



City Council Work Session

Crest Hill, IL

May 22, 2023

7:00 PM

Council Chambers

20600 City Center Blvd., Crest Hill, IL 60403

Agenda

1. Credit Card Discussion
2. City Apparel Purchases and Future Policy-Non-union and Union Employees
3. Discussion regarding Easement from Lockport Township Park District re: City Welcome Sign on Rte. 53.
4. Award the contract to Sheridan Plumbing & Sewer in the amount of \$2,831,319.50 for the U.S. 30 (Plainfield Road) 10-inch Water Main Lining Maintenance Project. Approve construction engineering contract with Robinson Engineering, Ltd. in the amount of \$208,000.
5. Route 66 Community Monuments-Agreement Heritage Corridor Convention and Visitors Bureau and City of Crest Hill.
6. Biggest Loser Contribution
7. Public Comments
8. Mayor's Updates
9. Committee/Liaison Updates
10. City Administrator Updates
11. 5 ILCS 120/2(c)(1)-The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Here
12. 5 ILCS 120/2(c)(2)-Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

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.



City Council Agenda Memo

Crest Hill, IL

Meeting Date: May 22, 2023

Submitter: Lisa Banovetz, Director of Finance / Glen Conklin, Treasurer

Department: Treasurer's Office

Agenda Item: Credit Card Discussion

Summary: The Treasurer's Office has prepared a summary of the City's current Credit Card Policy, in addition to providing details as to which City employees have Credit Cards, and what the limits are on these Credit Cards.

Six (6) months of the most recent City of Crest Hill Credit Card statements have been collected for the City Council's (Council) review. These statements include sensitive Credit Card account information and therefore the statements have not been included as an attachment to this agenda item.

Going forward, on a monthly basis, complete Credit Card statements will be included in the Council's packet that is submitted by the Treasurer's Office for Council's review.

A summary of the City's current Credit Cards is listed below. The City has a cumulative monthly credit limit of \$25,000 for all Credit Card purchases.

<u>Name</u>	<u>Credit Limit</u>	<u>Single Transaction Limit</u>	<u>Cycle Transaction Limit</u>
City Administrator	\$25,000	\$10,000	50
Ed Clark	\$10,000	\$4,000	50
Mark Siefert	\$2,500	\$0	0

The City's current Purchasing Policy does *not* address the use of City issued Credit Card spending. The City is requesting that Council consider amending its current Purchasing Policy to add the section below related to City Credit Cards as follows:

Credit Card Procedures and Guidelines

CITY CREDIT CARDHOLDER RESPONSIBILITIES

City-issued Credit Cards (Credit Cards) are issued to designated employees of the City to support specific and limited types of City purchases. Credit Cards are used as a supplement to other acceptable methods of procurement and should only be used when other approved procurement methods are *not* available.

The City strongly encourages the use of other approved methods of procurement when possible. All purchases made with Credit Cards are subject to the requirements and restrictions set forth in the City's Purchasing Policy, as well as

the Credit Card Procedures and Acceptable Use Guidelines. Any purchases made with the City's Credit Cards are subject to public disclosure under the Freedom of Information Act (the "FOIA").

CREDIT CARD PROCEDURES

The Credit Card Procedures and Acceptable Use Guidelines (Credit Card Procedures) govern the use of the Credit Cards issued to designated employees of the City to support specific and limited types of City purchases. The Credit Card Procedures are intended to guide employees on appropriate uses and protect employees and the City from any inappropriate use of the Credit Cards. Purchasing with a Credit Card must follow the City's Purchasing Policy including, but not limited to, the competitive purchasing process.

The City of Crest Hill's Credit Cards are City property. In the event a Credit Card is lost or stolen, immediately report the loss or theft to the Director of Finance.

ACCEPTABLE USE GUIDELINES

1. As a supplement to other methods of purchasing, the City uses Credit Cards as a form of payment in limited circumstances to provide an efficient electronic payment method. Credit Cards should only be used when ordinary procurement methods are not available. The use of a Credit Card is not intended to replace effective procurement planning.
2. Holders of a City issued Credit Card should refer to the City's Purchasing Policy for further guidance regarding acceptable uses.
3. All purchases made with a City issued Credit Card must conform with the City's Purchasing Policy, including, but not limited to the following:
 - a) Credit Card purchases should not exceed set limits made within a single billing period.
 - b) Avoid all unauthorized purchases.
 - c) Ensure all City related purchases are budgeted, and have received approval, prior to purchase.
 - d) All purchases follow federal, state and city statutes, ordinances, rules, policies, and procedures.
 - e) Credit Card purchases are *not* split in a manner that violates the City's Purchasing Policy.
 - f) All Credit Card purchases do *not* include any taxes, such as sales tax, from which the City is exempt from paying. Any taxes charged on a Credit Card purchase will require the purchaser to contact the merchant to receive an adjustment credit for the taxes charged on the respective purchase.
4. Annually, the Director Finance shall conduct a review of all Credit Cards, including a use analysis, to determine if the Credit Card holders' current position or duties warrant a continued need for a City issued Credit Card.

Card Restrictions

The following uses of Credit Cards are prohibited unless authorized by the City Treasurer:

1. Cash advances.
2. Purchases from vendors that already issue the City an invoice.
3. Purchases that are not City related and are for personal benefit.
4. Purchases of meal expenditures under the per diem overnight travel Policy.
5. Purchases of food or beverage, with the following exceptions as approved by a Department Head or Treasurer prior to purchase:
 - a. Refreshments related to a City hosted meeting or event.
 - b. Employee or official recognition events.
 - c. Emergency situations of employees working through a normal meal break.
 - d. Other situations as approved by the Treasurer.
6. Under no circumstances shall the purchase of alcoholic beverages be allowed, using a City issued Credit Card.
7. Returns of any purchase made with a City issued Credit Card must be in the form of an account credit and should not be in cash, check, or any other form.

Cardholder Eligibility Criteria

Subject to the approval of the Treasurer, the City will consider issuance of a Credit Card to certain positions based on the operational needs of the City.

Before receipt, all persons issued a Credit Card shall acknowledge, in writing, their receipt of, and agreement to comply with this Policy, and their personal limitation on purchases made with the Credit Card within a single billing period.

All recipients of a Credit Card shall no longer be eligible to hold such Credit Card and shall immediately return the Credit Card to the Director of Finance upon the occurrence of any of the following:

1. City Separation of employment.
2. Violation of this Policy.
3. A determination is made that there is no longer a need for the Credit Card.

Process for Obtaining a Credit Card

1. Completion of a bank's application and City approval.
2. Review of this Policy and acknowledge agreement to comply with this Policy.

Credit Card Usage Procedures

Procedures before Purchase:

1. Purchase the least expensive item that meets the immediate need.
2. Ensure that the purchase does not include sales tax. Sales tax exemption forms may be obtained from the Director of Finance.
3. Obtain a receipt for your purchase. The original receipt must be submitted to the Treasurer's Office immediately after purchase. Copies of emailed receipts are sufficient.
4. Include a detailed description of each item purchased including the following: detail of the equipment or good purchased, reason for use of Credit Card, specific event held or attended and reason for event and attendees (if applicable).
5. Failure to provide receipts of the Credit Card purchase to the Treasurer's office may become the responsibility of the employee to pay for that purchase, personally. Repeated failures to provide receipts to the Treasurer's office for Credit Card purchases will result in the loss of Credit Card privileges and will require the employee to relinquish the Credit Card to the Treasurer's Office.

Miscellaneous Issues

Disputed Charges:

1. Follow the Credit Card issuer's Policy for disputing a charge
2. Forward a copy of the written dispute to the Treasurer's Office.

Lost or Stolen Credit Cards

1. Immediately report the lost/stolen Credit Card to the Director of Finance

Separation of Employment

1. Upon separation, the employee shall relinquish the Credit Card to the Director or Finance

Accidental Use and Reimbursement

1. In the case of an accidental personal charge being made to the Credit Card, the Credit Card holder must submit in writing a letter stating that the charge was not a City charge, provide a copy of the receipt, and provide for immediate reimbursement for the charge to the City in the form of a personal check to the City.

Recommended Council Action: Discuss Credit Card Policy and modify as considered necessary.

Financial Impact:

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

Attachments



Agenda Memo

Crest Hill, IL

Meeting Date:	May 22, 2023
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	City Apparel Purchases and Future Policy-Non-union and Union Employees

Summary: As discussed at the April 10th workshop, staff is looking to provide a consistent policy that will control costs and provide a consistent policy for staff and elective officials in the purchase of apparel with the city logo on it.

During the April 10th workshop meeting a new purchasing policy was presented and discussed and the following where concerns brought up by members of the council that have been addressed in the revised purchasing apparel.

- Who should wear and when to wear city apparel.
- A time period of employment before apparel can be purchased.

