Sincerely,

V3 COMPANIES, LTD.



Kurt Corrigan, P.E.

Vice President of Municipal Services

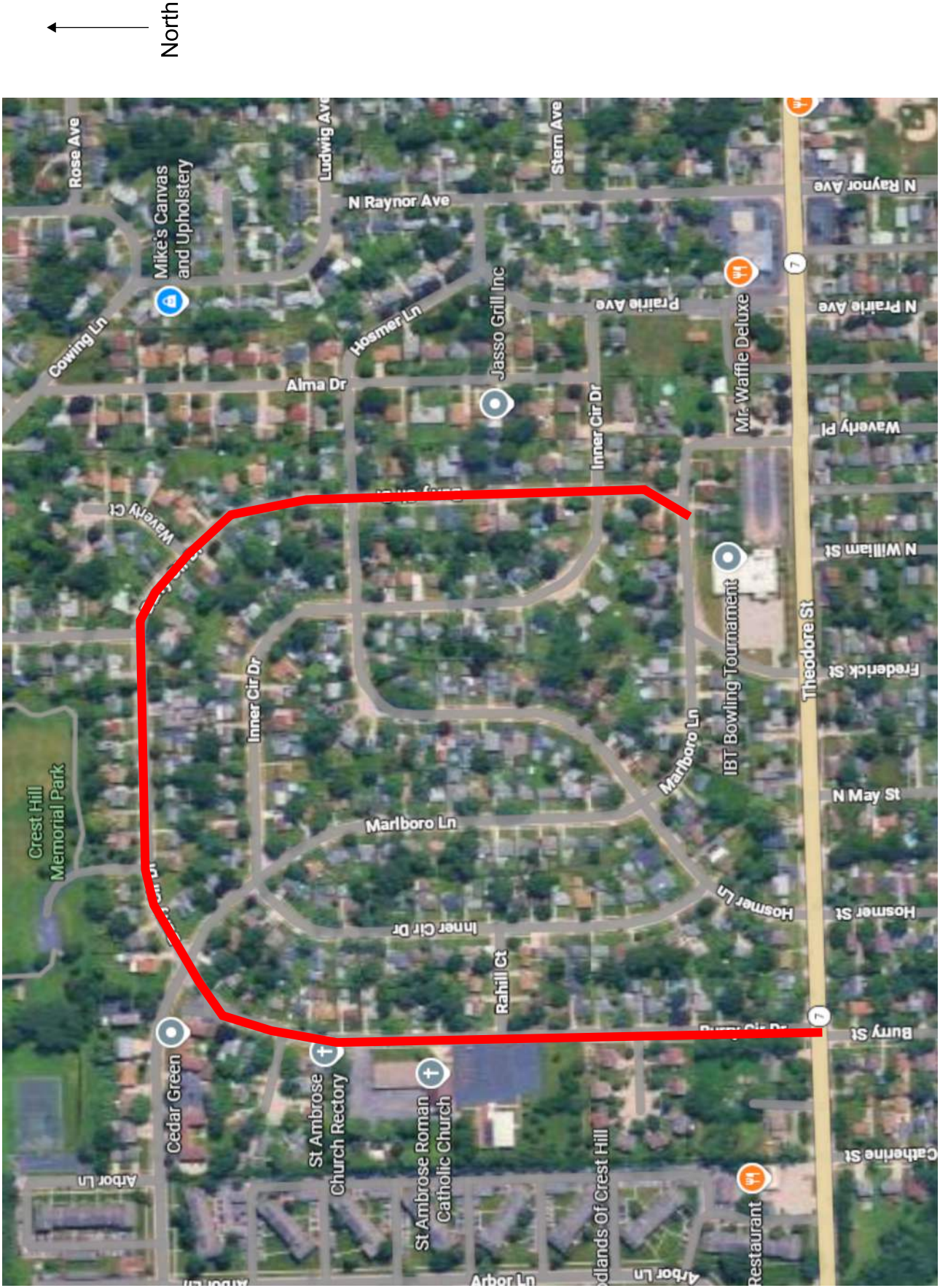
Accepted For:

CITY OF CREST HILL

By: _____

Title: _____

Date: _____



Burry Circle Drive Watermain Replacement Limits Map



SCOPE OF SERVICES – PHASE II ENGINEERING

The following is the scope of services necessary to deliver plans, specifications, and construction estimates to the City of Crest Hill for the Burry Circle Drive watermain replacement project. Phase II Engineering will meet the City's policies, procedures, and guidelines.

FULL TOPOGRAPHIC SURVEY

V3 will perform full topographic survey to meet the City's requirements.

DATA COLLECTION & REVIEW

Items to be provided by the City include the following:

- As-built plans for previous watermain projects adjacent to this project;
- Utility maps for water, sewer, sanitary and private utilities.

FIELD VISITS

The design team will conduct up to two field visits (two V3 team members) to verify and evaluate existing field conditions, including pavement, curb and sidewalk conditions. V3 will also meet with City staff to identify existing water valves to identify how to isolate water service and watermain connections.

CCDD SOIL DISPOSAL EVALUATION

Proposed construction and excavation is not yet defined, but it is assumed that the proposed improvements will generate excess soil, requiring offsite disposal. Therefore, V3 will conduct CCDD Soil Disposal Evaluations in accordance with IL Title 35 Part 1150 Subtitle J: Clean Construction or Demolition Debris to pre-certify project soils for disposal at a CCDD facility. Based on an initial environmental screening of the Source Site, it is assumed the project will be classified as a Potentially Impacted Property (PIP) based on adjacent historic land use. Consequently, project soils will require an Uncontaminated Soil Certification by Licensed Professional Engineer or Licensed Professional Geologist (LPC-663).

Include a note stating that \$X in direct costs has been included for performing soil testing?

UTILITY COORDINATION

Throughout plan development V3 will provide utility coordination. The following is included under this task:

- Submit for a JULIE design request.
- Prepare letters and exhibits as needed to initiate coordination with utility companies within the project corridor.



- Submit plans to the private utility companies at the preliminary level of completion in order to coordinate any required utility adjustments/relocations. Additional plan submittals at pre-final and final levels of completion will be made as needed for additional coordination of adjustments/relocations.
- Review and identify potential utility conflicts according to the preferred alternative.

PERMITTING WITH IEPA WATERMAIN AND NOI PERMIT

V3 will submit and acquire permits from the IEPA and IDNR. Permit information will be included in the contract bid documents. It is our intent to have the permits secured prior to bidding, therefore this coordination effort will begin as the 30% plans are developed. Associated permit fees will be paid by the City of Crest Hill. We will also fast track the watermain permit with the IEPA. There is a service fee for fast tracking which we have included as a direct cost.

PLANS, SPECIFICATIONS & ESTIMATES

Construction plans and specifications for the proposed improvements will be prepared in accordance to City of Crest Hill and IDOT standards and guidelines at 30% (watermain layout review), 60% (preliminary), 90% (pre-final) and 100% (final) stages. The plans will consist of the following sheets:

- Cover sheet
- Index of sheets/general notes
- Summary of quantities
- Typical sections
- Alignment, ties and benchmarks
- Maintenance of traffic plans and notes as needed
- Erosion and sediment control plans and notes
- Existing condition plans
- Removal plans
- Roadway plan and profile (if needed)
- Watermain plan and profile
- City details
- IDOT details/Construction Details

V3 will prepare quantity computations and engineer's opinion of probable construction costs at the 60%, 90% and 100% stages of the project. The computed quantities will serve as the basis for the Summary of Quantities sheet and the engineer's opinion of probable construction costs.

Specifications and special provisions will be prepared at the 90% and 100% stages of the project. Where a project item contains work, material, unique sequence of operations or any other requirements that are not included in the Standard Specifications for Road and Bridge Construction, Supplemental Specifications and Recurring Special Provisions or BDE Special Provisions, a project specific Special Provision will be written.



Plans, specifications and estimates will be submitted to the City of Crest Hill for review. All documents will be revised based on comments received from reviewing agencies. A disposition of comments will be prepared with each resubmittal.

Make an assumption on how many construction packages we may have to break the total project scope into?

CONSTRUCTABILITY REVIEWS

Internal constructability reviews will be conducted between the 60% and the 90% submittals. If needed, the project team will meet with City after the constructability review to present their findings and discuss alternative construction methods or construction staging options and cost savings alternatives.

QUALITY ASSURANCE/QUALITY CONTROL

V3 will perform in-house quality control reviews to ensure that plans, specifications, cost estimates, reports and other computations or assumptions, that form the basis for any deliverable, are correct and meet the standards and guidelines for the element or system. These quality control reviews will occur prior to submittal of any deliverable to City. The Project Manager will be responsible for the oversight of the QA/QC procedures and quality control reviews of the documents submitted for the project.

MEETINGS

V3 will attend meetings as required throughout the duration of the project. Anticipated meetings could include, but are not be limited to:

- Watermain Layout Review meeting (1)
- Phase II Progress Meeting with City (1)

BID SUPPORT

During the bidding phase, V3 will:

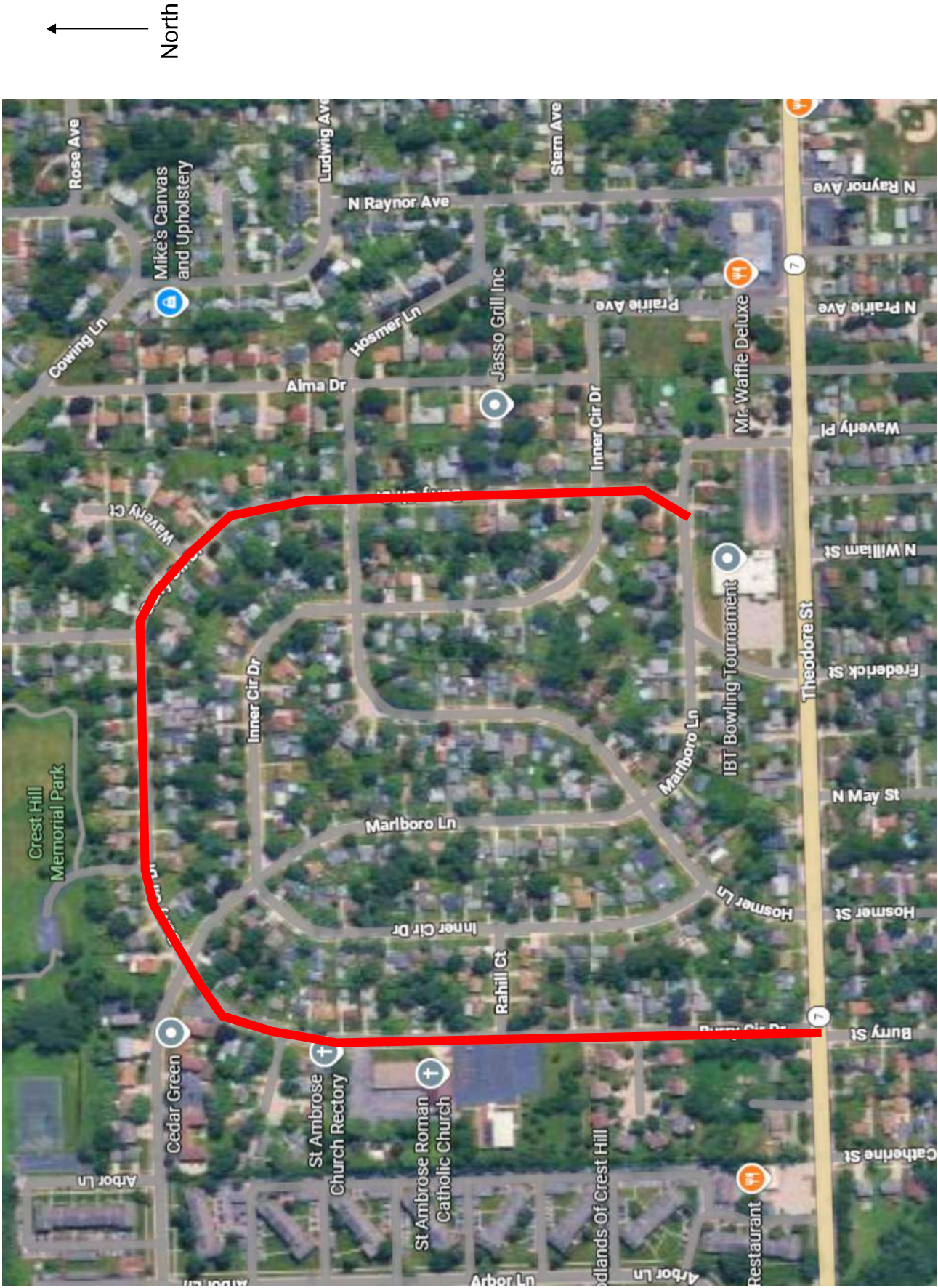
- Attend the Pre-Bid Meeting (up to two V3 representatives), if necessary.
- Provide responses to bidder questions and answer RFI's that arise during the bidding phase.
- Issue any addendums to prospective bidders as required to interpret or clarify the Bid Documents.

Review the bid proposals and prepare a recommendation of award letter to the City of



Schedule for Burry Circle Drive Watermain Replacement

Task	2026				2027			
	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April
Notice To Proceed from City								
Data Collection & Review								
Topographic Survey								
Concept Design Review								
Preliminary Design								
IDOT Utility Permit Submittal								
Utility Coordination								
Pre-Final PS&E Construction Documents								
Final PS&E Construction Documents								
IEPA Submittal								
City Bidding Target April 2027								



Burry Circle Drive Watermain Replacement Limits Map



Agenda Memo

Crest Hill, IL

Meeting Date:	September 14, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	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 a cost of \$329,987.00.

