



PUBLIC MEETING NOTICE AND AGENDA
COMMITTEE OF THE WHOLE MEETING

JUNE 9, 2022
7:30 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Audience Participation
The public is invited to make an issue-oriented comment on any matter of public concern. The public comment may be no longer than 3 minutes in duration.
4. Staff Presentations
 - A. Administration
 1. Informational Item concerning Halloween Trick or Treat Hours
 - B. Public Works
 1. Contract – 2022 MFT Street Resurfacing Road Program - Geske & Sons
 2. Task Orders with Chastain & Associates - 2022 & 2023 MFT Road Resurfacing Program and an Ordinance approving Budget Amendments to the Operating Budget for the FY Ending December 31, 2022
 3. Resolution/IDOT Forms - 2022 MFT Resurfacing Program
5. Board of Trustees
 - A. Trustee Harlfinger
 - B. Trustee Huckins
 - C. Trustee Dustin
 1. Planning and Zoning Commission Liaison Report
 - D. Trustee Bojarski
 - E. Trustee Murphy
 - F. Trustee Anderson
 1. Parks and Recreation Board Liaison Report
6. Village President
7. Adjournment

MEETING LOCATION
Lake in the Hills Village Hall
600 Harvest Gate
Lake in the Hills, IL 60156

The Village of Lake in the Hills is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at (847) 960-7410 [TDD (847) 658-4511] promptly to allow the Village to make reasonable accommodations for those persons.

Posted by: _____ Date: _____ Time: _____



INFORMATIONAL MEMORANDUM

MEETING DATE: June 9, 2022
DEPARTMENT: Administration
SUBJECT: Halloween Trick or Treat Hours

EXECUTIVE SUMMARY

In September 2001, the Village Board established the current Trick or Treat hours of 2pm until 8pm by approving Ordinance #2001-02-25. In October 2019, President Ruzanski asked the Trustees if the Village needed to change the Halloween Trick or Treat hours. After discussion amongst the Board members, it was decided that the hours would be changed to 3pm until 7pm. Staff was directed to prepare an Ordinance for the next Board meeting, changing the Trick or Treat hours to 3pm until 7pm on October 31 of each year.

Staff prepared the Ordinance and presented it to the Village Board at the October 22, 2019 Committee of the Whole meeting. At that meeting, resident Tim Lawrence, stated that he was not in favor of changing the hours, he believed it would hurt working families. Trustees Harlfinger, Dustin, Bojarski and Murphy stated that they all heard from residents who also wanted to keep the hours the same, 2pm until 8pm. No motion was made at that meeting, to have the Ordinance put on the October 24, 2019 Village Board agenda for approval. Therefore, the Trick or Treat hours continue to be 2pm until 8pm.

Staff researched the 2021 Trick or Treat hours for the following six communities:

- Village of Huntley - 4pm until 8pm
- City of McHenry - 4pm until 8pm
- Village of Algonquin - 3pm until 7pm
- Village of Carpentersville - 3pm until 7pm
- City of Crystal Lake - 3pm until 7pm
- City of Woodstock - 3pm until 7pm

Staff researched the School Districts release times of the Elementary and Middle Schools, for the above communities:

- Community Unit School District 300 (LITH, Algonquin & Carpentersville)
 - Elementary released at 2:15pm
 - Middle School released at 3:40pm
- Huntley School District 158 (LITH, Huntley & Algonquin)
 - Elementary released at 3:25pm
 - Middle School released at 2:25pm
- Crystal Lake Elementary District 47 (LITH & Crystal Lake)
 - Elementary released at 3:30pm
 - Middle School released at 2:15pm

- Woodstock Community School District 200
 - Elementary released at 1:40pm
 - Middle School released at 3:40pm
- McHenry School District 15
 - Elementary released at 3:15pm
 - Middle School released at 2:20pm

Prior to the season, Staff is seeking direction from the Village Board as to whether any adjustments should be made to the Trick or Treat hours. Any changes to the hours would need to be incorporated into an Ordinance for approval at a future Board meeting.