Through discussion with Department heads the following items have also been added to the revised apparel purchasing policy;

- Requirements for Special Events purchases
- Additional Apparel purchases (sweatshirts, jackets, etc.) for staff who work outside during colder months.
- Add an effective date of policy.

Also discussed at the April 10th workshop was a one-time purchase of 1 shirt and 1 pullover for all non-union and union (office staff) in order to promote the new city logo. At that meeting it was mentioned that this purchase would be for +/-30 employees for an estimated cost of \$3600. It was also suggested by a council member that this order be limited to a select type(s) of shirts and pullovers. I have worked with the vendor to pick out a limited number of shirts and pullovers that are in well supply and will look professional.

Since the meeting on the 10th of April a list of apparel orders has been collected from staff based on the selected apparel items and the collective cost for these purchases is approximately \$2,750.

Once all orders have been collected staff will be on track to make this purchase and will move forward with the purchase since the cost is within the approved purchasing policy. This purchase will be coordinated through the finance director to make sure that it will be applied to the appropriate budget line items.

Recommended Council Action:

To approve the new apparel purchasing policy for existing non-union and union employees (**excluding union employees in public works water and sewer that have uniforms supplied by Aramark or police officers**)

Financial Impact:

Funding Source: General Fund

Budgeted Amount: \$110,000 (Vender Purchases)

Cost: \$2750

Attachments:

City Appeal Policy.docx

City of Crest Hill
Apparel Purchase Policy
May 2023

This policy applies to only non-union and union employees (**excluding union employees in public works water and sewer that have uniforms supplied by Aramark or police officers**) and was created to help the City control its costs and provide a consistent policy for its employees regarding City branded apparel purchases. This policy will be in effect on January 1, 2024.

Any staff member looking to purchase apparel that has the City's name and logo imprinted on it can contact his/her Department Head for approval of the purchase. The Department Head will provide a website where the apparel can be ordered from.

The apparel discussed in this policy is intended to be worn at work or when an employee is representing the City at a work event. The apparel should not be worn by an employee (or by any individual who does not work for the City) unless it is for a specific City-related function.

After six (6) months of service with the City and with the approval of the employee's Department Head, all new hire non-union or union staff will be provided with an allowance up to One Hundred and Twenty Dollars (\$120) for the purchase of one (1) shirt and one (1) pullover from the company specified by his/her Department Head at 100% of the City's cost.

Any existing non-union and union staff member can purchase additional apparel items through the City with the approval of his/her Department Head. The employee will receive an annual discount of twenty dollars (\$20) off each purchase up to a maximum annual discount of forty dollars (\$40) each fiscal year.

For special events in which an employee will be representing the City. The purchase of any apparel for these special events shall not count towards the standard purchase allotment defined in this policy. Participation will need to be approved by the employee's Department Head or the City Council. The Department Head will need to include this type of purchase in his/her annual department budget.

Additional apparel like coats, sweatshirts, hats etc. can be purchased, for staff members defined in this policy who work outside in the colder months. This apparel will *not* count towards the policy stated above but will be restricted to a single purchase every five (5) years upon approval of the employee's Department Head. The Department Head must account for this type of purchase in his/her annual department budget.

Suggested Websites:

Ken Woody's Sports and More- www.ssactivewear.com

JCM Uniforms- www.jcmuniforms.com



Agenda Memo

Crest Hill, IL

Meeting Date:	May 22, 2023
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Discussion regarding Easement from Lockport Township Park District re: City Welcome Sign on Rte. 53.

Summary: Please review attached memo from SPESIA & TAYLOR in regard to easement with Lockport Park District for the city's welcome sign along Il Rte. 53 (Broadway)

Recommended Council Action: Direct Staff on the Council's direction and input as to the Easement, which if approved by the Park District Board, would then be recorded on the property.

Financial Impact:

Funding Source: n/a

Budgeted Amount: n/a

Cost: n/a

Attachments:

Memo re Golf Course Welcome Sign Easement.pdf

Lockport-Crest Hill Sign Easement-GLM edits.pdf

Golf Course Plat of Easement Exhibit.pdf

SPESIA & TAYLOR

MEMO

To: City Council, Mayor Soliman, Ron Wiedeman, City Engineer/City Administrator

From: Spesia & Taylor

Date: 5/22/23

Re: Information regarding proposed easement from Lockport Township Park District regarding Easement for City Welcome sign on Prairie Bluff Golf Course Property on Illinois Rte. 53

Issue: The City currently has a welcome sign on Illinois Route 53 which is located on Park District property along the west side of the road. Despite diligent search efforts, neither my office nor City Staff were able to locate any written documentation as to how the sign came to be located there. No easements were recorded on the property and the City was unable to find any other references to the sign being approved and/or its construction. I was asked by the City Engineer to draft an easement for the welcome sign, which will be upgraded as part of the current city-wide Welcome Sign project.

DISCUSSION

Initially, the attorney for the Park District was suggesting to Bill Riordan that the best way to accomplish what the City was seeking would be to enter into an Intergovernmental Agreement to cover the welcome sign. Upon further discussion with the Park District Attorney, I was able to persuade her that the best path forward would be the recording of an Easement.

I drafted the Easement, and after review, the Park District's attorney came back with a request for a termination provision upon one year notice. My response was that Ron Wiedeman and I would bring it to the City Council for discussion.

The redlined version of the easement is included in your packet. The termination right requires the Park District to provide the City with one year advance written notice of the intent to terminate, which would give the City a full year to remove the sign and return the easement location to its original condition.

Ron Wiedeman and I are looking for the Council's direction and input as to the Easement, which if approved by the Park District Board, would then be recorded on the property.

Ron can speak to the Financial Impact and cost of the proposed upgrade to the current City Welcome Sign on the Park District property.

Prepared by:
 Michael R. Stiff
 Spesia & Taylor
 1415 Black Road
 Joliet, Illinois 60435

Return to:
 City Clerk
 City of Crest Hill
 1610 Plainfield Road
 Crest Hill, Illinois 60403

GRANT OF MONUMENT SIGN EASEMENT

The undersigned, authorized representative of the **LOCKPORT TOWNSHIP PARK DISTRICT**, (hereinafter referred to as "Grantor"), for and in consideration of the sum of Ten Dollars (\$10.00) in hand paid and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant, bargain, sell, and convey unto the **CITY OF CREST HILL**, an Illinois Municipal Corporation, having its office at 1610 Plainfield Road, Crest Hill, Illinois 60403 (hereinafter referred to as "Grantee"), its successors and assigns, the right, privilege and permanent easement to install, construct, reconstruct, operate, maintain, protect, repair, alter, replace, move, inspect or remove landscaping, a monument sign, including electric connection and illumination, and all other appurtenances and equipment incidental thereto (hereinafter sometimes referred to as "Facilities"), on, over, under, across and through the following described premises of Grantor in the City of Crest Hill, County of Will, State of Illinois, said permanent easement being legally described on **Exhibit A** and graphically depicted on **Exhibit B** attached hereto and made a part hereof ("Permanent Easement") and to have and to hold said easement, rights and privileges together with any and all appurtenances thereto in any way belonging unto Grantee, its successors and assigns, forever or until such time as Grantee, its successors and assigns, release or relinquish in writing the rights herein granted. Grantor does hereby bind itself, its heirs, successors and assigns to warrant and forever defend the said premises unto Grantee, its successors and assigns, against every person whomsoever lawfully claims the same or any part thereof.

1. Grantor may use and enjoy said Permanent Easement subject, however, to the rights and easements herein granted to Grantee; provided that Grantor shall not construct or maintain or permit to be constructed or maintained any permanent structure, pond, tree or fence or any obstruction to the Facilities on, over or under the lands and property covered by the Permanent Easement. Grantor shall not be responsible for any costs related to the Facilities, including electrical costs.

2. Grantee shall, after any excavation or construction within the Permanent Easement, fill, level, and restore the surface of the ground to substantially the same condition it was in when entered upon by Grantee. Grantee shall have the right to clear, and keep cleared, all trees, undergrowth and other obstructions from the Permanent Easement and the obligation to maintain the Permanent Easement and the Facilities in good repair.

3. Grantor hereby acknowledges that it holds no ownership of, control of, and title to any of the Facilities which may be used by Grantee in connection with the Permanent Easement. The same are held free and clear of all encumbrances or claims including claims for payment by Grantor, its grantees, successors or assigns.

4. This Grant of Monument Sign Easement shall be considered as a covenant running with the land and the terms, conditions, and provisions of this Permanent Easement shall extend to and be binding upon the heirs, devisees, executors, administrators, successors and assigns of the parties hereto.

5. This Grant of Monument Sign Easement may be used by Grantee's agents, representatives, employees, contractors, and subcontractors for the purposes of and on the terms herein provided.

6. This instrument contains the entire agreement of the parties and there are no other, or different, agreements or understandings between the Grantor and Grantee, or their agents.

7. The parties hereby represent that they have authority to enter into this Grant of Monument Sign Easement and bind their respective interests.