Summary: Engineering is presenting a proposal for consideration by council to approve an agreement for preliminary engineering services by Christopher B. Burke Engineering, Ltd. to prepare a preliminary intersection design study for the Weber Rd and Division St Intersection.

The City has been awarded funding through Chicago Metropolitan Agency for Planning (CMAP) through the Will County Governmental League (WCGL). The current award is for phase 2 (Design) in FY 2031. This phase 2 cannot begin until after the Phase 1 study is completed, which typically takes 3-4 years for completion. Also, per current funding rules, local funds are to be used to finance the Phase 1 study.

This work was included in the City's 2027 budget and is anticipated to be paid out of the City's MFT allotment.

As the project moves forward, additional funding will be provided for the Phase 3 (Construction) work in future years of the STP program.

Due to the overall cost of the preliminary work the phase 1 is being proposed to Council to be completed in two parts.

Part A work will evaluate existing and future operational, safety, and multimodal needs at the intersection, confirm the improvement needs associated with anticipated traffic growth from nearby planned developments, and develop the technical basis for advancing the preferred intersection improvement concept.

Part B will build upon the work completed in the first phase and is anticipated to finalize the remaining federal phase 1 documentation, preliminary design, environmental coordination and clearances, agency coordination and public involvement.

Part A is anticipated to take 15 months to complete once given the notice to proceed.

Attached is an agreement from Christopher B. Burke Engineering, Ltd to provide preliminary engineering services for part A study and the work will consist of the following.

- Data Collection;
- Topographic Survey;
- Traffic studies;
- Utility identification and coordination;
- Project coordination;
- Weland delineation;
- Preliminary environmental screening;
- Prepare Intersection design alternatives;
- Preliminary design;
- Collection of supporting project documentation.

Recommended Council Action: 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 a cost of \$329,987.00.

Financial Impact:

Funding Source: MFT

Budgeted Amount: \$330,000.00

Cost: \$329,987.00

Attachments:

Resolution-IDOT BLR 09110

BLE-05530-Divison-Weber_CBBEL_Signed-Contact

Exhibit A-Crest Hill Division at Weber PH 1 Part A.082426

12-26-0015 Division St 2026 STP-L Award Letter

EXH 1_Division Concept-2025-11-21



Resolution for Improvement
Under the Illinois Highway Code

Item 3.

Is this project a bondable capital improvement?

☐ Yes ☒ No

Resolution Type

Original

Resolution Number

Section Number

26-00062-00-CH

BE IT RESOLVED, by the Council of the City

Governing Body Type

Local Public Agency Type

of Crest Hill

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Division St	0.15		at Weber Rd	

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Intersection improvements including widening and reconstruction/resurfacing.

2. That there is hereby appropriated the sum of Three Hundred and Twenty Nine Thousand, Nine Hundred and Eighty Seven

Dollars (\$329,987.00) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Christine Vershay-Hall

Name of Clerk

City

Local Public Agency Type

Clerk in and for said City

Local Public Agency Type

of Crest Hill

Name of Local Public Agency

in the State aforesaid, and keeper of the records and files thereof, as provided by

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council

Governing Body Type

of Crest Hill

Name of Local Public Agency

at a meeting held on September 21, 2026

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 21 day of September, 2026

Day

Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation



E-mail

E-mail Without Instructions

Print With Instructions

Reset Form

Using Federal Funds? ☐ Yes ☒ No

Agreement For

MFT/TBP - PE

Agreement Type

Original

Using State Funds (Non-MFT/TBP)? ☐ Yes ☒ No

LOCAL PUBLIC AGENCY

Local Public Agency

Crest Hill

County

Will

Section Number

26-00062-00-CH

Job Number

Project Number

Contact Name

Ron Wiedeman, PE

Phone Number

(815) 741-5122

Email

rwiedeman@cityofcresthill.com

SECTION PROVISIONS

Local Street/Road Name

Division Street

Key Route

0291

Length

0.15 mi

Structure Number

Location Termini

at Weber Road

Add Location

Remove Location

Project Description

Intersection improvements including widening and reconstruction/resurfacing.

Engineering Funding

☒ MFT/TBP ☐ State ☒ Other

Local

Anticipated Construction Funding ☐ Federal

☒ MFT/TBP ☐ State ☒ Other

Local

AGREEMENT FOR

☒ Phase I - Preliminary Engineering ☐ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name

Christopher B. Burke Engineering

Contact Name

Bryan Welch, PE

Phone Number

(815) 770-2850

Email

bwelch@cbbel.com

Address

16221 W. 159th Street, Suite 201

City

Lockport

State

IL

Zip Code

60441

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

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

Regional Engineer

Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT 1: Scope of Services
- ☒ EXHIBIT 2: Project Schedule
- ☒ EXHIBIT 3: Qualification Based Selection (QBS) Checklist
- ☒ EXHIBIT 4: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- ☐ EXHIBIT ____ : Direct Costs Summary Sheet
- ☐ _____
- ☐ _____
- ☐ _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT 1 for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit 1 (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit 1 (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit 3).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER.

shall be due and payable to the ENGINEER.

Item 3.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Percent

☐ Lump Sum

☐ Specific Rate

☒ Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted. Item 3.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
- (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. By execution of this AGREEMENT the LPA and ENGINEER certify compliance with the Drug Free Workplace (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;

- (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER and LPA agree to meet the PROJECT SCHEDULE outlined in EXHIBIT 2. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
 - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Christopher B. Burke Engineering	36-3468939	\$329,987.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
+		
-		
Subconsultant Total		
Prime Consultant Total		\$329,987.00
Total for all work		\$329,987.00

AGREEMENT SIGNATURES

Item 3.

Executed by the LPA:

Attest: The

Local Public Agency Type
City

 of

Local Public Agency
Crest Hill

By (Signature & Date)

--

By (Signature & Date)

--

Local Public Agency

Crest Hill

Local Public Agency Type

City

Clerk

Title

Mayor

(SEAL)

Executed by the ENGINEER:

Attest:

Prime Consultant (Firm) Name
Christopher B. Burke Engineering

By (Signature & Date)

Sherry Sporina Digitally signed by Sherry Sporina Date: 2026.08.31 08:18:16 -05'00'

Title

Vice President

By (Signature & Date)

Michael Kerr Digitally signed by Michael Kerr Date: 2026.08.31 08:18:35 -05'00'

Title

President

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

--

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number	Item 3.
Crest Hill	Christopher B. Burke Engineering	Will	26-00062-00-CH	

EXHIBIT 1

SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See attached.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number	Item 3.
Crest Hill	Christopher B. Burke Engineering	Will	26-00062-00-CH	

**EXHIBIT 2
PROJECT SCHEDULE**

Notice to Proceed: October 2026
Scope Completion: January 2028

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number	Item 3.
Crest Hill	Christopher B. Burke Engineering	Will	26-00062-00-CH	

Exhibit 3
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit 3. If the value meets or will exceed the small dollar threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The small dollar threshold is adjusted annually and can be found in IDOT Circular Letters. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☐ Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes									
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	☐	☐									
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	☐	☐									
3	Was the scope of services for this project clearly defined?	☐	☐									
4	Was public notice given for this project?	☐	☐									
5	Do the written QBS policies and procedures cover conflicts of interest?	☐	☐									
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	☐	☐									
7	Do the written QBS policies and procedures discuss the methods of evaluation?	☐	☐									
<table border="1"> <tr> <td></td> <td>Project Criteria</td> <td>Weighting</td> </tr> <tr> <td>+</td> <td></td> <td></td> </tr> <tr> <td>-</td> <td></td> <td></td> </tr> </table>			Project Criteria	Weighting	+			-				
	Project Criteria	Weighting										
+												
-												
8	Do the written QBS policies and procedures discuss the method of selection?	☐	☐									
Selection committee (titles) for this project												
Top three consultants ranked for this project in order												
1												
2												
3												
9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	☐	☐									
10	Were negotiations for this project performed in accordance with federal requirements.	☐	☐									
11	Were acceptable costs for this project verified?	☐	☐									
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	☐	☐									
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	☐	☐									
14	QBS according to State requirements used?	☒	☐									
15	Existing relationship used in lieu of QBS process?	☐	☒									
16	LPA is a home rule community (Exempt from QBS).	☒	☐									

Instructions for BLR 05530 - Page 1 of 3

Form instructions are not to be submitted with the form

Item 3.

This form shall be used for a Local Public Agency (LPA) to enter into an agreement with an Engineering firm in connection with a project funded with Federal, State, and/or Motor Fuel Tax (MFT) funds. Based on the selection of type of engineering agreement and funding type, the form will change. For more information refer to the Bureau of Local Roads and Streets Manual (BLRS) Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual.

This form can also be used for structure inspections.

When filing out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Using Federal Funds? The user must select yes or no. Based on the selection, a drop-down menu will appear. The language of the form changes based on the selection.
Selecting yes indicates federal funds will be used to fund all or a portion of the engineering for this phase of this project.
Selecting no indicates no federal funds will be used to fund any engineering for this phase of the project.

Using State Funds (Non-MFT/TBP) If no is selected for using Federal Funds, this choice will appear. Select yes or no based on the use of State Funds for engineering. Select no if agreement is for MFT or TBP funds.

Agreement For If yes was selected for using Federal Funds, select Federal PE or Federal CE from the drop-down. If no was selected, then answer the question Using State Funds (Non-MFT/TBP). If yes is selected, then select State Funded CE, State Funded PE or State Funded PE/CE from the drop-down. If no was selected for using State Funds (Non-MFT/TBP), then select MFT/TBP PE, MFT/TBP CE or MFT/TBP PE-CE from the drop down.

Agreement Type From the drop down, select the type of agreement, types to choose from are: Original or Supplemental
Number If the agreement is for a supplemental, insert the number of the supplemental using number 1 for the first supplemental, and increase the numbering as the supplementals increase.

Local Public Agency

Local Public Agency Insert the name of the LPA. This field value is used to populate the LPA name in the Agreement Signatures and the Exhibit pages.

County Insert the name of the county in which the LPA is located.

Section Number Insert the section number applied to this project without dashes, dashes are automatically inserted.

Job Number Insert the job number assigned for the project, if applicable.

Project Number Insert the project number assigned for this project, if applicable.

Contact Name Insert the name of the LPA contact for this project.

Phone Number Insert the phone for the LPA contact listed to the left without dashes.

Email Insert the email for the LPA contact listed to the left.

Section Provisions

Location Use the add location button to add additional locations, if needed, for up to a total of three locations. If there are more than three locations, use various.

Local Street/Road Name Insert the local street/road name.

Key Route Insert the key route of the street/road listed to the left, if applicable.

Length Insert the length in miles as it pertains to the location listed to the left. For a structure insert 0.01.

Structure Number Insert the existing structure number(s) for this project.

Location Termini Insert the beginning and ending termini as it pertains to this location for this project.

Add Location Use this button to add an additional location.

Remove Location Use this button to remove a location added in error. Please note that at least one location is required.

Project Description Insert a description of the work to be accomplished by this project.

Engineering Funding Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other." The form will change based on the box(es) checked.

Anticipated Construction Funding Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other."

Instructions for BLR 05530 - Page 2 of 3

Agreement For	Select the check box for the type of engineering the agreement is for. Phase I for Preliminary Engineering, Phase II for Design Engineering, Phase III for Construction Engineering. When Federal Funds are used, Phase I and Phase II can be selected when the agreement is for Federal PE. When Federal CE is selected, only Phase III can be selected. For MFT, the Phases can be selected based on the original selection at the top of the form for the agreement type.
Consultant	
Primary Consultant (Firm) Name	Insert the name of the primary consultant firm that will be executing this agreement. This field value is used to populate the consultant name in the Agreement Summary, Agreement Signatures and the Exhibit pages.
Contact Name	Insert the name of the contact for the firm listed to the left.
Phone Number	Insert the phone number for the contact listed to the left, without dashes.
Email	Insert the email of the contact listed to the left.
Address	Insert the address of the firm listed to the left.
City	Insert the city of the firm listed to the left.
State	Insert the state of the firm listed to the left.
Zip Code	Insert the zip code of the firm listed to the left.
Agreement Exhibits	Check all that apply, for boxes checked that do not have a description, insert the name of the exhibit.
Exhibit 1	Insert the scope of services covered by this agreement/ project. This exhibit is required.
Exhibit 2	Insert the project schedule that applies to this agreement/ project. This exhibit is required.
Exhibit 3	Qualification Based Selection (QBS) Checklist process must be followed when the value of engineering will meet and/or exceed the threshold in 50 ILCS 510. If the process does not apply, check the form not applicable checkbox on the top of the exhibit page. If the process applies and using federal funds, complete items 1 through 13. If the process applies and using state funds, complete items 14 through 16.
Exhibit 4	Cost Plus Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514). If the method of compensation was checked (under LPA Agrees item 4) as Cost Plus Fixed Fee (Anniversary Raise or Fixed Raise) in the agreement, then this exhibit is required and the correct BLR form: BLR 05514 for Fixed Raise or BLR 05513 for Anniversary Raise. This is also required to be completed if the method of compensation is Lump Sum.
Exhibit	Use the remaining boxes and lines to add additional exhibits as needed. When Direct Costs is selected for an exhibit, the direct costs worksheet will show as part of the form. Use the add button to add an additional Direct Costs sheet for additional consultants named in the agreement. Direct Costs are only allowed for items listed on the direct cost sheet. The user will need to complete the worksheet if selected.
LPA Agrees	
Method of Compensation	Select the method of compensation for this agreement by checking the applicable box. If Percent is checked (this is only available when agreement is for MFT funds.), insert in the box the applicable percentage. If Lump Sum is checked, complete the box after lump sum showing the lump sum compensation amount. For agreements funded with federal funds the lump sum shall be determined by using the Cost Plus Fixed Fee formula. If Specific Rate is checked, insert the specific rate in the box. The specific rate cannot exceed \$150,000. For a federal project this is limited to testing services only. If Cost Plus Fixed Fee is checked, select the type of raise the agreement will use: Anniversary or Fixed. If this method is selected, BLR 05513 or BLR 05514 must be included in the exhibits.