FINANCIAL IMPACT

None

SUGGESTED DIRECTION

Provide direction to staff regarding any changes to the current Trick or Treat hours for the Village.



REQUEST FOR BOARD ACTION

MEETING DATE: June 9, 2022

DEPARTMENT: Public Works

SUBJECT: Award a Contract for the 2022 MFT Road Resurfacing Project

EXECUTIVE SUMMARY

Staff seeks Board approval to award a contract in the amount of \$909,000 to Geske & Sons of Crystal Lake, IL, for the 2022 MFT Road Resurfacing Project.

On May 9, 2022, Public Works opened five sealed bids for the 2022 MFT Road Resurfacing Road Project. The five bids ranged from Geske & Sons lowest bid of \$1,088,793.42, a total \$136,833.17 over the engineer’s estimate of \$951,960.25 and \$176,793.42 of the budgeted amount, to a high bid of \$1,216,617.67. A review of the 2022 bid results shows that construction costs were up significantly due to inflationary pressures, including hot mix asphalt which was 18% above the engineers estimate and 25.5% above the 2021 unit price. The Village has previously contracted with Geske & Sons for road resurfacing and has been satisfied with the product and the company.

To stay within budget, staff recommends removing the three roads listed below, totaling .49 miles from this year’s project.

Road	Beginning Road	Ending Road
Albrecht Rd	Lakewood Rd	Impressions Dr
Albrecht Rd	Impressions Dr	Crimson Ct
Albrecht Rd	Crimson Ct	Courtney Dr
Albrecht Rd	Courtney Dr	Magnolia Ln
Albrecht Rd	Magnolia Ln	Ronan Dr
Heron Dr	Miller Rd	Heron Ct
Heron Dr	Heron Ct	Barharbor Dr
Impressions Dr	Albrecht Rd	Courtney Dr

Heron Drive and Impressions Drive will receive consideration against other roads in the following years. Staff will consider including Albrecht Road in the next round of Surface Transportation Program (STP) submittals due in 2024. Staff believes the reduced scope of the project will still allow the Village to meet the service level Key Performance Indicator of an overall condition rating of 76.6 across all Village-owned roadways.

After removing the road segments listed above to bring the 2022 MFT project in line with the budgeted amount, roads designated for resurfacing this year total approximately 2.6 miles and are as follows.

Road	Beginning Road	Ending Road
Annandale Dr (South)	Crossview Ln	Steeplechase Way
Annandale Dr (South)	Steeplechase Way	Crossview Ln
Annandale Dr (South)	Crossview Ln	Ferryville Dr
Annandale Dr (South)	Ferryville Dr	Windgate Way
Annandale Dr (South)	Windgate Way	Whitmore Way
Annandale Dr (South)	Whitmore Way	Tenneyson Ct
Chadwick Ln	Princeton Ln	Highwood Ln
Chadwick Ln	Highwood Ln	Princeton Ln
Courtney Dr	Impressions Dr	Albrecht Rd
Haligus Rd	Corporate Limits	Wildspring Dr
Haligus Rd	Wildspring Dr	Grafton Farm Dr
Haligus Rd	Grafton Farm Dr	Geneva Ln
Princeton Ct	Princeton Ln	End
Princeton Ln	Chadwick Ln	Princeton Ct
Princeton Ln	Princeton Ct	Chadwick Ln
Princeton Ln	Chadwick Ln	Thistle Ln
Sierra Ct	Viewpoint Dr	End
Stickley Ln	Alexandria Dr	Winslow Way
Sussex Ct	Stanton Cir	End
Terramere Ln	Alexandria Dr	Chancery Way
Windermere Way	Windermere Way	Annandale Dr (North)

REVIEW OF RECENT BIDS

The 2022 MFT project marks the fourth project for Chastain since becoming the Village’s transportation engineering firm in 2020. Past projects and a summary of bid results vs. engineer’s estimate and low bids vs. Village budgeted amounts are included below:

Project Name	Engineer’s Estimate	Low Bid	Difference to Estimate
Reed Road (2021 & 2022)	\$90,776	\$125,400	(-)\$34,624
2020 MFT	\$1,148,172.38	\$1,247,821.14	(-)\$99,648.76
2021 MFT	\$1,570,414.71	\$1,389,034.23	\$181,380.48
2022 MFT	\$951,690.25	\$1,088,793.42	(-)\$137,103.17
TOTAL			(-)\$89,995.50

Project Name	Budget	Low Bid	Low Bid to Budget Difference
Reed Road (2021 & 2022)	\$90,776*	\$125,400	(-)\$34,624
2020 MFT	\$978,173	\$1,247,821.14	(-)\$269,648.14
2021 MFT	\$1,458,816	\$1,389,034.23	\$69,781.77
2022 MFT	\$912,000	\$1,088,793.42	(-)\$176,793.42
TOTAL			(-)\$411,283.79

*Note: The Reed Road project was originally budgeted and scheduled to take place in 2021 but re-budgeted in 2022 after the bids were released later than anticipated in 2021. The contractor later requested a 2022 start date given uncertainty surrounding pending winter weather. The \$90,776 is the 2021 budget amount.

2020 was a challenging year for paving due to price fluctuations and supply chain issues brought on by the COVID-19 pandemic. In 2021, unit costs for road resurfacing decreased overall, much more than

Chastain or Village staff anticipated. Inflationary pressures pushed 2022 project costs beyond conservative estimates resulting in higher than anticipated bids.

FINANCIAL IMPACT

The FY22 budget includes \$912,000 for MFT road resurfacing project. Staff expects a final cost of \$909,000 once the identified roads are removed from the 2022 program bringing expenditures in line with the FY22 budget. Calculations predict an MFT Fund balance of \$1,128,443 at the end of this fiscal year.

ATTACHMENTS

1. 2022 MFT Construction Chastain Recommendation Letter
2. 2022 MFT Construction Bid Results
3. 2022 MFT Capital Asset Request Form

RECOMMENDED MOTION

Motion to award a contract to Geske & Sons of Crystal Lake, IL, for the 2022 MFT Road Resurfacing Project, in an amount not to exceed \$909,000.



May 9, 2022

Mr. Guy Fehrman
Superintendent of Streets
Village of Lake in the Hills
9010 Haligus Road
Lake in the Hills, IL 60156

RE: Recommendation of Contract Award
Village of Lake in the Hills – 2022 MFT Improvement Program
Section: 22-00000-01-GM

Mr. Fehrman,

The Village of Lake in the Hills received a total of five (5) bid proposals for the construction of the Village's 2022 MFT Improvement Program at the bid opening held May 9, 2022. These bids ranged from a low bid of \$1,088,793.42 to a high bid of \$1,216,617.67, indicating a competitive bid environment among the contractors who submitted bids for this project.

With the low bid above both the Engineer's estimate of \$951,690.25 and the Village's budgeted amount of \$912,000.00 a detailed review of the bid tabs was completed. Review of the bid tabs identified unit price increases across the list of pay items with no single item being the primary cause of the increased costs. We have also compared unit pricing from the 2021 MFT Program and find general price increases across the list of pay items of 40% with this years bids.

Based on our review of the submitted bid proposals, their accuracy and completeness as detailed in the attached Bid Summary and Tabulation of Bids, we find Geske and Sons, Inc. of Crystal Lake, Illinois to be the lowest responsible bidder for the above contract. **Chastain & Associates hereby recommends award of the Village of Lake in the Hills – 2022 MFT Improvement Program to Geske and Sons, Inc. in the amount of \$1,088,793.42.** The final project amount will be determined based on actual field measurements upon completion of the work.

If you have any questions concerning our review or recommendations please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Frerichs".