8. The Grantee shall indemnify and hold harmless the Grantor from and against any and all claims of any kind arising out of the Grantee's activities in the Permanent Easement, except for any claims arising out of Grantor's negligence or intentional misconduct or the negligence or intentional misconduct of Grantor's agents, contractors or invitees.

9. If Grantee terminates this Grant of Monument Sign Easement, Grantee shall remove the Facilities and restore the Permanent Easement to its prior condition. If Grantor terminates this Grant of Monument Sign Easement, Grantor shall serve notice on Grantee no less than one (1) year prior to the effective date of the termination. If this Grant of

PIN No. 11-04-21-200-006

Monument Sign Easement is terminated by Grantor, the Facilities shall be removed and the Permanent Easement restored to its prior condition by Grantee on or before the designated termination date.

Executed this _____ day of _____, 2023.

GRANTOR:

Lockport Township Park District, by

By its _____ -

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County and State, do hereby certify that _____, authorized representative of the Lockport Township Park District, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and official seal this _____ day of _____, 2023.

Notary Public

My Commission Expires: _____

EXHIBIT A

Legal Description

CITY OF CREST HILL MONUMENT SIGN EASEMENT

THAT PART OF THE WEST HALF OF SECTION 22, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE WEST HALF OF SAID SECTION 22; THENCE NORTH 01 DEGREES 30 MINUTES 07 SECONDS WEST ALONG THE WEST LINE OF SAID WEST HALF, 2182.64 FEET TO A POINT ON THE SOUTH LINE OF THE NORTH 3102.57 FEET OF SAID WEST HALF; THENCE NORTH 88 DEGREES 04 MINUTES 47 SECONDS EAST ALONG SAID SOUTH LINE, 1438.81 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF ILLINOIS ROUTE 53, SAID POINT BEING A POINT ON A CURVE CONCAVE WESTERLY AND HAVING A RADIUS OF 11,409.20 FEET, THENCE NORTHERLY 370.09 FEET ALONG SAID CURVE AND ALONG SAID WESTERLY RIGHT OF WAY LINE, THE CHORD OF WHICH BEARS NORTH 23 DEGREES 16 MINUTES 18 SECONDS EAST 370.08 FEET TO THE POINT OF BEGINNING, SAID POINT BEING A POINT ON SAID WESTERLY RIGHT OF WAY LINE AND ON A CURVE CONCAVE WESTERLY AND HAVING A RADIUS OF 11,409.20 FEET, THENCE NORTHERLY 30.00 FEET ALONG SAID CURVE AND ALONG SAID WESTERLY RIGHT OF WAY LINE, THE CHORD OF WHICH BEARS NORTH 22 DEGREES 16 MINUTES 01 SECONDS EAST 30.00 FEET; THENCE NORTH 67 DEGREES 48 MINUTES 30 SECONDS WEST 30.00 FEET; THENCE SOUTH 22 DEGREES 16 MINUTES 02 SECONDS WEST 30.00 FEET; THENCE SOUTH 67 DEGREES 48 MINUTES 30 SECONDS EAST 30.00 FEET TO THE POINT OF BEGINNING; IN WILL COUNTY, ILLINOIS. Containing 900 square feet more or less.

EXHIBIT B

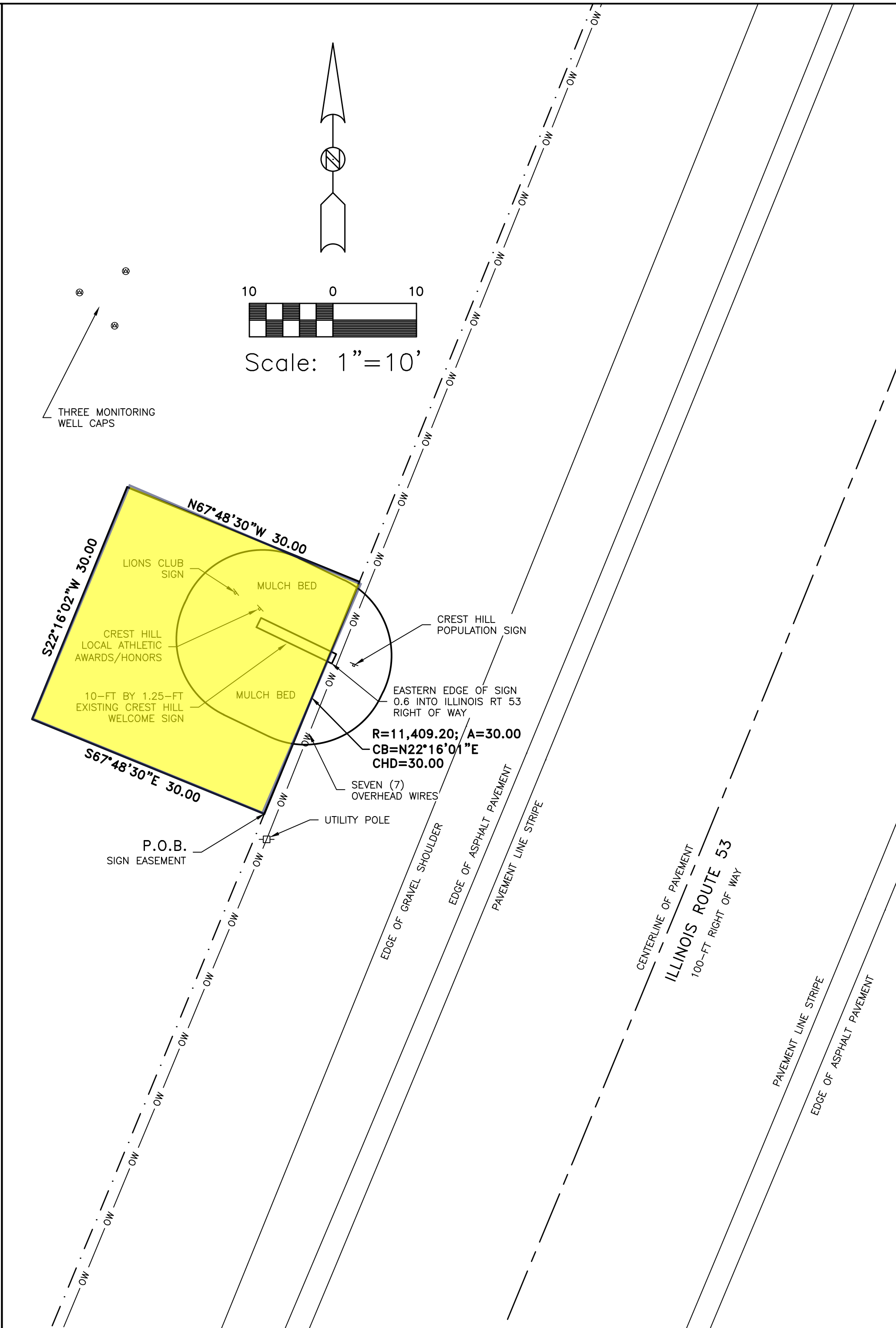
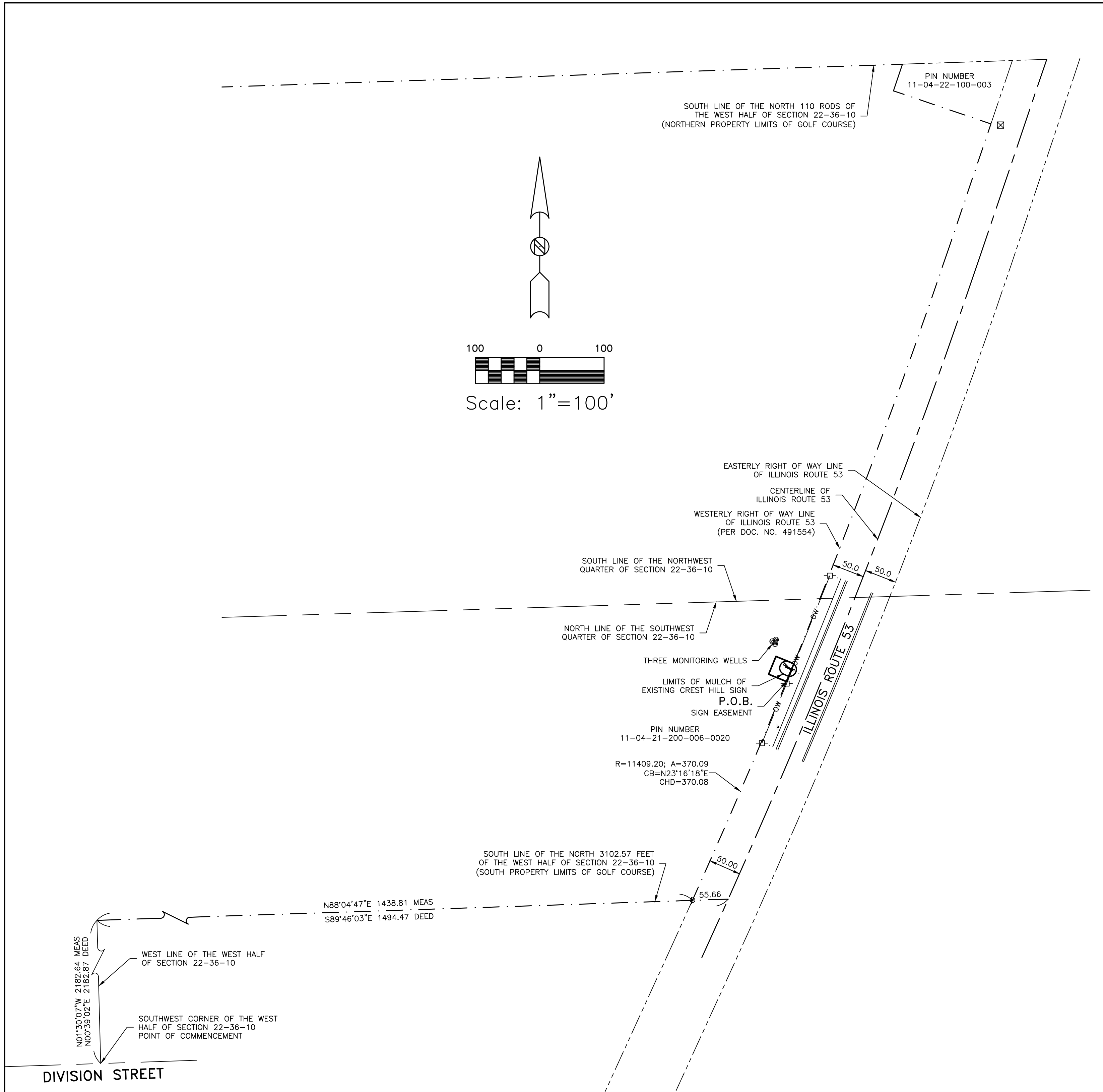
Plat of Easement