Agreement Summary

Prime Consultant (Firm) Name	Field populated from the Prime Consultant (Firm) Name entered on the first pages of the agreement.
TIN/FEIN/SS	Insert the Prime Consultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount.
Subconsultant(s)	As applicable, insert the name of each subconsultant engaged in this agreement/ project.
TIN/FEIN/SS	Insert the Subconsultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount for the subconsultant listed to the left.
Add Subconsultant	If additional lines are needed for additional subconsultants, insert lines as needed and complete the required information.
Subconsultant Total	This field is automatically completed, it is the sum of all the agreement amounts for all subconsultants listed.
Prime Total	This field is automatically completed, it is the amount of the prime consultant fee as listed above.
Total for All	This field is automatically completed, it is the sum of the subconsultant and the prime total.

Agreement Signatures

Executed by LPA

Local Public Agency Type	From the drop down, select the type of LPA. Types to choose from are: City, County, Town, or Village.
Local Public Agency	Field populated from the Local Public Agency entered on the first pages of the agreement.
By	The LPA clerk will sign here.
By	The LPA official authorized to sign this agreement will sign and date here.
Seal of LPA	The LPA will seal the document here.
Title	Insert the title of the LPA official who signed above.

Executed by the Engineer

Prime Consultant (Firm) Name	Field populated from the Prime Consultant (Firm) Name entered on first pages of the agreement.
By	The person(s) authorized to sign this agreement from the engineering firm will sign and date here.
Title	Insert the title of the person signing above.

For Agreement using MFT/TBP funds only:

Regional Engineer	Upon approval the Regional Engineer will sign and date here.
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When submitting the form via USPS mail, submit a minimum of four (4) signed originals with applicable attachments to the Regional Engineer's District office. The form may be submitted electronically with electronic signatures with applicable exhibits.

Following IDOT's approval distribution will be as follows:

Local Public Agency Clerk
 Engineer (Municipal, Consultant or County)
 Bureau of Local Roads and Streets



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

August 24, 2026

City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403

Attention: Ron Wiedeman, PE – City Engineer

Subject: Professional Engineering Services Proposal
Preliminary Engineering – Part A
Weber Road at Division Street
Crest Hill, Illinois

Dear Mr. Wiedeman:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional preliminary engineering services for the Weber Road at Division Street intersection improvements in the City of Crest Hill. Included in this proposal are our Understanding of the Assignment, Scope of Work and Estimated Fee.

UNDERSTANDING OF THE ASSIGNMENT

CBBEL will perform Part A Preliminary Engineering on behalf of the City of Crest Hill for improvements to the intersection of Weber Road and Division Street. Part A will evaluate existing and future operational, safety, and multimodal needs at the intersection, confirm the improvement needs associated with anticipated traffic growth from nearby planned developments, and develop the technical basis for advancing a preferred intersection improvement concept into subsequent Phase I work.

Under existing conditions, the intersection is signalized with Division Street consisting of one through lane in each direction with an exclusive left-turn lane at the intersection. Division Street is classified as a minor arterial roadway and is under the jurisdiction of the City of Crest Hill. Weber Road consists of two through lanes in each direction, with left-turn lanes provided at the intersection, and serves as a higher-volume regional corridor through the project area. Weber Road is a Will County highway under the jurisdiction of the Will County Division of Transportation and is designated as a Strategic Regional Arterial.

The City anticipates development surrounding the intersection. Traffic projections will be developed for the 2050 design year and evaluated for potential adjustments based on available development traffic impact studies and planned future land use reflected in approved City zoning maps. The Phase I study will identify the improvements needed at the intersection to accommodate anticipated growth in the immediate project area to the extent practical.

Numerous utilities are located along Weber Road and Division Street, including facilities located outside the existing right-of-way within separate utility easements. Two known pipeline facilities are located within the project area, including one with above-ground infrastructure in the northeast quadrant of the intersection. Coordination will occur with the utility owners and operators to confirm their facilities and identify requirements to avoid impacts or relocation. Title reports will be obtained for parcels around the intersection to identify existing utility easements.

A full range of intersection alternatives will be developed to identify the improvements needed to support long-term operations, safety, and multimodal accommodation. Although the City intends to initially implement improvements along Division Street, IDOT's federal Phase I process will require evaluation of the full Weber Road and Division Street intersection. The study will identify a phased implementation strategy, with Division Street improvements advanced as the initial construction contract and Weber Road improvements identified for future implementation by or in coordination with Will County Division of Transportation when the corridor is advanced toward a six-lane section.

Based on City funding availability, Phase I will be performed in two parts. This proposal will complete Part A of the Phase I Study, which will consist of data collection, topographic survey, traffic studies, utility identification and coordination, project coordination, wetland delineation and related environmental screening, intersection alternative design, preliminary design, and supporting project documentation. Part B will build upon the work completed under Part A and is anticipated to complete remaining federal Phase I documentation, preliminary design, environmental coordination and clearances, agency coordination and public involvement necessary to support completion of the Phase I Study.

SCHEDULE

This proposal assumes that Part A Preliminary Engineering will begin in October 2026 and will be completed over an anticipated fifteen (15) month duration. The schedule will include data collection, survey, traffic and safety studies, environmental screening, utility coordination, alternative development, preliminary design, project coordination, and preparation of supporting project documentation.

SCOPE OF WORK

1. Data Collection & Analysis

CBBEL will collect and evaluate all necessary data for completion of preliminary engineering. This data will include at least the following base information:

- A. Collect and compile all GIS information and maintain a project database for use throughout the entire project.
- B. Prepare aerial mosaics of the project limits to be used for exhibits and presentations.
- C. Collect and log (via spreadsheet) Record Plans and other available data from the City and Will County,:
 - Record roadway plans, permit, and development plans.
 - Traffic signal plans and signal timing information.
 - Available traffic data and pavement condition.
 - Available survey data and control data.
 - Available City mapping data.

- Existing and proposed land use and zoning maps.
- Public and private utility plans and atlases.
- USGS maps and Flood Insurance Rate Maps.
- Available flooding records and drainage complaints as available.
- Emergency response routes.

D. Field Visits for project data collection and inspection. (2 site visits)

2. **Topographic Survey**

A. CBBEL will perform a full topographic survey of the project area as noted below (ROW to ROW with 20-foot to 30-foot overlap) for use in preliminary engineering:

1. Division Street – 3,390 feet
2. Weber Road – 3,980 feet

Total Lineal Feet = 7,370 feet (1.40 miles)

B. The survey scope includes the following survey tasks:

1. Horizontal Control: Utilizing state plane coordinates, CBBEL will tie into NGS Monumentation control utilizing state of the art GPS equipment. Horizontal Datum will correlate with established/existing NGS control monuments (NAD '83, Illinois East Zone 1201).
2. Vertical Control: CBBEL will establish site benchmarks for construction purposes, tied to the NAVD '88 Vertical Datum. This will be based on GPS observed NGS Control Monumentation (NAVD'88 vertical control datum) State-of-the-art Hard Level equipment will be used to establish benchmarks and assign a vertical datum on the horizontal control points.
3. Existing Right-of-Way: CBBEL will establish the existing right-of-way of the roadways within the project limits based on monumentation found in the field, plats of highways, subdivision plats and any other available information. Boundary/Land Acquisition survey, Plat of Highways, and/or Plat of Easement is not included.
4. Topographic Survey: CBBEL will field locate all pavements, driveways, bike paths, curbs and gutters, pavement markings, signs, manholes, utility vaults, drainage structures, utilities, driveway culverts, crossroad culverts, etc. within the project limits.
5. Cross Sections: CBBEL will survey cross sections along the project limits at 50' intervals, and at all other grade controlling features.
6. Utility Survey: All existing storm and sanitary sewer structures will be surveyed to determine rim and invert elevations and pipe sizes and materials. Construction (materials) and condition of structures will also be documented. Above-ground facilities of any additional underground utilities including water main, gas, electric, cable, etc. will also be determined based on available survey and atlas information.
7. CBBEL will field locate all trees of 6-inch caliper or greater within the survey limits (Tree Line only for heavily forested areas), and record tree size, location and elevation on survey.
8. Base Mapping: CBBEL will compile the above information into one base map drafted in accordance with the IDOT CADD Manual following IDOT's drafting

guidelines using the latest available Bentley OpenRoads Designer CE workspace that is representative of existing conditions for use in all preliminary and design engineering work in developing the detailed plan, profile and cross sections for the proposed improvement plan, and contract plans and bid documents. Contours will be provided at one-foot intervals.

- C. CBBEL will identify all parcels within the project limits where Pipelines exist, and will order Title Commitments. CBBEL will research said Title Reports to identify any Pipeline Easements that currently exist. These existing easements will be plotted in the ROW file. CBBEL will identify locations where Easements do not currently exist and will need to be created. It is assumed that 12 title reports will be ordered.

3. Traffic & Safety Studies

The Traffic and Safety Study will detail the impacts of the proposed developments on the Weber Road at Division Street intersection and adjacent roadway network. This work will include the following twenty-five (25) intersections:

1. Along Division Street (west to east) – Gaylord Road, Industrial Access, Advantage Avenue, Churnovic Lane, Enterprise Boulevard, proposed residential RIRO access, Crest Hill Business Park/gas station signalized access, proposed RIRO west Statesville access, proposed signalized Statesville access, proposed RIRO east Statesville access.
2. Along Weber Road (north to south) – Weber Crossings RIRO access, Randich Road, proposed RIRO for shopping center, existing RIRO gas station access, Division Street, proposed RIRO gas station access, proposed RIRO retail access, proposed signalized Crest Hill Business Park/Statesville access, proposed Statesville RIRO access, Crest Hill Drive, City Center Boulevard.
3. Within Crest Hill Business Park – Churnovic Ln & Lidice Parkway, Enterprise Boulevard & Lidice Parkway, Business Park internal road & Business Park/Statesville access, Business Park/Statesville access & Business Park/gas station access.

A. Data Collection

This task includes collecting 12-hr traffic counts at the intersections of Weber Road at Randich Road, Weber Road at Division Street, Weber Road at Patrick Drive, Weber Road at City Center Boulevard, and Weber Road at Caton Farm Road. Along Division Street, counts would be taken at Gaylord Road, Churnovic Lane, Enterprise Blvd, Zausa Drive, Gas 'N Wash Driveway, and Borio Drive. This data will be used to expand on the previously completed traffic analysis for the business park to include the recent development plans as shown in the attached exhibit. Following the existing analysis, peak hour volumes will be developed for the AM, midday, and PM peak periods. One site visit will be made to confirm speed limits, lane geometry, and existing roadside conditions.

B. Design Hourly Volume Development:

This task includes preparing the network existing, 2050 No-Build and 2050 Build design hourly volumes for the peak AM and PM periods. Development volumes will be incorporated utilizing the provided City land use plan (March 2025), Weber Crossings site plan (dated August 21, 2023), Mather Farms development (received June 2026), and the Statesville Correction Center redevelopment plan (dated May 17, 2024). The development volumes (site volumes) will then be assigned to the study area intersections to develop the 2050 Build volume distribution. CBBEL will

utilize the 2050 ADT volumes previously approved by CMAP for development of the 2050 No-Build and 2050 Build conditions.

C. Capacity and Warrant Analyses

This task includes performing capacity analyses for each of the study intersections for existing, 2050 No Build, and the 2050 Build scenario to assess performance and queuing. Various intersection configurations of the Weber Road at Division Street intersection will be performed to help identify the preferred intersection design to meet capacity needs. Red-Time and 95th Percentile queue tables will be developed for intersections as appropriate. CBBEL will perform traffic signal warrant analyses for proposed traffic signals under existing, 2050 No Build conditions and 2050 Build conditions. The traffic signal warrant analyses will include the five intersections of: Weber Road at Randich Road, Weber Road at Mather Farms/Statesville Development, Division Street at Zausa Drive, Division Street at Gas N' Wash/Mather Farms, and Division Street at Borio Drive.

D. Crash Analysis

CBBEL will obtain the latest five years of crash data from IDOT District One for the existing study area intersections along Weber Road and along Division Street. Significant crash patterns identified will be evaluated to determine crash countermeasure recommendations to mitigate specific crashes. The crash data will be summarized into a crash memorandum with summary table and crash location exhibits.