Steve Frerichs
Senior Project Manager
Chastain & Associates LLC

Attachments



Tabulation of Bids - 5 Bidders

Local Public Agency	County	Section Number	Letting Date
Lake in the Hills	McHenry	22-00000-01-GM	05/09/22

Approved Engineer's Estimate	Attended By (IDOT Representative(s))
\$951,690.25	

Bidder's Name	Plote Construction	Geske and Sons Inc	Schroeder Asphalt Services, Inc.	Arrow Road Construction Company	Brothers Asphalt Paving, Inc.
Bidder's Address	1100 Brant Drive	400 E. Terra Cotta Ave.	P.O. Box 831	1445 Oakton Street	315 S. Stewart Avenue
City, State, Zip	Village of Lake In the Hill	Village of Lake in the Hill	Village of Lake in the Hill	Village of Lake in the Hill	Village of Lake in the Hill
Proposal Guarantee	5%	5%	5%	5%	5%
Terms					

Approved Engineer's Estimate

Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	EARTH EXCAVATION		CU YD	25	\$50.0000	\$1,250.00	\$85.0000	\$2,125.00	\$75.0000	\$1,875.00	\$60.0000	\$1,500.00	\$50.0000	\$1,250.00	\$50.0000	\$1,250.00
2	TOPSOIL F & P 4		SQ YD	458	\$6.0000	\$2,748.00	\$9.0000	\$4,122.00	\$11.0000	\$5,038.00	\$6.0000	\$2,748.00	\$7.0000	\$3,206.00	\$13.0000	\$5,954.00
3	SEEDING CL 1A		ACRE	0.15	\$3,000.0000	\$450.00	\$4,840.0000	\$726.00	\$22,000.0000	\$3,300.00	\$12,000.0000	\$1,800.00	\$7,260.0000	\$1,089.00	\$10,165.0000	\$1,524.75
4	NITROGEN FERT NUTR		POUND	16	\$2.0000	\$32.00	\$5.0000	\$80.00	\$5.5000	\$88.00	\$5.0000	\$80.00	\$14.0000	\$224.00	\$11.0000	\$176.00
5	PHOSPHORUS FERT NU		POUND	16	\$2.0000	\$32.00	\$5.0000	\$80.00	\$5.5000	\$88.00	\$5.0000	\$80.00	\$14.0000	\$224.00	\$11.0000	\$176.00
6	POTASSIUM FERT NUTR		POUND	16	\$2.0000	\$32.00	\$5.0000	\$80.00	\$5.5000	\$88.00	\$5.0000	\$80.00	\$14.0000	\$224.00	\$11.0000	\$176.00
7	EROSION CONTR BLANK		SQ YD	458	\$3.0000	\$1,374.00	\$3.0000	\$1,374.00	\$5.5000	\$2,519.00	\$6.0000	\$2,748.00	\$4.0000	\$1,832.00	\$2.1500	\$984.70
8	INLET FILTERS		EACH	58	\$120.0000	\$6,960.00	\$100.0000	\$5,800.00	\$160.0000	\$9,280.00	\$135.0000	\$7,830.00	\$150.0000	\$8,700.00	\$160.0000	\$9,280.00
9	AGG BASE CSE B		TON	101	\$27.0000	\$2,727.00	\$15.0000	\$1,515.00	\$29.4000	\$2,969.40	\$28.0000	\$2,828.00	\$5.0000	\$505.00	\$35.0000	\$3,535.00
10	HMA BASE CSE 8		SQ YD	12	\$60.0000	\$720.00	\$48.0000	\$576.00	\$87.5000	\$1,050.00	\$120.0000	\$1,440.00	\$30.0000	\$360.00	\$20.0000	\$240.00