EASEMENT EXHIBIT

P.I.N. 11-04-21-200-006

LEGAL DESCRIPTION

CITY OF CREST HILL WELCOME SIGN EASEMENT
THAT PART OF THE WEST HALF OF SECTION 22, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE WEST HALF OF SAID SECTION 22; THENCE NORTH 01 DEGREES 30 MINUTES 07 SECONDS WEST ALONG THE WEST LINE OF SAID WEST HALF, 2182.64 FEET TO A POINT ON THE SOUTH LINE OF THE NORTH 3102.57 FEET OF SAID WEST HALF; THENCE NORTH 88 DEGREES 04 MINUTES 47 SECONDS EAST ALONG SAID SOUTH LINE, 1438.81 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF ILLINOIS ROUTE 53, SAID POINT BEING A POINT ON A CURVE CONCAVE WESTERLY AND HAVING A RADIUS OF 11,409.20 FEET, THENCE NORTHERLY 370.09 FEET ALONG SAID CURVE AND ALONG SAID WESTERLY RIGHT OF WAY LINE, THE CHORD OF WHICH BEARS NORTH 23 DEGREES 16 MINUTES 18 SECONDS EAST 370.08 FEET TO THE POINT OF BEGINNING, SAID POINT BEING A POINT ON SAID WESTERLY RIGHT OF WAY LINE AND ON A CURVE CONCAVE WESTERLY AND HAVING A RADIUS OF 11,409.20 FEET, THENCE NORTHERLY 30.00 FEET ALONG SAID CURVE AND ALONG SAID WESTERLY RIGHT OF WAY LINE, THE CHORD OF WHICH BEARS NORTH 22 DEGREES 16 MINUTES 01 SECONDS EAST 30.00 FEET; THENCE NORTH 67 DEGREES 48 MINUTES 30 SECONDS WEST 30.00 FEET; THENCE SOUTH 22 DEGREES 16 MINUTES 02 SECONDS WEST 30.00 FEET; THENCE SOUTH 67 DEGREES 48 MINUTES 30 SECONDS EAST 30.00 FEET TO THE POINT OF BEGINNING; IN WILL COUNTY, ILLINOIS. Containing 900 square feet more or less.



EXISTING SYMBOLS LEGEND

- FOUND SURVEY MONUMENT
- ⊗ SURVEY MONUMENT - R.O.W. MARKER
- ⊕ TRAFFIC SIGNAL
- ⊖ TRAFFIC SIGNAL - MAST ARM
- ⊗ UTILITY CONTROL CABINET
- ⊖ UTILITY POLE GUY WIRE
- ⊖ UTILITY POLE
- ⊗ STREET LIGHT
- ⊖ SIGN
- ⊗ UTILITY HAND HOLE
- ⊗ UTILITY DOUBLE HAND HOLE
- ⊗ UTILITY HEAVY DUTY HAND HOLE
- ⊗ UTILITY JUNCTION BOX
- ⊗ UTILITY SPUR BOX - GENERAL
- ⊗ UTILITY SPUR BOX - TELEPHONE
- ⊗ STORM SEWER CATCH BASIN
- ⊗ STORM SEWER FLARED END SECTION (FES)
- ⊗ STORM SEWER MANHOLE
- ⊗ STORM SEWER INLET
- ⊗ SANITARY SEWER MANHOLE
- ⊗ WATER - POST INDICATOR VALVE (PIV)
- ⊗ WATER - FIRE HYDRANT
- ⊗ WATER - VALVE BUFFALO BOX
- ⊗ WATER - VALVE BOX
- ⊗ WATER - VALVE VAULT
- ⊗ WATER - SIAMESE FIRE CONNECTION
- ⊗ RAILROAD SIGNAL
- ⊗ RAILROAD SIGNAL WITH STOP GATE
- ⊗ VEGETATION - TREE STUMP
- ⊗ VEGETATION - DECIDUOUS TREE
- ⊗ VEGETATION - EVERGREEN TREE
- ⊗ VEGETATION - SHRUB/HEDGEROW
- CONCRETE BOLLARD
- ⊖ FLAG POLE
- ⊖ MAIL BOX
- ⊗ AIR CONDITIONER UNIT
- ⊗ GENERATOR UNIT
- ⊗ ELECTRICAL TRANSFORMER
- ⊗ AUTOMATED TELLER MACHINE (ATM)

NOTES:

- THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.
- GEOTECH INCORPORATED IS PROFESSIONAL DESIGN FIRM NUMBER 184-000165.
- FOR A SURVEY TO BE CONSIDERED TO BE AN ORIGINAL IT MUST BE SIGNED AND HAVE EITHER AN EMBOSSED SEAL OR A RUBBER STAMP SEAL IN THE COLOR RED OF AN ILLINOIS PROFESSIONAL LAND SURVEYOR.
- UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF.
- THE BASIS OF BEARING FOR THE PLAT AND SURVEY, SHOWN HEREON, IS THE STATE PLANE OF ILLINOIS, ZONE EAST [NAD83 (2011)], BASED ON GNSS OBSERVATIONS UTILIZING THE TRIMBLE NOW VRS NETWORK.
- THE DEED SURVEY DATA WAS TAKEN FROM THE PLAT OF SURVEY PREPARED BY RUETTIGER, TONELLI & ASSOCIATES, INC. DATED NOVEMBER 8, 1990 WITH A DRAWING NUMBER 390-881.

PREPARED BY: CHRISTOPHER M. PAPESH, I.P.L.S. NO. 3369
EXPIRATION DATE 11/30/2024

DATE: January 16, 2023

PRAIRIE BLUFF GOLF
COURSE LOCATION

DRAWN BY: CP
CHECKED BY: CP
JOB # GJN21373
DATE: 11/17/2022

CITY OF CREST HILL
WELCOME SIGNAGE

GEOTECH INC.
CONSULTING ENGINEERS - LAND SURVEYORS
1207 CEDARWOOD DRIVE CREST HILL, ILLINOIS 60403 815/730-1010

GJN21373



Agenda Memo

Crest Hill, IL

Meeting Date:	May 22, 2023
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Award the contract to Sheridan Plumbing & Sewer in the amount of \$2,831,319.50 for the U.S. 30 (Plainfield Road) 10-inch Water Main Lining Maintenance Project. Approve construction engineering contract with Robinson Engineering, Ltd. in the amount of \$208,000.

Summary: Bids were advertised and solicited for qualified contractors to provide unit price costs for the U.S. 30 (Plainfield Road) 10-inch Water Main Lining Maintenance project.

The city solicited bids through the newspaper looking for qualified contractors. A total of four (4) local prequalified contractors picked up bids and two (2) submitted bids. The bids were received for the improvement at Crest Hill City Hall until 10:00 AM local time on Thursday, March 16, 2023. Bids were opened and read aloud on Thursday, March 16, 2023, at 10:00 AM in the Council Chambers. The following is a list of the bids received:

Results

- | | |
|------------------------------|----------------|
| 1. Sheridan Plumbing & Sewer | \$2,831,319.50 |
| 2. P.T. Ferro Construction | \$2,878,781.00 |

I have reviewed the quotes and found them to be correct and in order, and I feel that the bids do reflect the market as it exists today.