E. Traffic Operations Study

This task includes preparation the Traffic Operations Study for the proposed land use scenarios of the business park, Statesville property, and proposed Weber Crossings development. The study will include trip generation, directional distribution, volume exhibits, capacity analyses, analysis of proposed truck route, recommendations for Division Street and Weber Road intersection, and evaluation of auxiliary turn lane warrants. The appendix will contain: traffic counts, capacity analyses outputs, CMAP concurrence letter, and Village provided land development exhibits.

4. **Environmental Studies**

CBBEL will perform wetland delineations for the project study area. an environmental review of the project corridor and complete the required environmental surveys for completion of Preliminary Engineering in accordance with IDOT and FHWA requirements.

A. Environmental Survey Exhibits

1. Draft Environmental Survey Exhibits will be developed based on the final design to be utilized in Phase I Part B when an Environmental Survey Request will be submitted to IDOT.

B. Waters of the US/Wetland Delineation

1. An investigation of the project corridor will be completed to delineate the limits of waters of the US (WOUS)/wetlands present. The delineation will be completed based on the methodology established by the US Army Corps of Engineers (USACE). During the site visit, wildlife and plant community qualities will also be assessed. The limits of the wetland community will be field staked. We will locate the delineated WOUS/wetland boundaries using a submeter accuracy handheld GPS unit.

2. The results of the field reconnaissance will be summarized in a letter report. The wetlands' generalized quality ratings (based on the latest USACE guidance) will be included along with exhibits depicting the approximate wetland and project corridor boundaries, National Wetland Inventory, Soil Survey, floodplain, USGS topography, site photographs, and the USACE Routine On-Site Data Forms.
3. This task will also include completing a farmed wetland determination for agricultural portions of the project corridor.

5. Concept Alternative Design

The focus of this task is to develop and evaluate intersection improvement alternatives based on the traffic analysis completed for the study area. Alternative development will focus on the anticipated improvements along Division Street while also identifying potential improvements along Weber Road needed to support overall intersection operations. Additional evaluation will include pedestrian and bicycle accommodations, including connections to adjacent residential developments within the study limits.

Three intersection concept alternatives will be developed. The alternatives will be developed to compare traffic operations, geometric feasibility, anticipated right-of-way, and constructability. The preferred intersection alternative will be identified through this task for advancement into Preliminary Design as part of the new contract. Each alternative will provide left-turn access into the planned development in the southwest quadrant of the intersection and to the gas station in the northwest quadrant.

Three main alternatives will be developed for the intersection based on the traffic analysis. Design modifications will be made to minimize impacts. Impact and cost evaluation will be performed.

6. Engineering Design & Technical Memorandums

- A. Design Criteria Memorandum – A design criteria memo will be prepared that will guide the roadway design.
- B. Purpose & Need Memorandum – Following the completion of the various data collection, crash analysis, traffic analysis and other design studies, a brief purpose and need memo will be prepared.
- C. Alternatives Memorandum – An alternatives memorandum will be developed to document the various alternatives evaluated and the selection of the preferred intersection and corridor alternatives. Analysis performed under Task 5 will be utilized.
- D. Phased Construction Implementation Memorandum – A phased construction implementation memorandum will be developed to phase the project in two construction contracts. Costs will be provide for each phase.

7. Coordination

This task includes all coordination to successfully complete the project. This includes the following meetings over a 15 month duration:

- A. Project Team
 1. Bi-weekly project team meetings will be held throughout the project (15 meetings; half hour duration)
- B. City Status Meeting
 1. Monthly City Status meetings (12 meetings; 1/2 hour)

- 2. Design Workshops (2 meetings; 1 hours duration in-person)
- C. IDOT (1 meetings; 1 hour duration; virtual)
- D. Utility Owners (2 meetings; virtual)
- E. Agencies (2 meetings; virtual)
 - 1. Will County Division of Transportation (2 meetings; in-person)

F. Individual Stakeholder Meetings and Coordination

Individual stakeholder meetings will be held throughout to discuss the project. It is anticipated that two (2) in-person stakeholder meetings will be held. General coordination with stakeholders via email/phone is included in this task, as well as meeting attendance and a meeting summary. Potential stakeholders may include:

- 1. Commercial Property Owners
- 2. Homeowners Associations

8. Project Administration & Quality Assurance

- A. Overall project management for planning, organizing, and controlling resources, procedures, and protocols to successfully deliver the project.
- B. Contract Management & Progress Reports will be submitted on a monthly basis. VantagePoint contract management software will be utilized to assist in efficiently managing and tracking the project budget.
- C. A project schedule will be maintained throughout the project and updated on a quarterly basis.
- D. CBBEL will implement quality assurance and quality control procedures throughout completion of Part A Preliminary Engineering. Quality reviews will be performed for major deliverables, including technical studies, traffic and safety analyses, concept alternatives, preliminary design documents, exhibits, memoranda, and supporting project documentation. Reviews will be completed by qualified senior staff independent of the original preparation effort, as appropriate, to confirm that deliverables are complete, technically sound, internally consistent, and in conformance with applicable City, County, IDOT, and federal project development requirements.

ESTIMATE OF FEE

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

<u>Task</u>	<u>Fee</u>
Task 1 – Data Collection and Analysis	\$ 8,825
Task 2 – Topographic Survey & Utility Coord	\$ 97,634
Task 3 – Traffic and Safety Studies	\$ 111,226
Task 4 – Environmental Studies	\$ 9,766
Task 5 – Concept Alternative Design	\$ 44,506
Task 6 – Engineering Design & Technical Memorandums	\$ 24,399
Task 7 – Project Coordination	\$ 15,211
Task 8 – Project Administration and Quality Assurance	\$ 18,420
TOTAL NOT-TO-EXCEED FEE: \$ 329,987	

We will perform the services described herein for the compensation identified in this proposal and in accordance with the attached General Terms and Conditions, which are incorporated into and made a part of this Agreement. The proposed fee includes all labor, overhead, profit, and direct project expenses associated with the performance of the Scope of Services, including routine printing, reproduction, mailing, delivery, messenger services, and report preparation. The attached General Terms and Conditions are expressly incorporated into and form an integral part of this Agreement. Any services requested by the Village that are outside the agreed Scope of Services shall be considered Additional Services and compensated separately upon authorization by the Village in accordance with the terms of this Agreement.

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

Sincerely,



Michael E. Kerr, PE
President

Encl. Exhibit A1 – Work Hour Estimate
Exhibit D – Cost Estimate of Consultant Services
Crest Hill General Terms and Conditions

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

BY: _____
TITLE: _____
DATE: _____

**Division St at Weber Rd Intersection
Phase I Engineering Services -Part A
EXHIBIT A1 - Work Hour Estimate**

TASK	DESCRIPTION	TOTAL WORK HOURS	CONSULTANT	
			CBB	QC
1	DATA COLLECTION AND ANALYSIS			
a	Collect and Compile GIS Information and Maintain a Project Database	10	10	
b	Preparation of GIS based exhibits	10	10	
c	Compile, catalog, and review record plans and data	16	16	
d	Field Visits (2)	16	16	
	SUBTOTAL	52	52	-
2	TOPOGRAPHIC SURVEY & UTILITY COORDINATION			
a	Roadway Survey Limits (Topo & Wet Utilities)	358	358	
b	Julie Utility Coordination	40	40	
C	Utility Easement Research & Drafting	60	60	
	SUBTOTAL	458	458	-
3	TRAFFIC AND SAFETY STUDIES			
a	Data Collection	120	24	96
b	Design Hourly Volume Development	80	80	
c	Capacity and Warrant Analysis	240	240	
d	Crash Analysis	64	64	
e	Traffic Operations Study	188	188	
	SUBTOTAL	692	596	96
4	ENVIRONMENTAL STUDIES			
a	Environmental Survey Exhibits	8	8	
b	Waters of the US/Wetland Delineation	36	36	
	SUBTOTAL	44	44	-
5	CONCEPT ALTERNATIVE DESIGN			
a	Intersection Design Alternatives	180	180	
b	Comparative Cost & Impact Evaluation	88	88	
c	Bike and Pedestrian Concept Design	40	40	
	SUBTOTAL	308	308	-
6	ENGINEERING DESIGN & TECHNICAL MEMORANDUMS			

Division St at Weber Rd Intersection
Phase I Engineering Services -Part A
EXHIBIT A1 - Work Hour Estimate

TASK	DESCRIPTION	TOTAL WORK HOURS	CONSULTANT	
			CBB	QC
a	Design Criteria Memorandum	20	20	
b	Purpose & Need Memorandum	40	40	
c	Alternatives Memorandum	80	80	
d	Phased Construction Implementation Memorandum	27	27	
SUBTOTAL		167	167	-
7	PROJECT COORDINATION			
a	Project Team meetings (x12)	26	26	
b	City Status Meetings (monthly) and Design Workshops (x2)	28	28	
c	IDOT meetings (x1)	4	4	
d	Utility owner meetings (x2)	8	8	
e	Agency meetings (x2)	8	8	
f	Individual Stakeholder Meetings and Coordination (x2)	8	8	
SUBTOTAL		82	82	-
8	PROJECT ADMINISTRATION AND QUALITY ASSURANCE			
a	Implement QA/QC protocols throughout all deliverables	42	42	
b	Project Administration (3%)	48	48	
SUBTOTAL		90	90	-
TOTAL		1,893	1,797	96

Local Public Agency	County	Section Number
City of Crest Hill	Will	
Prime Consultant (Firm) Name	Prepared By	Date
Christopher B. Burke Engineering, Ltd.	Matt Huffman	8/21/2026
Consultant / Subconsultant Name	Job Number	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Phase I Engineering Services Part A - Division Street at Weber Road Intersection

PAYROLL ESCALATION TABLE

CONTRACT TERM	15	MONTHS	OVERHEAD RATE	165.95%
START DATE	10/1/2026		COMPLEXITY FACTOR	
RAISE DATE	1/1/2027		% OF RAISE	3.00%
END DATE	12/31/2027			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	10/1/2026	1/1/2027	3	20.00%
1	1/2/2027	1/1/2028	12	82.40%

Consultant / Subconsultant Name

Job Number

Item 3.

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	90.00
ESCALATION FACTOR	2.40%

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
Engineer VI	\$87.00	\$89.09
Engineer V	\$73.73	\$75.50
Engineer IV	\$60.59	\$62.04
Engineer III	\$46.49	\$47.61
Engineer I/II	\$39.08	\$40.02
Survey V	\$90.00	\$90.00
Survey IV	\$81.68	\$83.64
Survey III	\$70.50	\$72.19
Survey II	\$58.00	\$59.39
Survey I	\$42.50	\$43.52
Engineering Technician V	\$76.15	\$77.98
Engineering Technician IV	\$57.28	\$58.65
Engineering Technician III	\$50.50	\$51.71
Engineering Technician I/II	\$36.40	\$37.27
CAD Manager	\$75.65	\$77.47
CAD Technician II	\$56.31	\$57.66
CAD Technician I	\$28.33	\$29.01
GIS Specialist III	\$63.00	\$64.51
Landscape Architect II	\$72.00	\$73.73
Environmental Resource Specialist V	\$79.21	\$81.11
Environmental Resource Specialist IV	\$65.80	\$67.38
Environmental Resource Specialist III	\$44.08	\$45.14
Environmental Resource Specialist I/II	\$34.00	\$34.82
Environmental Resource Technician	\$48.50	\$49.66
Landscape Designer I/II	\$34.00	\$34.82
Transportation Planner III	\$62.50	\$64.00
Engineering Intern	\$20.92	\$21.42

Local Public Agency

City of Crest Hill

County

Will

Section Number

Item 3.

Consultant / Subconsultant Name

Job Number

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			\$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			\$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum	2500	\$0.72	\$1,800.00
Vehicle Owned or Leased (no mileage charge allowed)	\$45.00/half day (4 hours or less) or \$90/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)	10	\$55.00	\$550.00
Tolls	Actual Cost	51	\$0.75	\$38.25
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Misc. Plotting	Actual Cost	1	\$500.00	\$500.00
Title Reports		12	\$650.00	\$7,800.00
				\$0.00

TOTAL DIRECT COSTS:

\$10,100.00

73

City of Crest Hill

Will

Item 3.

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EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE	165.95%
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COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
1 – Data Collection and Analysis	200	52	2,885	4,788	952		8,825	2.67%
2 – Topographic Survey & Utility Coordination	9,500	458	29,481	48,924	9,729		97,634	29.59%
3 – Traffic and Safety Studies	588	596	33,396	55,421	11,021	10,800	111,226	33.71%
4 – Environmental Studies	0	44	3,267	5,421	1,078		9,766	2.96%
5 – Concept Alternative Design	0	308	14,887	24,706	4,913		44,506	13.49%
6 – Engineering Design & Technical Memoranda	0	167	8,162	13,544	2,693		24,399	7.39%
7 – Project Coordination	200	82	5,021	8,333	1,657		15,211	4.61%
8 – Project Administration and Quality Assurance	200	90	6,095	10,114	2,011		18,420	5.58%
		-	-	-	-		-	
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Subconsultant DL					0.00			
TOTALS	10,688	1797	103,194	171,251	34,054	10,800	329,987	100.00%

Local Public Agency

City of Crest Hill

County

Will

Section Number

Item 3.