11	BIT MATLS TACK CT		POUND	22875	\$1.0000	\$22,875.00	\$0.0100	\$228.75	\$0.0100	\$228.75	\$0.0100	\$228.75	\$0.0100	\$228.75	\$0.3500	\$8,006.25
12	HMA SURF REM BUTT JT		SQ YD	871	\$3.0000	\$2,613.00	\$4.0000	\$3,484.00	\$3.7500	\$3,266.25	\$8.0000	\$6,968.00	\$10.6500	\$9,276.15	\$6.0000	\$5,226.00
13	HMA SC IL-9.5 D N50		TON	5863	\$75.0000	\$439,725.00	\$91.0000	\$533,533.00	\$88.8500	\$520,927.55	\$88.0000	\$515,944.00	\$87.3500	\$512,133.05	\$85.0000	\$498,355.00
14	PCC DRIVEWAY PAVT 6		SQ YD	15	\$55.0000	\$825.00	\$90.0000	\$1,350.00	\$79.5700	\$1,193.55	\$140.0000	\$2,100.00	\$77.2500	\$1,158.75	\$82.6500	\$1,239.75
15	PC CONC SIDEWALK 5		SQ FT	4924	\$7.0000	\$34,468.00	\$9.5000	\$46,778.00	\$7.8300	\$38,554.92	\$11.7500	\$57,857.00	\$7.6000	\$37,422.40	\$8.1500	\$40,130.60
16	DETECTABLE WARNING		SQ FT	614	\$32.0000	\$19,648.00	\$29.0000	\$17,806.00	\$30.3900	\$18,659.46	\$50.0000	\$30,700.00	\$29.5000	\$18,113.00	\$31.5000	\$19,341.00
17	HMA SURF REM 2		SQ YD	8380	\$2.2000	\$18,436.00	\$3.1500	\$26,397.00	\$2.3900	\$20,028.20	\$1.9500	\$16,341.00	\$3.7500	\$31,425.00	\$2.0000	\$16,760.00
18	HMA SURF REM VAR DP		SQ YD	43336	\$2.0000	\$86,672.00	\$2.9500	\$127,841.20	\$1.6800	\$72,804.48	\$1.4500	\$62,837.20	\$4.2000	\$182,011.20	\$1.6500	\$71,504.40
19	DRIVE PAVEMENT REM		SQ YD	404	\$10.0000	\$4,040.00	\$40.0000	\$16,160.00	\$1.7500	\$707.00	\$16.0000	\$6,464.00	\$18.0000	\$7,272.00	\$20.0000	\$8,080.00
20	SIDEWALK REM		SQ FT	5348	\$1.0000	\$5,348.00	\$2.2000	\$11,765.60	\$2.0000	\$10,696.00	\$2.5000	\$13,370.00	\$1.9000	\$10,161.20	\$2.0000	\$10,696.00
21	CL D PATCH T1 4		SQ YD	80	\$17.0000	\$1,360.00	\$38.0000	\$3,040.00	\$40.0000	\$3,200.00	\$25.0000	\$2,000.00	\$20.0000	\$1,600.00	\$40.0000	\$3,200.00
22	CL D PATCH T2 4		SQ YD	616	\$16.0000	\$9,856.00	\$30.0000	\$18,480.00	\$34.4000	\$21,190.40	\$25.0000	\$15,400.00	\$15.0000	\$9,240.00	\$40.0000	\$24,640.00
23	CL D PATCH T3 4		SQ YD	1045	\$15.0000	\$15,675.00	\$28.0000	\$29,260.00	\$34.4000	\$35,948.00	\$20.0000	\$20,900.00	\$15.0000	\$15,675.00	\$40.0000	\$41,800.00
24	CL D PATCH T4 4		SQ YD	1230	\$14.0000	\$17,220.00	\$27.0000	\$33,210.00	\$34.4000	\$42,312.00	\$20.0000	\$24,600.00	\$14.5000	\$17,835.00	\$40.0000	\$49,200.00

Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
25	AGGREGATE SHLDS B		TON	186	\$45.0000	\$8,370.00	\$18.0000	\$3,348.00	\$62.3000	\$11,587.80	\$42.0000	\$7,812.00	\$68.2500	\$12,694.50	\$40.0000	\$7,440.00
26	DRAIN UTIL STR ADJ		EACH	50	\$425.0000	\$21,250.00	\$495.0000	\$24,750.00	\$352.0000	\$17,600.00	\$1,000.0000	\$50,000.00	\$550.0000	\$27,500.00	\$530.0000	\$26,500.00
27	DRAIN UTIL STR RECON		EACH	46	\$1,000.0000	\$46,000.00	\$1,100.0000	\$50,600.00	\$2,010.0000	\$92,460.00	\$700.0000	\$32,200.00	\$1,550.0000	\$71,300.00	\$2,087.0000	\$96,002.00
28	CONC GUTTER TB		FOOT	50	\$26.0000	\$1,300.00	\$39.0000	\$1,950.00	\$40.2500	\$2,012.50	\$55.0000	\$2,750.00	\$35.0000	\$1,750.00	\$37.5000	\$1,875.00
29	COMB CONC C&G R/R		FOOT	2878	\$32.0000	\$92,096.00	\$48.0000	\$138,144.00	\$33.4800	\$96,355.44	\$55.0000	\$158,290.00	\$32.5000	\$93,535.00	\$35.0000	\$100,730.00
30	TR CONT & PROT 701501		L SUM	1	\$64,000.0000	\$64,000.00	\$68,000.0000	\$68,000.00	\$21,625.0000	\$21,625.00	\$55,000.0000	\$55,000.00	\$34,500.0000	\$34,500.00	\$28,000.0000	\$28,000.00
31	TR CONT & PROT 701801		L SUM	1	\$100.0000	\$100.00	\$1.0000	\$1.00	\$4,215.2000	\$4,215.20	\$1.0000	\$1.00	\$6,200.0000	\$6,200.00	\$2,000.0000	\$2,000.00
32	THPL PVT MK LINE &SY		SQ FT	146	\$5.5000	\$803.00	\$4.8800	\$712.48	\$6.3000	\$919.80	\$7.0000	\$1,022.00	\$6.0000	\$876.00	\$5.2500	\$766.50
33	THPL PVT MK LINE 4		FOOT	10254	\$0.7500	\$7,690.50	\$0.7500	\$7,690.50	\$0.8000	\$8,203.20	\$0.9000	\$9,228.60	\$0.7600	\$7,793.04	\$0.8100	\$8,305.74
34	THPL PVT MK LINE 6		FOOT	669	\$1.2500	\$836.25	\$1.2200	\$816.18	\$1.5800	\$1,057.02	\$2.2500	\$1,505.25	\$1.5000	\$1,003.50	\$1.3100	\$876.39
35	THPL PVT MK LINE 12		FOOT	328	\$2.5000	\$820.00	\$2.4400	\$800.32	\$3.1500	\$1,033.20	\$3.7500	\$1,230.00	\$3.0000	\$984.00	\$2.6100	\$856.08
36	THPL PVT MK LINE 24		FOOT	303	\$5.5000	\$1,666.50	\$4.8800	\$1,478.64	\$6.3000	\$1,908.90	\$7.0000	\$2,121.00	\$6.0000	\$1,818.00	\$5.2500	\$1,590.75
37	HMA DRIVEWAY PAVT 3		SQ YD	404	\$28.0000	\$11,312.00	\$80.0000	\$32,320.00	\$33.3500	\$13,473.40	\$26.0000	\$10,504.00	\$54.7500	\$22,119.00	\$30.0000	\$12,120.00
38	BRICK PAVER REM & RE		SQ YD	3	\$120.0000	\$360.00	\$65.0000	\$195.00	\$110.0000	\$330.00	\$170.0000	\$510.00	\$80.0000	\$240.00	\$430.0000	\$1,290.00
Total Bid:						As Read:										
						As Calculated:		\$1,216,617.67		\$1,088,793.42		\$1,129,017.80		\$1,153,478.54		\$1,109,827.91
						% Over/Under:		27.84 %		14.41 %		18.63 %		21.20 %		16.62 %