The City has budgeted \$2,700,000 for this project which included both construction and construction engineering. The budget amount was based on the Engineers Estimated Cost of Construction (EECOC) provided by our consultant of \$2,414,454.00. See attached letter from Robinson Engineering as to why the EECOC and contractors' bids were different by approximately 17.2 %.

Staff would like to award the contract at the full amount and then present to council a change order immediately after the contracts are signed by both parties for a reduction of construction costs to keep the project in line with the amount currently shown in the 2024 budget.

Robinson Engineering, Ltd. will be performing construction inspection on a part-time basis. Some of the items they will be doing are documenting the work being completed according to the plans, reviewing shop drawing, pay requests review, attending field meetings and performing construction staking and layout services.

Recommended Council Action: Award the contract to Sheridan Plumbing & Sewer in the amount of \$2,831,319.50 for the U.S. 30 (Plainfield Road) 10-inch Water Main Lining Maintenance Project.

To execute a professional services agreement with Robinson Engineering, Ltd to perform construction engineering and inspection on the U.S. 30 (Plainfield Road) 10-inch Water Main Lining Maintenance Project for an amount of \$208,000.00.

Financial Impact:

Funding Source: Water Fund

Budgeted Amount: \$2,700,000.00

Cost: \$3,039,319.50

Attachments:

22-R0541-Bid Tab.pdf

Route 30 WM Lining Award Letter_3.30.2023.pdf

Route 30 Watermain CE-4.27.2023

Local Public Agency: City of Crest Hill
 County: Will
 Section: _____
 Estimate: \$2,414,454.00

 Date: March 16, 2023
 Time: 10:00 AM
 Project # 22-R0541

 Attended By: Beissel, John

				Name of Bidder:		Sheridan Plumbing & Sewer Inc.	Fer-Pal Infrastructure		
				Address of Bidder:		6754 W. 74th Street	1350 Gasket Dr.		
						Bedford Park, IL 60638	Elgin, IL 60120		
				Approved Engineer's Estimate					
Item No.	Item Description	Unit	QTY	Unit Price	Total	Unit Cost	Total	Unit Cost	Total
20800150	TRENCH BACKFILL	CU YD	1,215	\$29.00	\$35,235.00	\$25.00	\$30,375.00	\$82.00	\$99,630.00
21101625	TOPSOIL FURNISH AND PLACE, 6"	SQ YD	2,970	\$7.00	\$20,790.00	\$10.50	\$31,185.00	\$7.70	\$22,869.00
25100630	EROSION CONTROL BLANKET	SQ YD	2,970	\$3.20	\$9,504.00	\$2.25	\$6,682.50	\$4.50	\$13,365.00
28000510	INLET FILTERS	EACH	22	\$200.00	\$4,400.00	\$200.00	\$4,400.00	\$381.50	\$8,393.00
40400001	FIBER-MODIFIED ASPHALT CRACK SEALING	FOOT	1,500	\$1.80	\$2,700.00	\$8.50	\$12,750.00	\$9.60	\$14,400.00
40604060	HOT-MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "D", N50	TON	143	\$110.00	\$15,730.00	\$215.00	\$30,745.00	\$297.50	\$42,542.50
42400200	PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH	SQ FT	500	\$8.50	\$4,250.00	\$35.00	\$17,500.00	\$19.20	\$9,600.00
44000157	HOT-MIX ASPHALT SURFACE REMOVAL, 2"	SQ YD	1,160	\$6.00	\$6,960.00	\$15.00	\$17,400.00	\$32.00	\$37,120.00
44000200	DRIVEWAY PAVEMENT REMOVAL	SQ YD	920	\$9.00	\$8,280.00	\$17.00	\$15,640.00	\$12.80	\$11,776.00
44000600	SIDEWALK REMOVAL	SQ FT	500	\$2.90	\$1,450.00	\$2.50	\$1,250.00	\$9.00	\$4,500.00
44201796	CLASS D PATCHES, TYPE IV, 12 INCH	SQ YD	510	\$190.00	\$96,900.00	\$150.00	\$76,500.00	\$217.20	\$110,772.00
56400500	FIRE HYDRANT TO BE REMOVED	EACH	7	\$1,100.00	\$7,700.00	\$1,500.00	\$10,500.00	\$3,200.00	\$22,400.00
XX007266	FIRE HYDRANTS TO BE REMOVED, SPECIAL	EACH	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$4,500.00	\$4,500.00
56400825	FIRE HYDRANT WITH AUXILIARY VALVE, VALVE BOX AND TEE	EACH	12	\$10,700.00	\$128,400.00	\$14,500.00	\$174,000.00	\$18,500.00	\$222,000.00
44000500	COMBINATION CURB AND GUTTER REMOVAL	FOOT	645	\$12.00	\$7,740.00	\$15.00	\$9,675.00	\$12.80	\$8,256.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	65	\$55.00	\$3,575.00	\$70.00	\$4,550.00	\$115.00	\$7,475.00
60605000	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.24	FOOT	580	\$39.50	\$22,910.00	\$80.00	\$46,400.00	\$115.00	\$66,700.00
70300220	TEMPORARY PAVEMENT MARKING - LINE 4"	FOOT	1,000	\$1.20	\$1,200.00	\$0.50	\$500.00	\$2.00	\$2,000.00
70300240	TEMPORARY PAVEMENT MARKING - LINE 6"	FOOT	1,250	\$4.00	\$5,000.00	\$0.60	\$750.00	\$2.50	\$3,125.00
70300280	TEMPORARY PAVEMENT MARKING - LINE 24"	FOOT	160	\$2.10	\$336.00	\$2.00	\$320.00	\$9.60	\$1,536.00
70300210	TEMPORARY PAVEMENT MARKING LETTERS AND SYMBOLS	SQ FT	260	\$19.00	\$4,940.00	\$2.00	\$520.00	\$9.60	\$2,496.00
78000100	THERMOPLASTIC PAVEMENT MARKING - LETTERS AND SYMBOLS	SQ FT	250	\$18.00	\$4,500.00	\$5.50	\$1,375.00	\$8.30	\$2,075.00
78000200	THERMOPLASTIC PAVEMENT MARKING - LINE 4"	FOOT	1,840	\$1.50	\$2,760.00	\$1.50	\$2,760.00	\$1.50	\$2,760.00
78000500	THERMOPLASTIC PAVEMENT MARKING - LINE 8"	FOOT	740	\$2.50	\$1,850.00	\$2.50	\$1,850.00	\$2.70	\$1,998.00
78000600	THERMOPLASTIC PAVEMENT MARKING - LINE 12"	FOOT	440	\$4.00	\$1,760.00	\$4.00	\$1,760.00	\$4.15	\$1,826.00
78000650	THERMOPLASTIC PAVEMENT MARKING - LINE 24"	FOOT	300	\$21.00	\$6,300.00	\$5.50	\$1,650.00	\$8.30	\$2,490.00
R1001087	6" x 6" TAPPING SLEEVE AND VALVE IN VALVE BOX	EACH	1	\$5,700.00	\$5,700.00	\$8,500.00	\$8,500.00	\$10,220.00	\$10,220.00
R1002015	8" DUCTILE IRON WATER MAIN WITH POLYETHYLENE ENCASEMENT	FOOT	25	\$190.00	\$4,750.00	\$150.00	\$3,750.00	\$290.00	\$7,250.00
R1002020	10" DUCTILE IRON WATER MAIN WITH POLYETHYLENE ENCASEMENT	FOOT	80	\$225.00	\$18,000.00	\$260.00	\$20,800.00	\$340.00	\$27,200.00
R5001012	EXPLORATORY EXCAVATION	EACH	8	\$1,200.00	\$9,600.00	\$4,500.00	\$36,000.00	\$4,475.00	\$35,800.00
RX502106	CONTINGENCY	DOL	50,000	\$1.00	\$50,000.00	\$1.00	\$50,000.00	\$1.00	\$50,000.00
RX502285	INSERTION VALVE AND BOX, 8"	EACH	2	\$10,000.00	\$20,000.00	\$17,000.00	\$34,000.00	\$21,100.00	\$42,200.00
RX502696	REMOVE 8" VALVE AND VALVE BOX	EACH	2	\$2,000.00	\$4,000.00	\$750.00	\$1,500.00	\$7,000.00	\$14,000.00
RX502697	REMOVE 10" VALVE AND VALVE BOX	EACH	5	\$2,000.00	\$10,000.00	\$1,000.00	\$5,000.00	\$7,500.00	\$37,500.00
RX502699	INSERTION VALVE AND BOX, 10"	EACH	1	\$14,000.00	\$14,000.00	\$20,000.00	\$20,000.00	\$24,900.00	\$24,900.00
RX502727	TEMPORARY WATER SERVICE MAIN, 2 IN	FOOT	230	\$45.00	\$10,350.00	\$18.00	\$4,140.00	\$16.00	\$3,680.00
RX502728	TEMPORARY WATER SERVICE MAIN, 4 IN	FOOT	7,995	\$55.00	\$439,725.00	\$23.00	\$183,885.00	\$19.00	\$151,905.00
RX502729	TEMPORARY WATER SERVICE MAIN CONNECTION, 2-1/2 IN FIRE HYDRANT STANDPIPE	EACH	10	\$2,600.00	\$26,000.00	\$800.00	\$8,000.00	\$491.00	\$4,910.00
RX502730	TEMPORARY WATER SERVICE MAIN CONNECTION, 2 IN OR LESS	EACH	45	\$1,300.00	\$58,500.00	\$2,500.00	\$112,500.00	\$3,750.00	\$168,750.00

Name of Bidder:	Sheridan Plumbing & Sewer Inc.	Fer-Pal Infrastructure	
	Address of Bidder:	6754 W. 74th Street	1350 Gasket Dr.
Approved Engineer's Estimate		Bedford Park, IL 60638	Elgin, IL 60120

Item 4.