Consultant / Subconsultant Name

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1 – Data Collection and Analysis			2 – Topographic Survey & Utility Coordination			3 – Traffic and Safety Studies			4 – Environmental Studies			5 – Concept Alternative Design		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Engineer VI	89.09	106.0	5.90%	5.26	10	19.23%	17.13				82	13.76%	12.26						
Engineer V	75.50	238.0	13.24%	10.00	4	7.69%	5.81	18	3.93%	2.97	82	13.76%	10.39				32	10.39%	7.84
Engineer IV	62.04	50.0	2.78%	1.73	4	7.69%	4.77				38	6.38%	3.96						
Engineer III	47.61	595.0	33.11%	15.76	11	21.15%	10.07				234	39.26%	18.69				188	61.04%	29.06
Engineer I/II	40.02	324.0	18.03%	7.22	23	44.23%	17.70				160	26.85%	10.74				88	28.57%	11.43
Survey V	90.00	61.0	3.39%	3.06				61	13.32%	11.99									
Survey IV	83.64	23.0	1.28%	1.07				23	5.02%	4.20									
Survey III	72.19	40.0	2.23%	1.61				40	8.73%	6.30									
Survey II	59.39	128.0	7.12%	4.23				128	27.95%	16.60									
Survey I	43.52	128.0	7.12%	3.10				128	27.95%	12.16									
Engineering Technician V	77.98	0.0																	
Engineering Technician IV	58.65	0.0																	
Engineering Technician III	51.71	0.0																	
Engineering Technician I/II	37.27	0.0																	
CAD Manager	77.47	60.0	3.34%	2.59				60	13.10%	10.15									
CAD Technician II	57.66	0.0																	
CAD Technician I	29.01	0.0																	
GIS Specialist III	64.51	0.0																	
Landscape Architect II	73.73	0.0																	
Environmental Resource S	81.11	22.0	1.22%	0.99										22	50.00%	40.56			
Environmental Resource S	67.38	22.0	1.22%	0.82										22	50.00%	33.69			
Environmental Resource S	45.14	0.0																	
Environmental Resource S	34.82	0.0																	
Environmental Resource T	49.66	0.0																	
Landscape Designer I/II	34.82	0.0																	
Transportation Planner III	64.00	0.0																	
Engineering Intern	21.42	0.0																	
TOTALS		1797.0	100%	\$57.43	52.0	100.00%	\$55.48	458.0	100%	\$64.37	596.0	100%	\$56.03	44.0	100%	\$74.25	308.0	100%	\$48.34

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6 – Engineering Design & Technical Memorandums			7 – Project Coordination			8 – Project Administration and Quality Assurance											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Engineer VI	89.09							14	15.56%	13.86									
Engineer V	75.50	22	13.17%	9.95	38	46.34%	34.99	42	46.67%	35.23									
Engineer IV	62.04				4	4.88%	3.03	4	4.44%	2.76									
Engineer III	47.61	92	55.09%	26.23	40	48.78%	23.22	30	33.33%	15.87									
Engineer I/II	40.02	53	31.74%	12.70															
Survey V	90.00																		
Survey IV	83.64																		
Survey III	72.19																		
Survey II	59.39																		
Survey I	43.52																		
Engineering Technician V	77.98																		
Engineering Technician IV	58.65																		
Engineering Technician III	51.71																		
Engineering Technician I/II	37.27																		
CAD Manager	77.47																		
CAD Technician II	57.66																		
CAD Technician I	29.01																		
GIS Specialist III	64.51																		
Landscape Architect II	73.73																		
Environmental Resource Spe	81.11																		
Environmental Resource Spe	67.38																		
Environmental Resource Spe	45.14																		
Environmental Resource Spe	34.82																		
Environmental Resource Tec	49.66																		
Landscape Designer I/II	34.82																		
Transportation Planner III	64.00																		
Engineering Intern	21.42																		
TOTALS		167.0	100%	\$48.87	82.0	100%	\$61.24	90.0	100%	\$67.72	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

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

1. Relationship Between Engineer and Client: Christopher B. Burke Engineering, Ltd. (Engineer) shall serve as Client's professional engineer consultant in those phases of the Project to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Client or Engineer.
Furthermore, causes of action between the parties to this Agreement pertaining to acts of failures to act shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of substantial completion.

2. Responsibility of the Engineer: Engineer will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.
Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Client and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.

3. Changes: Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Client shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes, if commercially possible.

4. Suspension of Services: Client may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised 121222

N:\PROPOSALS\ADMIN\Crest Hill GT&C updated 121222.docx



06/29/2026

Bryan Welch
Vice President/ Civil Engineering
City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403

Via email to: bwelch@cbbel.com

Dear Bryan,

On June 11, 2026, CMAP's MPO Policy Committee approved the FFY 2027 – 2031 STP – Local program that was approved by the Will County Governmental League on June 3rd, 2026. The approved program includes the below funding for the Division Street at Weber Road Intersection Improvement project. The TIP ID for this project is 12-26-0015. Please use this ID in all project correspondence with CMAP and WCGL.

FFY	Phase	STP-Local	Required Match	Total Cost	Match Source(s)	Maximum Federal Share
2031	ENG II	\$595,200	\$41,500	\$636,700	IL Funds	80%

*May include non-participating costs, local overmatch, or other federal, state, and/or private funding

The maximum federal participation in each phase of this project will be limited to the percentage in the above table regardless of changes to the total cost of the phase.

If applicable: As noted in the funding table, this project has been selected by the Will County Governmental League to utilize Transportation Development Credits for Highways (TDCH) in lieu of local match. Council staff has notified CMAP of this selection, and CMAP has submitted a request to IDOT for approval. A copy of the approval will be forwarded to the project managers for your records when received. Please note that no agreements or other paperwork may be submitted to IDOT until TDCH approval is received.

For phases that are programmed in FFY 2027, funding is available after October 1, 2026, and must be obligated as described below no later than September 30, 2027. For phases that are programmed in later years, funding will become available on the first day (October 1) of that federal fiscal year.

All STP – Local projects are subject to the [Active Program Management \(APM\) policies](#) adopted by the CMAP STP Project Selection Committee on September 25, 2018 and revised on February 9, 2023. These policies are attached to this letter. Highlights of these policies are provided below.

Designated Project Managers

Beecher Bolingbrook Braidwood Channahon Coal City Crest Hill Diamond Elwood Frankfort
Homer Glen Joliet Lemont Lockport Manhattan Minooka Mokena Monee Morris Naperville
New Lenox Orland Park Oswego Peotone Plainfield Rockdale
Romeoville Shorewood Symerton University Park Wilmington Woodridge
County of Grundy County of Will



Project sponsors must designate a technical project manager and a financial project manager by completing the [Project Manager Designation form](https://forms.cloud.microsoft/g/HXHTfmDPZq) (<https://forms.cloud.microsoft/g/HXHTfmDPZq>). All future correspondence from Will County Governmental League or CMAP regarding this project will only be sent to the designated project managers. You may update these designations at any time by submitting a revised form.

Quarterly Project Delivery Updates

Project delivery updates must be submitted on eTIP through the Project Delivery module by the technical, financial, or consultant project manager every March, June, September and December, beginning in September 2026, until the project is completed and all phases are financially closed-out. Instructions for completing the project delivery updates will be sent to the designated project managers on or before September 1, 2026.

Updates are required even when there has been no project activity since the last reporting period. Status updates may be submitted on any day during the required months. Updates submitted during any other month of the year, unless specifically requested by the WCGL or CMAP, will not be considered official submittals and will not satisfy the quarterly status update requirement of the APM policies. Failure to submit a required project delivery update may result in project delays or removal from the STP – Local program and will disqualify the project from consideration for obligation deadline extensions. Projects removed from the program for any reason must re-apply for funds during the next call for projects cycle.

Obligation Deadlines

Funds are programmed for project phases in a specific federal fiscal year (FFY) and must be obligated by FHWA or FTA no later than the final day of that FFY, as shown in the table below.

Phases programmed in FFY	as of	must be obligated by:
2027	October 1, 2026	September 30, 2027
2028	October 1, 2027	September 30, 2028
2029	October 1, 2028	September 30, 2029
2030	October 1, 2029	September 30, 2030
2031	October 1, 2030	September 30, 2031

A FHWA obligation occurs when funds are authorized in FHWA's Financial Management Information System (FMIS) database. Obligations occur at the start of each phase, before any work for the phase has begun. An FHWA obligation occurs when funds are authorized in FHWA's Financial Management Information System (FMIS) database. The obligation typically occurs on or around the date that IDOT signs the Local Agency Agreement that was executed by the local agency.

An FTA obligation occurs when FTA approves the grant application submitted through FTA's Transit Award Management System (TrAMS) database that contains the funding for the project phase. Further details on actions needed to obligate each phase can be found in the APM policies.

If programmed funds are not obligated by the deadline, the entire project may be removed from the STP program, and all funding may be reallocated to other project(s) that can meet the obligation deadlines.

Beecher Bolingbrook Braidwood Channahon Coal City Crest Hill Diamond Elwood Frankfort
Homer Glen Joliet Lemont Lockport Manhattan Minooka Mokena Monee Morris Naperville
New Lenox Orland Park Oswego Peotone Plainfield Rockdale
Romeoville Shorewood Symerton University Park Wilmington Woodridge
County of Grundy County of Will

As described in the APM policies, sponsors will have an opportunity following the March project delivery updates each year to request a one-time six-month extension of the deadline or to voluntarily be removed from the program and placed in the contingency program for future funding consideration. There are no CMAP or council imposed deadlines for the completion of a phase or expenditure of funds once they have been obligated by FHWA or FTA, however deadlines may be imposed by these agencies and will be detailed in funding agreements that you enter into with them.

Next Steps

You must complete the following forms by September 30, 2026:

- [Project Manager Designation form](https://forms.cloud.microsoft/g/HXHTfmDPZq) (<https://forms.cloud.microsoft/g/HXHTfmDPZq>)
- Quarterly Project Delivery Update

In order to meet the APM requirements, the Will County Governmental League recommends you begin the following activities within the next 3-4 weeks:

ENG 1

- Complete the Project Manager Designation form due January 1st, 2027
- Begin gathering data needed for the first quarterly status update
- Meet with Jada Porter to discuss the project and APM requirements
- Begin/complete QBS to select a consultant
- Upon completion of QBS, submit 5310 and engineering agreement
- Upon IDOT execution of agreement, begin phase 1 with an official kick-off meeting

ENG 2

- Complete the Project Manager Designation form due January 1st, 2027
- Begin gathering data needed for the first quarterly status update
- Meet with SCM's planning liaison to discuss the project and APM requirements
- Begin/complete QBS to select a consultant
- Secure DA (if not already done)
- Upon completion of QBS and receipt of DA, submit 5310 and engineering agreement
- Upon IDOT execution of agreement, begin phase 2 with an official kick-off meeting

CON/CE

- Complete the Project Manager Designation form due January 1st, 2027
- Begin gathering data needed for the first quarterly status update
- Meet with SCM's planning liaison to discuss the project and APM requirements
- Submit draft PS&E and agreements according to IDOT letting schedule

Should you have any questions regarding this award, please contact Jada Porter / jada.porter@wcgl.org

Sincerely,

Jada Porter
Planning Liaison
Will County Governmental League

Beecher Bolingbrook Braidwood Channahon Coal City Crest Hill Diamond Elwood Frankfort
Homer Glen Joliet Lemont Lockport Manhattan Minooka Mokena Monee Morris Naperville
New Lenox Orland Park Oswego Peotone Plainfield Rockdale
Romeoville Shorewood Symerton University Park Wilmington Woodridge
County of Grundy County of Will





Agenda Memo

Crest Hill, IL

Meeting Date:	September 14, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	A Resolution approving a professional service agreement for design services for the Greengold watermain replacement and roadway rehabilitation improvement by and between the City of Crest Hill, Will County, Illinois and Christopher B. Burke Engineering, Ltd for a cost of \$159,925.00.

Summary: Engineering is presenting a proposal for consideration by council to approve an agreement for design services by Christopher B. Burke Engineering, Ltd. to prepare bid documents and plans for the replacement of the existing water main and roadway rehabilitation for Greengold St. from Caton Farm Rd to Grandview.

Greengold St. location has been included on the list of the 10 locations identified to be replaced in order to maintain water losses less than 10% which is a requirement of the IEPA to receive the Lake Michigan Water Supply.

Greengold St. based on the 2026 pavement condition report has a very poor rating.

The project schedule anticipates the improvement to be ready for bidding by 2027 with construction anticipated in 2028, if funds are available.

Staff recommendation is to move forward with the design of this project so if construction costs of the main water projects scheduled for the 2027 are under budget or if grant funding becomes available the City would be able to move forward and complete this work earlier than currently scheduled.

Attached is an agreement from Christopher B. Burke Engineering, Ltd to provide professional design services for this improvement. These services will include the following:

- Full topographic survey.
- Data collection and review.
- Collection of pavement cores and preparation of a geotechnical report.
- CCDD soil disposal evaluation.
- Utility coordination.
- Preparing and receiving approval of required permits for the project (IEPA, county and state).

- Preparation of water main and roadway rehabilitation plans and specifications.
- Prepare bid documents.
- Prepare estimate engineering construction cost estimates.
- Quality assurance/quality control and constructability reviews
- Project administration and management.
- Perform field inspections and attend project meeting.
- Provide support during the bidding process.