Item No.	Item Description	Unit	QTY	Unit Price	Total	Unit Cost	Total	Unit Cost	Total
RX502731	TEMPORARY WATER SERVICE MAIN CONNECTION, 2 IN TO 4 IN	EACH	4	\$3,600.00	\$14,400.00	\$4,000.00	\$16,000.00	\$10,900.00	\$43,600.00
RX502732	TEMPORARY WATER SERVICE MAIN CONNECTION, 4 IN	EACH	7	\$4,000.00	\$28,000.00	\$8,800.00	\$61,600.00	\$11,100.00	\$77,700.00
RX502733	TEMPORARY WATER SERVICE MAIN CONNECTION, 6 IN	EACH	1	\$5,800.00	\$5,800.00	\$9,500.00	\$9,500.00	\$11,600.00	\$11,600.00
RX502734	WATER SERVICE CONNECTION, 2 IN TO 4 IN	EACH	4	\$2,900.00	\$11,600.00	\$8,800.00	\$35,200.00	\$14,100.00	\$56,400.00
RX502735	WATER SERVICE CONNECTION, 6 IN	EACH	1	\$4,600.00	\$4,600.00	\$9,500.00	\$9,500.00	\$15,970.00	\$15,970.00
RX502736	CLASS D PATCHES, TYPE II, 12 INCH (SPECIAL)	SQ YD	65	\$240.00	\$15,600.00	\$135.00	\$8,775.00	\$180.00	\$11,700.00
RX502737	CLASS D PATCHES, TYPE III, 12 INCH (SPECIAL)	SQ YD	60	\$210.00	\$12,600.00	\$135.00	\$8,100.00	\$180.00	\$10,800.00
RX502738	CLASS D PATCHES, TYPE IV, 12 INCH (SPECIAL)	SQ YD	390	\$180.00	\$70,200.00	\$135.00	\$52,650.00	\$180.00	\$70,200.00
RX502739	WATER SERVICE CONNECTION, 2 IN OR LESS	EACH	45	\$1,300.00	\$58,500.00	\$400.00	\$18,000.00	\$1,100.00	\$49,500.00
X0326658	CURED-IN-PLACE PIPE LINER, 10"	FOOT	3,845	\$200.00	\$769,000.00	\$260.00	\$999,700.00	\$205.00	\$788,225.00
X2500920	SEEDING, CLASS 1A (SPECIAL)	ACRE	0.7	\$7,600.00	\$5,320.00	\$5,500.00	\$3,850.00	\$12,775.00	\$8,942.50
X2520650	SODDING, SALT TOLERANT (SPECIAL)	SQ YD	2,970	\$18.50	\$54,945.00	\$30.00	\$89,100.00	\$12.80	\$38,016.00
X4230710	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 6 INCH, SPECIAL	SQ YD	65	\$84.00	\$5,460.00	\$150.00	\$9,750.00	\$159.60	\$10,374.00
X4230800	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 8 INCH, SPECIAL	SQ YD	65	\$89.00	\$5,785.00	\$175.00	\$11,375.00	\$191.60	\$12,454.00
X5610708	WATER MAIN REMOVAL, 8"	FOOT	40	\$30.00	\$1,200.00	\$10.00	\$400.00	\$70.25	\$2,810.00
X5610710	WATER MAIN REMOVAL, 10"	FOOT	270	\$20.00	\$5,400.00	\$10.00	\$2,700.00	\$83.00	\$22,410.00
XX007524	GATE VALVE AND BOX, 10"	EACH	15	\$6,100.00	\$91,500.00	\$15,000.00	\$225,000.00	\$14,100.00	\$211,500.00
XX003516	CONNECTION TO EXISTING WATER MAIN (NON-PRESSURE) - 8"	EACH	2	\$5,200.00	\$10,400.00	\$8,500.00	\$17,000.00	\$2,250.00	\$4,500.00
Z0004514	HOT-MIX ASPHALT DRIVEWAY PAVEMENT, 4"	SQ YD	440	\$65.00	\$28,600.00	\$40.00	\$17,600.00	\$70.00	\$30,800.00
Z0004522	HOT-MIX ASPHALT DRIVEWAY PAVEMENT, 6"	SQ YD	350	\$75.00	\$26,250.00	\$50.00	\$17,500.00	\$81.00	\$28,350.00
40600275	BITUMINOUS MATERIALS (PRIME COAT)	POUND	2,700	\$0.95	\$2,565.00	\$0.55	\$1,485.00	\$1.50	\$4,050.00
40600290	BITUMINOUS MATERIALS (TACK COAT)	POUND	540	\$0.85	\$459.00	\$0.55	\$297.00	\$1.50	\$810.00
X7010216	TRAFFIC CONTROL AND PROTECTION, (SPECIAL)	L SUM	1	\$77,000.00	\$77,000.00	\$154,000.00	\$154,000.00	\$22,900.00	\$22,900.00
70106800	CHANGEABLE MESSAGE SIGN	CAL MO	10	\$910.00	\$9,100.00	\$3,500.00	\$35,000.00	\$1,150.00	\$11,500.00
R1002310	REMOVE AND REPLACE 12" STORM SEWER WITH WATER MAIN QUALITY PIPE	FOOT	125	\$115.00	\$14,375.00	\$225.00	\$28,125.00	\$230.00	\$28,750.00
				TOTAL:	\$2,414,454.00		\$2,831,319.50		\$2,878,781.00



March 30, 2023

To: City of Crest Hill
1610 Plainfield Road
Crest Hill, Illinois 60403

Attn: Mark Siefert, Director of Public Works

RE: **City of Crest Hill - U.S. 30 (Plainfield Road) 10-Inch Water Main Lining Maintenance**

Dear Mr. Siefert:

We have reviewed the bids opened March 16, 2023, at the City Hall for the above referenced project, and find them to be correct and in order as follows:

Contractor	As Read
Sheridan Plumbing & Sewer	\$2,831,319.50
Fer-Pal Construction USA, LLC	\$2,878,781.00

The low bidder is approximately 17.2% higher than the Engineers Estimated Cost of Construction (EECOC), \$2,414,454.00. Higher unit costs associated with the Cured-In-Place Pipe Liner, 10" and Gate Valve and Box, 10", reflect industry increases, especially current labor markets, and were not expected during the generation of the EECOC. An itemized bid tabulation is enclosed for your review.

We therefore recommend award of the contract to the low responsible bidder, Sheridan Plumbing & Sewer, in the amount of Two Million, Eight Hundred Thirty-One Thousand, Three Hundred Nineteen Dollars and Fifty Cents (\$2,831,319.50).

Very truly yours,

Dana E. West

Dana E. West, PE, CFM, CPESC
Senior Project Manager
(815) 412-2702
dwest@reltd.com



Municipal Expertise. Community Commitment.

Dana E. West, PE, CFM, CPESC
Direct Line: (815) 412-2702
Email: dludwig@reltd.com

Item 4.

April 27, 2023

City of Crest Hill
1610 Plainfield Road
Crest Hill IL 60403

Attn: Mr. Mark Siefert, Director of Public Works

RE: Proposal for Professional Engineering Services
Water Main Lining – US Route 30 from Caton Farm Road to Grandview Road
Construction Engineering

Dear Mr. Siefert:

Robinson Engineering, Ltd. (REL) is pleased to present a proposal to perform construction engineering services related to the US Route 30 water main lining. We take great pride in partnering with our clients to achieve their goals, and sincerely appreciate the opportunity to offer our expertise and dedication on this project.

Included in this proposal are the following: Project Overview, Scope of Services, Payment Terms, and Standard Terms and Conditions. REL's Standard Terms and Conditions should be considered as an integral part of this proposal.

1. PROJECT OVERVIEW

The City will soon award a contract to line an existing 10-inch diameter water main along US Route 30 from the intersection of US Route 30 & Caton Farm Road and ending at the intersection of US Route 30 & Grandview Road. This water main lining will restore an existing 10-inch diameter water main which has exceeded its useful life.

2. SCOPE OF SERVICES

REL will provide technical personnel to perform construction observation and documentation, including the following tasks (it is assumed that the construction timeframe will be 120 calendar days):

- a. Facilitate pre-construction meeting between City, Contractor and other stakeholders as may be applicable, including preparation of agenda and meeting minutes.
- b. Notification and coordination with IDOT.
- c. Respond to Contractor requests for information.
- d. Review shop drawings as necessary.
- e. Review of the Contractor-provided digital photographic survey (video) of project construction area to document existing conditions within affected right-of-way.
- f. Provide construction staking and layout of the proposed improvements.

- g. Provide a qualified Resident Engineer/Observer on a part-time basis to observe construction activities, ensure Contractor compliance with approved plans and specifications, measure project quantities, assist with utility coordination, keep City informed of project status, and advise City of deficiencies in the Contractor's work as necessary.
- h. Prepare observation records and collect required construction documentation from the Contractor.
- i. Assist the City in the preparation of change orders, plan revisions or other field directives as may be determined during construction.
- j. Review the Contractor's pay requests and prepare recommendations for payment for work satisfactorily completed.
- k. Conduct punch list inspection(s) and associated documentation before final payment recommendation is made for the Contractor's work.
- l. Prepare 'as-built' construction drawings reflecting any field changes to the design plans and deliver to City.
- m. Construction materials testing services as required by the Special Provisions (SP), Material Inspection – Reports (SP page 6 of 24).

3. PAYMENT TERMS

Construction engineering services shall be charged on an hourly basis and will not exceed \$208,000 without the City's consent.

4. STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions for this proposal are attached hereto and incorporated herein.

Please let me know how you would like to proceed. Again, we thank you for the opportunity to submit this proposal for your consideration. Please feel free to call me at (815) 412-2716 or email me at dwest@reltd.com with any questions regarding this proposal, or if any additional information is needed.

Very truly yours,

ROBINSON ENGINEERING, LTD.

Dana E. West

Dana E. West, PE, CFM, CPESC
Senior Project Manager

Accepted this _____ day of _____, 2023.

By: _____
Signature

ROBINSON ENGINEERING, LTD ("REL")
STANDARD TERMS AND CONDITIONS

CONTRACT – These Standard Terms and Conditions may be amended, added to, superseded, or waived only if both REL and Client specifically agree in writing to any amendment of these Terms and Conditions ("Agreement").

STANDARD OF CARE – The standard of care for all professional engineering, survey or related professional services performed or furnished by REL under this Agreement will be the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality. REL makes no warranties, express or implied, under this Agreement or otherwise, in connection with REL's services on this Project.

RELIANCE – REL may, without liability, rely on the accuracy and completeness of information provided by Client, Client's consultants and any contractors, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards without the need for verification.

CHANGES IN SCOPE – The proposed fees constitute REL's estimate to perform the services required to complete the Project. However, all required services are not always definable in the initial planning. Accordingly, circumstances may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated, an equitable adjustment shall be made to REL's compensation and agreed to in writing by REL and Client.

DELAYS – REL shall complete its obligations within a reasonable time. If, through no fault of REL, such periods of time or dates are changed, or the orderly and continuous progress of REL's services is impaired, or REL's services are delayed or suspended, then the time for completion of REL's services, and the rates and amounts of REL's compensation, shall be adjusted equitably.

SUSPENSION & TERMINATION – Client may suspend the Project upon seven (7) days written notice to REL. If REL's services are substantially delayed through no fault of REL, REL may suspend services after giving seven (7) days written notice to Client. Either party may terminate this agreement upon thirty (30) days written notice to the other party 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.

Client shall remain liable for, and shall promptly pay REL for all services rendered to the date of such suspension/termination of services plus suspension/termination charges incurred by REL. Suspension/termination charges include the cost of assembling documents, personnel and equipment rescheduling or reassignment, and commitments made to others on Client's behalf.

OPINION OF PROBABLE COSTS – REL's opinions of probable Construction Cost are to be made on the basis of REL's experience and qualifications and represent REL's best judgment as an experienced and qualified professional generally familiar with the construction industry. However, since REL has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, REL cannot and does not guarantee that proposals, bids, or actual Construction Cost shall not vary from opinions of probable Construction Cost prepared by REL.

REUSE OF PROJECT DELIVERABLES – All design documents prepared or furnished by REL are instruments of service, and REL retains all ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall not rely in any way on any Document unless it is in printed form, signed and sealed by REL or one of its Consultants.

RIGHT OF ENTRY – Client agrees to obtain legal right-of-entry on the property when entry to property is required by the work of this Agreement.

ENVIRONMENTAL CONDITIONS OF SITE – REL's scope of services does not include any services related to any environmental issues related to the site including petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, or regulated by any Federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance, or material.

RELATIONSHIP WITH CONTRACTORS – REL shall not at any time supervise, direct, or have control over any contractor's work, nor shall REL have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, nor for safety precautions and programs in connection with the contractors' work, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work. REL neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work. REL shall have no authority to stop the work of any contractor on the Project.

LIMITATION OF LIABILITY – REL's total liability to Client for any and all claims for damages whatsoever, arising out of or in any way related to the Project or this Agreement, from any cause or causes, including but not limited to REL's negligence, errors, omissions, strict liability, or breach of contract, shall be limited as follows: REL's total liability shall not exceed the lesser of (1) \$1,000,000 (one million dollars) or (2) the remaining limits of any policy of insurance which provides coverage for the Client's cause or causes of action; such remaining limits to be measured as of the date judgment is entered against REL or the date when Client and REL otherwise settle/resolve the cause or causes of action.

INSURANCE – REL shall maintain insurance coverage for Professional, Commercial General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with any legal requirements and REL's business requirements. Certificates of insurance shall be provided by REL upon written request.

MUTUAL WAIVER – To the fullest extent permitted by law, Client and REL waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

GOVERNING LAW, JURISDICTION & VENUE – This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. Further, the parties agree and consent to the exclusive jurisdiction of the courts of the State of Illinois for all purposes regarding this Agreement and that venue of any action brought hereunder shall be exclusively in Cook County, IL.

NON-ENFORCEMENT – A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

ASSIGNMENT – A party shall not assign its rights or obligations pursuant to this Agreement without the express written permission and consent of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

SURVIVAL – All express representations, waivers, indemnifications, and limitations of liability included in this Agreement shall survive its completion or termination for any reason.

THIRD PARTIES – Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or REL to any Contractor, Contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement shall be for the sole and exclusive benefit of Client and REL and not for the benefit of any other party.

SEVERABILITY – Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and REL, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision.

STATUTE OF LIMITATIONS – To the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence to run, no later than the date of Substantial Completion of this Agreement.

CONFLICTS – If a conflict exists between the Agreement provisions and these Standard Terms and Conditions then these Standard Terms and Conditions shall prevail and control.

Client's Initial: _____

Date: _____

10/2014



Agenda Memo

Crest Hill, IL

Meeting Date:	May 22, 2023
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Route 66 Community Monuments-Agreement Heritage Corridor Convention and Visitors Bureau and City of Crest Hill.

Summary: The city of Crest Hill through Heritage Corridor Designations (CVB) has been awarded a portion of \$1.6 million DCEO grant for the purchase of an interactive Route 66 Community Monument. The purpose of this monument is to promote tourism and to celebrate the 100th Anniversary of Route 66 in 2026. The monument is 72 inches tall by 14'8" in length, see attached for exhibits on the monument being provided.

The CVB is looking to have this agreement signed by the city by the end of June 2023.

If the city chooses to move forward with accepting this monument the following will be conditions of the agreement:

1. The city will be required to pay a one-time fee of \$3,000 fee to the Heritage Corridor to pay for cost associated with the grant application, reporting and accounting of the grant.
2. The city will take delivery of the monument on or by August 31, 2023.
3. The sign will be delivered to a location determined by the city.
4. The city will be required to install a 15 ft by 4 ft concrete pad that is capable of handling the load of the monument. The estimated cost to install the pad is approximately \$5,000. This is the cost of the pad only, and any landscaping, benches, etc. will be additional.
5. The city will also be responsible for installing a sign adjacent to this monument that says, "Project funded by DCEO's Route 66 Grant with logos". The cost for this is estimated to be between \$200-\$300 dollars.
6. The monument will need to be out for public display until the end of 2026 and once delivered, the city will be responsible for maintenance and repair of the monument .
7. Once the monument is installed, the city along with Heritage Corridor Designations will plan a public announcement.