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

Recommended Council Action: 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 a cost of \$159,925.00

Financial Impact:

Funding Source: Water Fund

Budgeted Amount: \$375,000.00

Cost: \$159,925.00

Attachments:

RESOLUTION-Greengold St. WM and roadway Rehab

Exhibit A-Greengold-WM-Road Recon-Design.REV.090426.pdf

Survey Request_Greengold_2026_0715

3-year Capital Plan (2026-2028)

RESOLUTION NO. _____

**A RESOLUTION APPROVING A PROFESSIONAL SERVICE AGREEMENT FOR
DESIGN SERVICES FOR THE GREENGOLD ST. WATER MAIN 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**

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

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

WHEREAS, Christopher B. Burke, Ltd. (the "COMPANY"), is an entity that is in the business of providing design engineering services, including Preparation of Final Plans and Bid Documents, geotechnical investigations, and all collateral work (the "Services"); and

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

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

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

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

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

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

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of this Agreement (Exhibit A) in the amount of \$159,925.00 are

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

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

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

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

[Intentionally Blank]

PASSED THIS 21ST DAY SPETEMBER, 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 21ST DAY OF SEPTEMBER, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

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

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

September 14, 2026

City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403

Attention: Ron Wiedeman, PE – City Engineer

Subject: Professional Engineering Services Proposal for Final Design
Greengold Street Water Main Replacement and Road Reconstruction
Crest Hill, Illinois

Dear Mr. Wiedeman:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional design engineering services for the Greengold Street Water Main Replacement and Road Reconstruction in the City of Crest Hill. Included in this proposal are our Understanding of the Assignment, Scope of Work and Estimated Fee.

UNDERSTANDING OF THE ASSIGNMENT

The scope of this proposal will include final engineering design of a water main replacement and reconstruction of the existing roadway along Greengold Street from Caton Farm Road to Grandview Avenue (approximately 3,200 feet). The project will include new water main, vaults, fire hydrants, water service connections, curb and gutter replacement, driveway apron replacement with concrete, pavement reconstruction, and restoration. It is assumed that this project will not include any proposed drainage system improvements.

CBBEL assumes that new water service boxes will be provided for all existing services, and new public water services will be installed from the new water main to the new water service boxes near the existing roadway right-of-way. We understand that lead services are not known to exist in Crest Hill and therefore, lead service replacements are not anticipated. This proposal includes obtaining Water Main Construction and NPDES permits from IEPA.

The scope of this proposal includes topographic survey, geotechnical investigation and LPC-663 analysis, utility coordination, final engineering design, preparation of construction plans, specifications, and Engineer's Opinion of Probable Cost, IEPA permitting, and bidding assistance.

SCHEDULE

This proposal assumes that the design of this project will be awarded by the end of September 2026. Engineering design and permitting will be completed with the intent that the project is bid in July 2027 for construction in late 2027.

SCOPE OF WORK

Task 1 – Project Survey and Base Sheets: CBBEL surveying staff will provide the following services to complete a topographic survey for the project limits, including 50 feet of survey on all side streets. The general limits of the survey shall include Greengold Street from Caton Farm Road to Grandview Avenue.

The scope of CBBEL's survey effort will include:

1. Horizontal Control: Utilizing state plane coordinates, CBBEL will set recoverable primary control utilizing state of the art GPS equipment based on NGS Control Monumentation (NAD83 (2011) horizontal control datum).
2. Vertical Control: CBBEL will establish benchmarks and assign elevations to the horizontal control points. This will be based on GPS observed NGS Control Monumentation (NAVD'88 vertical control datum).
3. Existing Right-of-Way: CBBEL will establish the approximate existing right-of-way of the roadways within the project limits based on monumentation found in the field, plats of highways, subdivision plats and any other available information.
4. Topographic Survey: CBBEL will field locate all pavements, driveways, bike path, curb and gutters, signs, manholes, utility vaults, drainage structures, utilities, driveway culverts, crossroad culverts, all above-ground utilities, including, but not limited to water, sanitary sewer, storm sewer, telephone, electric, cable and gas, etc. Identify size, type, rim, and invert elevations, etc. from R-O-W to R-O-W within project limits.
5. Cross Sections: CBBEL will survey cross sections along the project limits at 50' intervals, at driveways, and at all other grade controlling features. Survey will be obtained for 10 feet beyond the existing right-of-way line.
6. Utility Survey and Coordination: All existing storm and sanitary sewers will be surveyed to determine rim and invert elevations and pipe sizes. Above-ground facilities of any additional underground utilities, including water main, gas, electric, cable, etc., will also be located. No J.U.L.I.E. Utility Survey Coordination is included in this task.
7. Tree Survey: CBBEL will locate all trees over 6 inches in diameter within the existing right-of-way and ultimately the proposed right-of-way for the project in order to assess potential tree impacts, if any, associated with the project. The located trees will be identified by species (deciduous or coniferous) and the size and condition determined as appropriate.
8. Base Mapping: CBBEL will compile all of the above information onto base maps at 1"=20' scale that is representative of existing conditions for use as the base sheet for the construction of any public or private improvements.

Task 2 – JULIE Utility Survey: CBBEL will coordinate with utility owners and with JULIE to retrieve atlas information for all applicable underground utilities, including water main, gas, electric, cable, etc. CBBEL will compile all utility atlas information into the base map. Locations of existing utilities/improvements/systems shown on the base map will be the compilation of available utility plans provided by utility owners and JULIE utility coordination.

Task 3 – Geotechnical Investigation and LPC-663 Analysis: CBBEL's subconsultant, Seeco Consultants (Seeco), will obtain five (5) soil borings to determine the existing cross section of the pavements and subsurface soil conditions within the project area. Borings will be drilled to a depth of approximately ten (10) feet. Seeco will prepare a report describing existing soil conditions and make recommendations for remediation. The report will be performed by a soils engineer and reviewed by CBBEL.

The soil will also be tested for potential contaminants. Seeco will perform investigation and testing work necessary to substantiate completion of IEPA Form LPC-663 for the City to use during construction. This work will include collection/preservation and testing of soil samples.

Task 4 – Utility Coordination: Based on existing utility information obtained and drafted under a separate contract, CBBEL will provide preliminary plans to the utility companies to verify their locations and confirm any potential conflicts. CBBEL will identify potential conflicts and coordinate any relocations if necessary.

Task 5 – Pre-Final Plans, Specifications and Estimate (75%): CBBEL will prepare pre-final contract documents consisting of plans, specifications, estimate of time, status of utilities to be adjusted and an estimate of construction cost. The plans will be prepared in accordance with City and IDOT design criteria.

CBBEL will use IDOT standard pay items or City standard special provisions where applicable. Otherwise, project-specific special provisions will be written as needed. Plans, special provisions, and the estimate of cost will be submitted to the City and any review agencies for review.

The following sheets and associated hours will be required:

Sheet	# of Sheets	Hours per Sheet	Hours
Title Sheet	1	4	4
General Notes/Summary of Quantities	1	4	4
Alignment, Ties and Benchmark Sheets (1"=50')	2	4	8
Typical Sections	1	8	8
Existing Conditions and Removals Plan (1"=20')	3	12	36
Roadway Plan and Profile (1"=20')	6	20	120
Water Main Plan and Profile (1"=20')	6	20	120
Roadway Cross Sections	20	4	80
Construction Details	3	8	24
QC/QA and Constructability Reviews	--	--	12
Specifications	--	--	32
Cost Estimate/Quantities	--	--	40
TOTAL	43		488

Task 6 – IEPA Water Main Construction Permitting: CBBEL will prepare and submit an IEPA Water Main Construction Permit application for the proposed water main improvements. CBBEL will make revisions to plans and specifications based on comments received by IEPA.

Task 7 – Preparation of Storm Water Pollution Prevention Plan (SWPPP): CBBEL will prepare and submit a Notice of Intent (NOI) to the IEPA. In addition, CBBEL will prepare a SWPPPs in accordance with Part IV of the General NPDES Permit No. ILR10. Please note that completion of this task will require input from the project engineer and signed certification statements from all contractors, subcontractors, and the operator as identified in the SWPPP. This task also covers the submittal of electronic copies of the SWPPP to the IEPA. As required by the NPDES Phase II Storm Water Construction General Permit (ILR10), an up-to-date copy of the SWPPP must be maintained on the project site during construction activities.

Task 8 – Final Plans, Specifications and Estimate (100%): CBBEL will make revisions to the pre-final submittals based on City and any review agency final review comments. The requested number of copies of plans and specifications will be submitted the City and any review agencies for their files. Final estimates of cost and estimates of required working days will also be submitted. In addition to printed copies, we will provide the plans, specifications and estimate to the City in electronic format (CAD and PDF).

CBBEL will provide final reproducible drawings and specifications to be issued electronically to prospective bidders for both bid packages.

Task 9 – Bidding Assistance: CBBEL will assist with posting the project to QuestCDN, create a virtual bid room using the City's QuestCDN account, respond to contractor questions, attend and lead the virtual bid opening, tabulate the bids and make recommendations to the City, prepare contracts for the successful bidder, and attend the preconstruction meeting. It is assumed that a formal in-person bid opening will not be held.

Task 10 – Project Coordination and Meetings: CBBEL will coordinate with the City and project stakeholders throughout the design and permitting of the project. In addition to phone conversations and written and electronic coordination, it is anticipated that up to two (2) project coordination meetings will be held with City staff.

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

This proposal assumes that no public involvement will be required during the final design of this project.

ESTIMATE OF FEE

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

<u>Task</u>	<u>Fee</u>
Task 1 - Project Survey and Base Sheets	\$ 24,870
Task 2 - JULIE Utility Survey	\$ 6,395
Task 3 – Geotechnical Investigation and LPC-663 Analysis	\$ 10,000
Task 4 – Utility Coordination	\$ 7,880
Task 5 – Pre-Final PS&E (75%)	\$ 63,950
Task 6 – IEPA Water Main Construction Permitting	\$ 3,080
Task 7 – Preparation of SWPPP	\$ 5,740
Task 8 – Final Plans, Specifications and Estimate (100%)	\$ 28,240
Task 9 – Bidding Assistance	\$ 3,520
Task 10 – Project Coordination and Meetings	\$ 6,000
Direct Costs	\$ 250
TOTAL NOT-TO-EXCEED FEE: \$ 159,925	

We will bill you at the hourly rates specified on the attached Schedule of Charges. We will establish our contract in accordance with the attached previously agreed to General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are not included in the Fee Estimate. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. It should be emphasized that any requested additional services that are not included in the preceding Fee Estimate will be billed at the attached hourly rates.

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

Sincerely,



Michael E. Kerr, PE
President

Encl. Schedule of Charges
Crest Hill General Terms and Conditions

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

BY: _____
TITLE: _____
DATE: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
EFFECTIVE JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

<u>Personnel</u>	<u>Hourly Rate</u>
Engineer VI	290
Engineer V	250
Engineer IV	215
Engineer III	190
Engineer I/II	165
Survey V	250
Survey IV	235
Survey III	215
Survey II	170
Survey I	145
Engineering Technician V	230
Engineering Technician IV	205
Engineering Technician III	150
Engineering Technician I/II	135
CAD Manager	225
CAD Technician II	165
CAD Technician I	145
GIS Specialist III	190
GIS Specialist I/II	165
Landscape Architect II	215
Landscape Architect I	190
Landscape Designer III	165
Landscape Designer I/II	130
Environmental Resource Specialist V	250
Environmental Resource Specialist IV	205
Environmental Resource Specialist III	175
Environmental Resource Specialist I/II	150
Environmental Resource Technician	150
Business Operations Department	170
Project Specialist	125
Engineering Intern	95
Transportation Planner VI	290
Transportation Planner V	250
Transportation Planner IV	215
Transportation Planner III	190
Transportation Planner I/II	165
Communications V	220
Communications IV	195
Communications III	170
Communications I/II	150

Direct Costs

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

These rates are in effect until December 31, 2026, at which time they will be subject to change.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

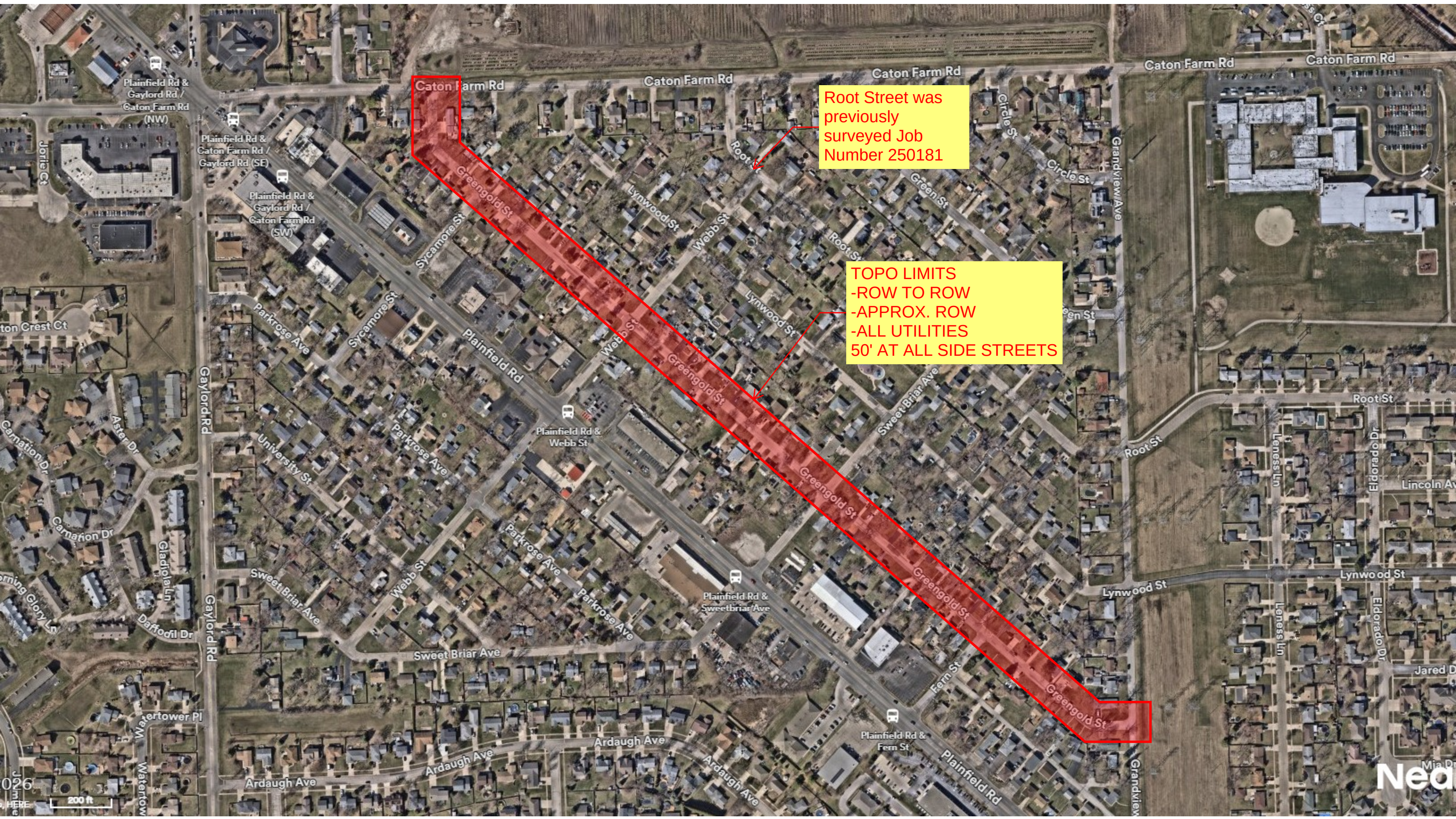
When municipal review services are included in the Scope of Services, the Engineer (acting on behalf of the municipality), when acting in good faith in the discharge of its duties, shall not thereby render itself liable personally and is, to the maximum extent permitted by law, relieved from all liability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

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

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

Revised 121222

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Current 3-Year Capital Projects Plan

<u>Est. Year of Construction</u>	<u>Location</u>	<u>Limits</u>	<u>Scope</u>	<u>Estimated Construction Start Date</u>	<u>Estimated Construction Completion Date</u>
2025/2026	Innercircle Dr.	Hosmer Ln to Marlboro Dr.	Roadway Rehabilitation and Water Main Replacement	Summer 2025	Spring 2026
2025/2026	Oakland Ave.	Pasadena Ave. to Ludwig Ave.	Roadway Rehabilitation and Water Main Replacement	Summer 2025	Spring 2026
2025/2026	Hillcrest Shopping Center	-----	Water Main Relocation	Summer 2025	Spring 2026
2025/2026	Broadway and Theodore	Broadway-Theodore to Bridge; Theodore Broadway to Clement	Water Main Lining	Summer 2025	Spring 2026
2026	Kingsbrook Dr.	Borio Dr. to North End	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Longmeadow Dr.	Borio Dr. to Kingsbrook Dr.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Carlton St	Gaylord to Prestwick Dr.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Dundee Dr.	Carlton Dr. to Loch Ln	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Chaney Ave.	Oakland Ave. to Hoffman St.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Hoffman St.	Chaney Ave. to Elsie Ave.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Elsie Ave	Clement St. to Hoffman St.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Stern Ave.	Oakland Ave. to Clement St.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Fox Meadow Dr.	Gaylord Rd. to Springside Dr.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Silver Rock Dr.	Fox Meadow Dr. to Springside Dr.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Foxtail Ct.	To West End	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Caton Farm Rd	Oakland Ave. to Broadway St.	Roadway Rehabilitation	Summer 2026	Fall 2026
2026	Division St.	Weber Rd. to Eastern City Limits	Roadway Rehabilitation	Spring 2026	Fall 2026
2026	Imperial Dr.,	Lynwood St. to Root St.	Roadway Rehabilitation, Water Main Replacement and Storm Water System Installation	Spring/Summer 2026	Fall 2026
2026	Oakland Ave.	Theodore St. to Ludwig Ave.	Roadway Rehabilitation and Water Main Replacement	Spring/Summer 2026	Fall 2026
2026	Innercircle Dr.	Marlboro Dr. to Hosmer Ln	Roadway Rehabilitation and Water Main Replacement	Late Summer 2026	Spring/Summer 2027
2026	McGilvray Dr.	At Weber Rd.	Intersection Modifications	Fall 2026	Fall 2026
2027	861 Caton Farm Rd	-----	Pump Station	Spring 2027	Winter 2028
2027	2305 Caton Farm Rd	-----	Pump Station	Spring 2027	Winter 2028
2026	1467 &1469 Theodore St.		Retaining Wall Improvement	Fall 2026	Fall 2026
2026	Well 8	-----	New Generator Installation	Fall 2026	Spring 2027
2026	Jasmine Ditch	Gaylord to west of Jasmine Dr.	Existing Ditch Regrading (Completed after Acquisition)	Fall 2026	Winter 2026
2027	Caton Farm Rd.	Over CN RR	New Bridge Deck and Substructure Repair	Summer 2027	Fall 2027
2027	Theodore St.	Oakland to Plainfield Rd.	Water Main Lining	Spring/Summer 2027	Fall 2027
2027	Spruce Ln	Borio Dr. To Palm Dr.	Roadway Rehabilitation	Spring/Summer 2027	Fall 2027
2027	Palm Dr.	Spruce Ln. to Palm Ct.	Roadway Rehabilitation	Spring/Summer 2027	Fall 2027
2027	Rock Run Dr.	Bicentennial Dr. to Ingalls	Roadway Rehabilitation	Spring/Summer 2027	Fall 2027
2027	Burry Circle Dr.	Theodore St to Marlboro Dr	Roadway Rehabilitation and Water Main Replacement	Spring/Summer 2027	Fall 2027
2027	Root St.	Caton Farm Rd to Grandview	Roadway Rehabilitation and Water Main Replacement	Spring/Summer 2027	Fall 2027
2027	Lincoln Ave/ Crestwood Dr.	Imperial Dr. to Eldorado Dr.; Lynwood to Root St.	Roadway Rehabilitation and Water Main Replacement	Spring/Summer 2027	Fall 2027
2027	Well 4 & 11	-----	New Generator Installation	Summer 2027	Fall 2027
2027	861 Caton Farm Rd	-----	Storage Tank	Spring 2027	Winter 2028
2027	Plum Storm Lift Station	-----	Lift Station Repairs	Spring 2027	Fall 2027
2028	Larkin Ave./Plainfield Rd	Theodore St to Plainfield Rd; Theodore St to Leness Ln	Water Main Lining	Spring/Summer 2028	Fall 2028
2028	Caton Farm Rd.	Gaylord Rd. to Copper Ct.	Roadway Rehabilitation	Spring/Summer 2028	Fall 2028
2028	Gaylord Rd.	Renwick Rd. to North of Division St.	Roadway Rehabilitation (GPWC)	Spring/Summer 2028	Fall 2028
2028	Gaylord Rd.	Division St. to Caton Farm Rd	Roadway Rehabilitation (GPWC)	Spring/Summer 2028	Fall 2028
2028	Cedarwood Dr.	Theodore St. to City Limits	Roadway Rehabilitation (GPWC)	Spring/Summer 2028	Fall 2028
2028	Burry Circle Dr.	Marlboro Dr to Hosmer Ln	Roadway Rehabilitation and Water Main Replacement	Spring/Summer 2028	Fall 2028
2028	Greengold St	Caton Farm Rd to Grandview Ave.	Roadway Rehabilitation and Water Main Replacement	Spring/Summer 2027	Fall 2027
2028	Well 4 & 11	-----	New Generator Installation	Summer 2028	Fall 2028
2028	Buckner Storm Lift Station	-----	Lift Station Repairs	Summer 2028	Fall 2028



Agenda Memo

Crest Hill, IL

Meeting Date:	September 14, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	A Resolution Approving Amendment No 1 to the July 6, 2026 for a 2027 Financial Plan for Water and Sewer Utility Update By and Between the City of Crest Hill, Will County, Illinois and Burns & McDonnell.

Summary: Attached is Amendment No 1 to the July 6, 2026 Professional Services agreement with Burns & McDonnell to perform a 2027 Water & Sewer Utility Financial Plan Update.

The original agreement as approved was based on the previous scope of work approved for the FY 2024 Financial Water and Sewer Utility Update.

Staff during the project kickoff meeting had concerns on the effects of the continued large rate increases will have on our residents. Staff requested additional scope of work be included to review how future rate increases could be distributed differently between residents and larger water users in the City.

We also requested a scope to review to see, if possible, the City could provide a senior/veteran rate discount like some of our surrounding communities current do even though we are a Non-Home Rule community.

The items included in this amendment are as follows:

1. Task 5-**New**-Will provide an analysis on assigning cost responsibly to different classifications of customers. This new task will review different scenario based on the volume and basis rates independently.
2. Task 3-**Amended**-To include an additional rate design analysis as determined based on the finding of the Task 5 analysis. (This work will compare the original rate structure and compared it to the rate design allocation selected out of Task 5)
3. Task 4- **Amended** -Revise technical memorandum summarizing the finding included in the original scope to now include the preparation of a PowerPoint presentations for use during a workshop presentation to the public and City Council.

4. Task 4-**New**-Added the cost for Burns & McDonnell to attend one City Council workshop in person
5. Task 6-**New**-Include additional scope to evaluate senior/veteran discount rates design and analysis.

This amendment will not revise the schedule in the current agreement which is to have this work completed and presented to the Council in November of this year.

Recommended Council Action: A Resolution Approving Amendment No 1 to the July 6, 2026 for a 2027 Financial Plan for Water and Sewer Utility Update By and Between the City of Crest Hill, Will County, Illinois and Burns & McDonnell.

Financial Impact:

Funding Source: Water Fund

Budgeted Amount: \$685,000.00

Cost Approved to Date:

Approved July 6, 2026 = \$27,700.00

Plus, Amendment No 1 = \$32,000.00

New Amount Approved = \$59,700.00

Attachments:

Burns & McDonnell Amendment 1-Resolution.

BMCD Amendment 1_Crest Hill 2026 Financial Plan Update + Cost of Services

RESOLUTION NO. _____

**A RESOLUTION APPROVING AMENDMENT NO 1 TO THE JULY 6, 2026 FOR A 2027
FINANCIAL PLAN FOR WATER AND SEWER UTILITY UPDATE BY AND
BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS AND BURNS &
MCDONNELL**

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, Burns & McDonnell (the "COMPANY"), is an entity that is in the business of providing Professional Services and on July 6, 2026, the City of Crest Hill, by the passage of Resolution 1431, was approved to perform a 2027 Water & Sewer Utility Financial Plan Update. (the "Project") in the amount of \$27,700.00; and

WHEREAS, City Staff have negotiated an amendment No 1 to the July 6, 2026 agreement for Professional Services to perform a 2027 Water & Sewer Utility Financial Plan Update (the "Agreement") with the Company for the purposes of engaging the Company to perform the Professional Services (a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, the City Council has determined that it is in the best interests of the City and its residents to approve amendment 1 to the total contract price to include an additional rate design to change volume and basis rates independently, to provide context for changing volumes vs base rates differently, include the preparation of a PowerPoint presentations, attend in person to one City Council workshop and add to the scope to evaluate senior/veteran discount rates design and analysis; and

WHEREAS, City Staff and the City Council have reviewed Exhibit A and determined that the conditions, terms, and provisions are fair, reasonable, and acceptable to the City and that the Contract approved by Resolution #1431 should be amended to include Amendment 1 attached as Exhibit A

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 hereto and made part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of the Amendment to the Contract approved by Resolution #1431, which Amendment 1 is attached as (Exhibit A in the amount of \$32,000.00 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 Amendment, 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 increase the total contract amount of the Contract approved by Resolution #1431 by \$32,000.00 to a total of 59,700.00.

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

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

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

[Intentionally Blank]

PASSED THIS 21st DAY SEPTEMBER, 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 21ST DAY OF SEPTEMBER, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A
(BURNS & MCDONNELL.
AMENDMENT #1)

**AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
ENGINEER-OWNER AGREEMENT
(Doc. No. AE-6)**

AMENDMENT No. 1**Date: September 1, 2026**

THIS AMENDMENT modifies the Agreement dated June 15, 2026 made by and between **Burns & McDonnell Engineering Company, Inc.**, (hereinafter called BMcD), and City of Crest Hill, Illinois (hereinafter called CLIENT) for the following Project: 2026 Water & Sewer Utility Financial Plan Update. For good and valuable consideration, the sufficiency of which is acknowledged, the parties agree to make the following changes to their Agreement.

1. The parties agree that the BMcD's Scope of Services is amended as follows:

Task 3 – Proposed Rate Development (Amended)

Based on the forecasted revenue requirements and cost of service analysis (proposed in Task 5) the proposed water and sewer user charges will be developed following the City's current rate structure for water and sewer services. Proposed rates will be designed following the existing rate structure and includes one across-the-board rate increase scenario and one additional rate design within the existing structure. The proposed additional rate design will adjust the base and volume rate components to generate the system revenue from the financial plan and more equitable rate alignment based on the cost of service findings.