If the city chooses to move forward with the execution of this agreement, then a location will need to be determined. The locations below are up for discussion:

- City Center Park, in the area of the new playground being installed the Lockport Park District.
- Along the front of City Center, City Hall side.
- Work with Lucky Brothers to install on their gas station site. Southwest Corner of Caton Farm Rd and Broadway
- Goofee G's Ice Cream on Plainfield Rd and Webb
- Northeast Corner of Theodore and Broadway.

Staff has sent this draft agreement to the city attorney for review, and he has indicated there will be substantial revisions required besides the following:

1. Under Recitals the IGA needs to be revised to a one-time payment of \$3,000
2. Item 7 needs to be revised to address that any damage to the monument at the time of delivery will be repaired at no cost to the city.

Recommended Council Action: Provide direction to staff to on whether to proceed with this DCEO grant for a Route 66 Community Monument.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: n/a

Cost: TBD

Attachments:

R66 FY23 Monument Crest Hill-RJW

RT66 Grant FY22 Copy

ROUTE 66 GRANT FY23

ROUTE 66 COMMUNITY MONUMENTS AGREEMENT BETWEEN HERITAGE CORRIDOR CONVENTION AND VISITORS BUREAU AND CITY OF CREST HILL

The Memorandum of Understanding and Agreement (hereinafter "Agreement") is made this _____ day of _____, 2023, by and between Heritage Corridor Convention and Visitors Bureau (CVB) (hereinafter "CVB") whose address is 2701 Black Road, Suite 201; Joliet, Illinois; and CITY OF CRESTHILL (an Illinois municipality) (hereinafter "CITY"), whose address is 200600 City Center Boulevard, IL.

RECITALS

WHEREAS, the CITY is a non-home rule municipality pursuant to the Illinois Constitution and the Illinois Municipal Code and located within the geographic boundaries of the HERITAGE CORRIDOR CVB; and

WHEREAS, CVB is an Illinois not-for-profit organization that partners with communities to promote the historic I&M Canal National Heritage Area; and

WHEREAS, the State of Illinois has made grant funds available to CVB for the purpose of promoting tourism and celebrating the 100th Anniversary of Route 66, which includes the fabrication and delivery of Route 66 Community Monuments along The First Hundred Miles of Route 66; and

WHEREAS, CVB is authorized to utilize state grant funds from the Department of Commerce and Economic Opportunity (DCEO) for the purpose of fabrication and delivery of these MONUMENTS; no federal funds will be used; and

WHEREAS, CVB will furnish a certain MONUMENT, described herein, to the CITY pursuant to the terms of this Agreement.

WHEREAS, CITY agrees to an ~~annual financial partnership~~ ^{One time} investment with CVB for \$3,000. Funds shall be paid prior to delivery of MONUMENT.

NOW THEREFORE, in consideration of the premises, the mutual covenants contained herein, and other good and valuable consideration; the receipt and sufficiency of which is hereby acknowledge, the Parties agree as follows:

1. CVB agrees to furnish one "Route 66 Community Monument" (hereinafter "MONUMENT") described as follows: Route 66 Shield Interactive Monument; 72" tall by 14'8" wide.
2. CVB will deliver MONUMENT to a location within the CITY's jurisdictional boundaries to be determined by the CITY on or before August 31, 2023. CITY will provide a sign which includes the following "Projected funded by Illinois DCEO's Route 66 Grant" with Enjoy Illinois, CVB, and CITY logos.
3. The CITY shall not be financially responsible for the manufacture or delivery of the MONUMENT.
4. The CITY agrees to provide: a minimum of 4' poured concrete pad (or existing concrete surface) foundation for structure, built to the manufacturers' specifications at a minimum 1' all around; public space/property for MONUMENT to be erected.

5. Once delivered by manufacturer, the MONUMENT shall be the sole property and responsibility of the accepting party. CVB shall have no responsibility of any kind for the MONUMENT after delivery. CITY will maintain the MONUMENT through Route 66 Centennial in 2026.
6. CVB shall not be liable for any injury or death occurring in or about the area where the MONUMENT is placed, or for injury or death that is caused because of the condition of the MONUMENT itself, or because for the foundation of which the MONUMENT was placed.
7. MONUMENT shall be delivered as-is and the CVB makes no warranties of any kind either express, implied, or statutory related to the MONUMENT. **This needs to be addressed, Need assurances monument is not damaged when it is delivered.**
8. CVB shall not be liable for repair, replacement, or maintenance of the MONUMENT after delivery of the MONUMENT to the CITY.
9. Once the MONUMENT is installed the CITY along with the CVB will plan a “public announcement event”.
10. CITY shall indemnify CVB against and hold it harmless from, all claims, actions, proceedings, costs, damages, and liabilities, including attorney’s fees, arising out of, connected with, or resulting from the sue and placement of MONUMENT.
11. The approximate cost for the procurement of the MONUMENT is a Route 66 grant eligible expense of less than \$12,000 for fabrication and delivery, the entire cost of which is paid with the Route 66 grant provided by the CVB.

All contracts must be signed/executed by June 30, 2023 with payments completed by July 31, 2023.

IN WITNESS WHEREOF THE PARTIES HAVE SIGNED THEIR ACCEPTANCE OF THESE TERMS BY SIGNING AS FOLLOWS:

 HERITAGE CORRIDOR CVB
 BY ITS AUTHORIZED AGENT
 Robert Navarro, President & CEO

DATE _____

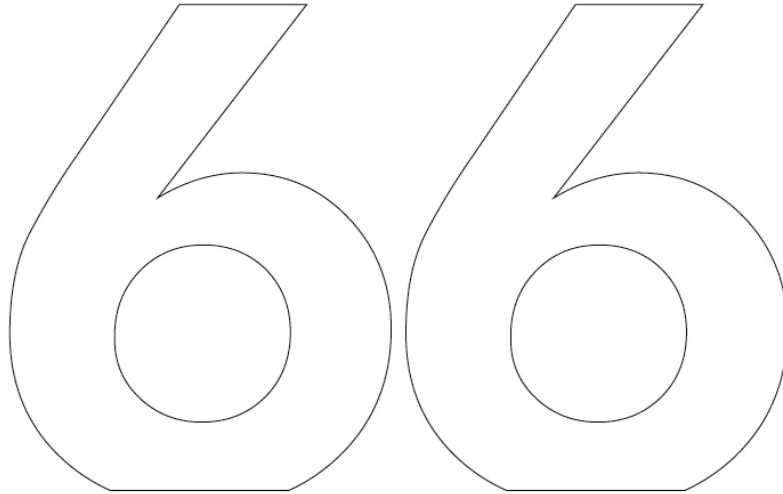
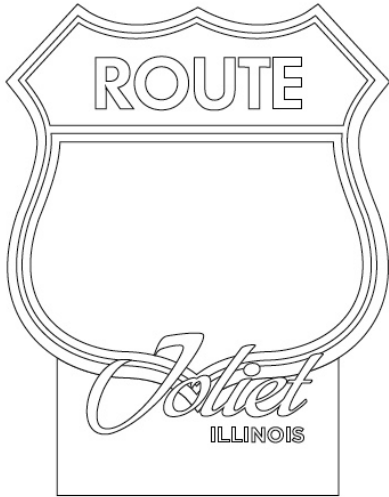
 VILLAGE OF CREST HILL
 BY ITS AUTHORIZED AGENT
 Ray Soliman, Mayor

DATE _____

 CIT OF CREST HILL
 City Administrator, Village Clerk
 Jim Marino, City Administrator

DATE _____

Route 66 Interactive Signs



6ft tall HWY shape

6ft tall '66' numbers





CREST HILL
POLICE DEPARTMENT
1610 Plainfield Road
Crest Hill, IL 60403
815-741-5111
cityofcresthill.com

Item 6.

To: Mayor Soliman and City Council

From: R. Dobczyk #130

CC: E. Clark #131

Date: 5/18/2023

Re: Biggest Loser Contribution

Good afternoon,

I am seeking permission to use \$300 from the Wellness Expense Line item (#01-10-4250) for a contribution to the winners of our annual Biggest Loser weight loss contest. The city has donated in the past to the contest (See attached Paid Invoice Report). The check is made out to the Crest Hill Police Association (Police Union), and then the funds are distributed to the winners.

My understanding is that the wellness expense line item is funded by insurance and would not include tax payer funds. There is currently \$1,500 in the Well Expense Line Items.

01-10-4250 Wellness Expense

\$

1,500

Respectfully submitted,

A handwritten signature in black ink, appearing to be "RD" followed by the number "130".

DC Ryan Dobczyk #130

Report Criteria:

Detail report type printed

Vendor.Vendor number = 1160

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
1160	Crest Hill Poli	Biggest Lose	CREST HILL POLICE A	07/07/2021	300.00	300.00	16274	07/08/2021	621	01002274
		Biggest Lose	CREST HILL POLICE A	06/22/2022	300.00	300.00	18434	07/06/2022	622	01104250
Total 1160:					600.00	600.00				
Grand Totals:					600.00	600.00				