Task 3 Deliverables and Meetings:

*Deliverables: Proposed rates and fees
 Typical bill comparisons between scenarios*

*Formal Meeting: Review meeting/conference call to discuss alternative rate design
 Optional in-person meeting to present rate scenarios*

Task 4 – Deliverables (Amended)

Burns & McDonnell will develop a draft PowerPoint presentation summarizing the findings and recommendations of the Study. The draft PowerPoint presentation will be presented to the Client working team to allow for Client feedback. Client feedback will be incorporated into the Final presentation, as appropriate. Burns & McDonnell will present the presentation to the Client at a City Council Workshop.

Deliverables:

- *Draft PowerPoint presentation*
- *Final PowerPoint presentation*
- *1 In-person presentation at a City council workshop to present the presentation*

Task 5 – Cost of Service (new)

A cost of service analysis focuses on assigning cost responsibility to the different classifications of customers. Each customer class is allocated an appropriate share of the overall system costs of providing service. The test year revenue requirement selected in collaboration with the City will serve as the basis for the cost of service analysis for the utility systems. The revenue requirement will be calculated using cash basis.

Under the cash basis, the revenues of the utility must be sufficient to cover all the cash needs for the period during which the rates are intended to be adequate. This basis is generally used by publicly owned utilities and is an extension of cash oriented budgeting and accounting systems traditionally used by local governments. Revenue requirements under this basis include operation and maintenance expenses, routine annual replacements, debt service requirements, revenue-financed major capital improvements, as well as any payment or transfers to the City general fund and reserve fund deposits.

Burns & McDonnell will utilize the test year revenue requirement to conduct a cost of service analysis that result in allocation of costs to each of the City's existing rate classes. The development of the class specific allocated cost of service will be consistent with industry standards.

Task 5.1 – Determine Utility Cost Assignments

Burns & McDonnell will complete the cost of service analysis using customized models that reflects the specific requirements of the City's utility systems. Burns & McDonnell will complete cost functionalization and classification to functional service areas following the same allocation methodology developed during the 2021 rate study. Functions for the water system will include base, maximum day, maximum hour, fire protection and customer or meter components. Functions for the sewer system will include flow, strength, infiltration/inflow, and customer accounts.

The amounts included in the test year revenue requirement for each component of revenue or expense will be classified as or assigned to the various functional services following the same approach as the 2021 rate study. These methods include direct assignment to a specific related function, assumed percentage breakdowns based on estimated levels of related activities within multiple functions, ratios of statistical factors affecting multiple functions, and composite ratios of the assignments resulting from the previous methods. The classified test year revenue requirement will then be summarized by functional service.

Task 5.2 – Allocate Functional Costs to Classes

The test year revenue requirement of each utility system will be allocated among the existing rate classifications. This is generally referred to as development of each utility's units of service by customer class. At a minimum, units of service will include base volumes, capacity-related volumes, equivalent meters, and customers. For the sewer utility, units for strength and levels of infiltration/inflow will also be developed. The cost of service models will summarize the allocated revenue requirement by rate class. This output will be compared with the projected revenue to be generated by each rate class to estimate for each class the extent to which the current rates would recover the corresponding allocated share of the test year revenue requirement. As a result, a breakdown by rate classification of the total revenue change at the system level will be determined.

Task 5.3 – Review Cost of Service Results

Burns & McDonnell will conduct a project review meeting with the City staff to review and discuss the preliminary cost of service analysis results. Any revisions to the assumptions used in the cost of service analysis will be agreed upon for purposes of finalizing the analysis. In addition, guidance will be obtained from the City as to any adjustments to the cost recovery to be provided by each rate classification prior to beginning Task 4 of the Study.

Task 5 Deliverables and Meetings:

<i>Deliverables:</i>	<i>Cost of service allocations to customer classes</i>
<i>Formal Meeting:</i>	<i>Review meeting/conference call to discuss cost of service results</i>

Task 6 – Senior/Veteran Rate Discount (new)

The City requested the development of a discount rate applicable to qualifying senior citizens and veterans. The development of the senior/veteran rate discount is laid out below:

Task 6.1 – Determine Regional Discount Level

The development of the discount is anticipated to follow a “top-down” approach that uses the regional market comparison as the basis for developing possible discount levels. We understand that the City is conducting the regional survey and will give Burns & McDonnell the percentage or dollar discount amounts that will be reflected in the analysis.

Task 6.2 – Estimate Eligible Customers

Using BLS data and collaborating with the City we will estimate the total number of customers eligible to receive the discount benefit.

Task 6.3 – Calculate Discount Impact to System Financials & Other Customer Rates

Using the discount from Task 6.1 and the estimated number of eligible customers from Task 6.2, we will calculate the loss in system revenue due to the applied discount and design retail customer rates to generate the system revenue required from the financial plan. We will run up to 2 scenarios to demonstrate the (1) the proposed system wide revenue impact, and (2) the retail customer rate impact of varying levels of customer discounts. We expect to incorporate this analysis into Task 3: Proposed Rate Development.

Task 6 Deliverables and Meetings:

Formal Meeting: Review meeting/conference call to discuss discounted rate impacts and findings

2. The following adjustments are made to the ENGINEER's compensation:

Based on the additional Scope of Services listed in Section 1, the original not-to-exceed fee of \$27,700 is increased by \$32,000, resulting in a total compensation amount not-to-exceed \$59,700.

The not-to-exceed fee of \$59,700 includes all labor and expense for the additional proposed scope in Amendment No. 1, including the in-person presentation(s).

3. The time for completion of ENGINEER's Services is adjusted as follows:

The project timeline is amended based on the addition of the incremental scope added in this Amendment and assumes a notice to proceed on September 14th, 2026. The draft PowerPoint presentation is expected to be delivered to the City for review on 10/19/26, with the in-person workshop on 10/26/26.

Request data required to execute the incremental scope listed in this Amendment is anticipated to be received within 7 business days from the execution of the Amendment. All project timelines assume timely delivery of required Client data, including the Grand Prairie Water Commission Cost Calculator. In the event that necessary client data is delayed, the project deliverables will be delayed by a commensurate amount of time to allow for sufficient data processing and analysis time.

4. Other changes to the Agreement, if any, are stated below:

None

5. The terms of this AMENDMENT supersede any contrary terms of the Agreement. This AMENDMENT will be deemed a part of, and be subject to, all other terms and conditions of the Agreement. Except as modified above, the Agreement will remain in full force and effect.

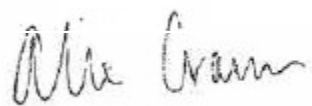
IN WITNESS WHEREOF, the parties have executed this AMENDMENT the day and year first written above.

THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION, WHICH MAY BE ENFORCED BY THE PARTIES.

CLIENT: City of Crest Hill, Illinois

BMCD: Burns & McDonnell Engineering Company, Inc.

By: _____

By:  _____

Name: _____

Name: Alex Craven _____

Title: _____

Title: Project Manager _____

**Agenda Memo****Crest Hill, IL**

Meeting Date:	9/14/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item:	Approval of the purchase of the renewal of Wonderware Support Software in the amount of \$24,390.00 from Concentric Integration.

Summary:

Public Works is requesting approval to renew the annual Wonderware Customer First Support Agreement with Concentric Integration for the City's Wastewater SCADA system. The renewal quote provided is \$24,390.00 and will provide support coverage for the period of October 8, 2026 through October 8, 2027.

The Wonderware software continuously monitors and controls critical wastewater treatment plant and lift station operations, including pumps, motors, flow monitoring, alarm notifications, treatment processes, data trending, and regulatory reporting functions. Reliable operation of the SCADA system is essential for maintaining uninterrupted wastewater services, protecting public health, and ensuring compliance with environmental regulations. Because the wastewater SCADA system is a critical component of daily plant operations, maintaining an active Wonderware support agreement is considered a best practice and is essential to ensuring the continued safe and efficient operation of the City's wastewater infrastructure.

Recommended Council Action:

Approve the purchase of the renewal for the Wonderware Support Software in the amount of \$24,390.00 from Concentric Integration.

Financial Impact:

The total cost is \$24,390.00 budgeted within 07-08-5301.

Attachments:

Concentric Integration Quote for Wonderware Support Renewal from October 8, 2026 through October 8, 2027.



Wonderware Support Renewal

City of Crest Hill, IL

20600 City Center Blvd.

Crest Hill, Illinois 60403

United States

Reference: 20260902-124050354

Quote created: September 2, 2026

Quote expires: October 2, 2026

Quote created by: Allie Nicolia

Project Coordinator

anicolia@goconcentric.com

+18154443357

Item & Description	Quantity	Unit Price	Total
Wonderware Support Renewal	1	\$24,390.00	\$24,390.00
Wonderware Customer FIRST Agreement - Standard Level			
Agreement #110227			
Expiration Through: 10/08/2026- 10/08/2027			
Total			\$24,390.00

Purchase terms

Concentric Integration, LLC's Standard Terms and Conditions, Version 10.3 (V10.3), located at <http://goconcentric.com/standard-terms/> are hereby incorporated into this quote as though fully attached hereto. By signing below, each of the undersigned represents and warrants that Concentric Integration, LLC's Standard Terms & Conditions are legal, valid, and binding obligations upon the parties for which they are the authorized representative.

Signature

Date

Printed name

Questions? Contact me



Allie Nicolia
Project Coordinator
anicolia@goconcentric.com
+18154443357

Concentric Integration
8678 Ridgefield Rd
Crystal Lake, IL 60012
United States

**Agenda Memo****Crest Hill, IL**

Meeting Date:	9/14/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item:	Approval of 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.

Summary:

The Public Works Department is requesting approval for the purchase of a new Kubota RTV-X2 utility vehicle to support operations at the West Wastewater Treatment Plant. The proposed vehicle is a heavy-duty diesel-powered unit specifically designed for municipal and industrial applications. The vehicle is equipped with a 23.3 horsepower Kubota diesel engine, hydrostatic transmission (VHT-X), and hydraulic power steering, allowing for smooth operation and reliable performance under demanding conditions. This piece of equipment will be stationed at the facility and utilized for daily operational tasks, including transportation of materials, equipment, and personnel across the site.

This equipment will:

- Improve efficiency of daily operations at the West Treatment Plant
- Provide reliable transportation across the facility in all weather conditions
- Support maintenance activities, including snow removal and material handling
- Enhance staff productivity and safety

This piece of equipment is essential to maintaining consistent and efficient plant operations, particularly given the size of the facility and the frequency of daily tasks requiring transport of tools and materials. Without a dedicated utility vehicle, staff must rely on less efficient means, resulting in increased labor time and reduced operational effectiveness.

Recommended Council Action:

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.

Financial Impact:

The total cost is \$36,347.89 budgeted within 11-00-7304.

Attachments:

Quote for a new Kubota RTV-X2 utility vehicle.

Quote Provided By
Alta Equipment Company
Chris May
18405 115th Ave.
Orland Park, IL 60467
email: chris.may@altg.com
phone: 8474170548

-- Standard Features --

-- Custom Options --



V Series

RTVX2C-SKLH-1

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
3 Cyl. 68.5 cu in
+23.3 Gross Eng HP
75 Amp Alternator

TRANSMISSION

VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

TIRES AND WHEELS

ATV Tire 25 x 10 - 12, 6 ply
HDMP Tires 25 x 10 - 12, 6 ply

KEY FEATURES

Factory Cab with A/C, Heater,
Defroster
Digital Multi-meter
Fully-opening roll-down side
windows
Speedometer
Pre-wired w/ speakers/antenna for
stereo
Front Independent Adjustable
Suspension
Rear Independent Adjustable
Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front
Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats
with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard
(radiator guard, bumper, and lens
guard)

DIMENSIONS

Width 63.2 in
Height 81.9 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

RTVX2C-SKLH-1 Base Price: \$31,399.00

Selected Kubota Attachments

(1) Turn Signal/Hazard Light Kit K7741-99610-Turn Signal/Hazard Light Kit	\$298.02
(1) LED FRONT WORK LIGHTS KIT (2) 77700-11811-LED FRONT WORK LIGHTS KIT (2)	\$204.99
(1) LED REAR WORK LIGHT KIT (1) 77700-11812-LED REAR WORK LIGHT KIT (1)	\$109.99
(1) STROBE LIGHT MOUNT KIT 77700-VC5058-STROBE LIGHT MOUNT KIT	\$187.95
(2) SINGLE SIDE MIRROR - CAB (1) 77700-V5059-SINGLE SIDE MIRROR - CAB (1)	\$237.64
(1) 4 POINT K-CONNECT V5293B-4 POINT K-CONNECT	\$6,241.00
(1) 78" WIDE V-BLADE PNF V5295A-78" WIDE V-BLADE PNF	\$4,089.00

Total Kubota Attachments: \$11,368.59

Total Attachments: \$11,368.59

Configured Price: \$42,767.59

Sourcewell Discounts:

Kubota Items: (\$9,408.87)

Total Discount: (\$9,408.87)

SUBTOTAL: \$33,358.72

Kubota Item Fees:

Dealer Assembly: \$751.67

Freight Cost: \$1,087.50

PDI: \$400.00

Total Unit Price: \$35,597.89

Quantity Ordered: 1

Additional dealer prep \$750.00

Final Sales Price: \$36,347.89

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting
dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.