CAPITAL ASSET REQUEST FORM

FUND:	Motor Fuel Tax Fund
DEPARTMENT:	Public Works
DIVISION:	Streets

NAME OF ASSET OR PROJECT TITLE:

Streets Resurfacing

TOTAL EXPECTED COST:

Resurfacing:	\$912,000
Design and CRS:	\$ 57,000
Total:	\$969,000

CATEGORY:

- Mandate
- Rehabilitation or Asset Management
- Operational Improvement
- New Initiative

ASSET CONDITION:

- Excellent
- Good
- Fair
- Poor

DESCRIBE CURRENT USE, NEED, COST, AND IMPACT:

Each year, staff evaluates the condition of a portion of the total pavement in the Village. Based on this assessment, each pavement segment is given a condition rating. Streets are prioritized in the replacement schedule based on the condition assessment. Although the Village maintains a proactive street maintenance program which includes crack sealing and patching, asphalt roads have about a 21 year life cycle.

The 2022 MFT resurfacing project carries a budget cost of \$912,000. This does not include design engineering and project management costs associated with the project. Approximately 4.8 miles of road are scheduled to be resurfaced. The tentative roads include:

Albrecht Rd (Lakewood Rd to Impressions Dr)	Impressions Dr (Albrecht Rd to Courtney Dr)
Albrecht Rd (Impressions Dr to Crimson Ct)	Lucerne Ln (Miller Rd to Foxfield Ln)
Albrecht Rd (Crimson Ct to Courtney Dr)	Lucerne Ln (Foxfield Ln to Grafton Farm Dr)



Albrecht Rd (Courtney Dr to Magnolia Ln)	Monarch Ct (Annandale Dr to End)
Albrecht Rd (Magnolia Ln to Ronan Dr)	Princeton Ct (Princeton Ln to End)
Annandale Dr (South) (Crossview Ln to Steeplechase Way)	Princeton Ln (Chadwick Ln to Princeton Ct)
Annandale Dr (South) (Steeplechase Way to Crossview Ln)	Princeton Ln (Princeton Ct to Chadwick Ln)
Annandale Dr (South) (Crossview Ln to Ferryville Dr)	Princeton Ln (Chadwick Ln to Thistle Ln)
Annandale Dr (South) (Ferryville Dr to Windgate Way)	Ronan Ct (Albrecht Rd to End)
Annandale Dr (South) (Windgate Way to Whitmore Way)	Ronan Dr (Albrecht Rd to Impressions Dr)
Annandale Dr (South) (Whitmore Way to Tenneyson Ct)	Ronan Dr (Impressions Dr to Princeton Ln)
Bellchase Service Rd (Algonquin Rd (West) to End)	Ronan Dr (Princeton Ln to Harvard Ln)
Bernyce St (Hilltop Dr to Hiawatha Dr)	Ronan Dr (Harvard Ln to Ackman Rd)
Chadwick Ln (Princeton Ln to Highwood Ln)	Sioux Trl (Delaware Dr to Hiawatha Ln)
Chadwick Ln (Highwood Ln to Princeton Ln)	Sierra Ct (Viewpoint Dr to End)
Courtney Dr (Impressions Dr to Albrecht Rd)	Stickley Ln (Alexandria Dr to Winslow Way)
Foxfield Ct (Foxfield Ln to End)	Sussex Ct (Stanton Cir to End)
Foxfield Ln (Foxfield Ct to Grafton Farm Dr)	Terramere Ln (Alexandria Dr to Chancery Way)
Halgus Rd (Corporate Limits to Wildspring Dr)	Thistle Ln (Banbury Ln to Baldwin Ln)
Halgus Rd (Wildspring Dr to Grafton Farm Dr)	Thistle Ln (Baldwin Ln to Highwood Ln)
Halgus Rd (Grafton Farm Dr to Geneva Ln)	Thistle Ln (Highwood Ln to Princeton Ln)
Heron Dr (Miller Rd to Heron Ct)	Windermere Way (Windermere Way to Annandale Dr (North))
Heron Dr (Heron Ct to Barharbor Dr)	

Delaying the replacement of deteriorated streets could lead to higher future replacement costs.



REQUEST FOR BOARD ACTION

MEETING DATE: June 9, 2022

DEPARTMENT: Public Works

SUBJECT: Approval of Two MFT Road Resurfacing Project Task Orders

EXECUTIVE SUMMARY

Staff seeks Board approval to award two task orders to Chastain and Associates, LLC (Chastain) for the 2022 and 2023 Motor Fuel Tax (MFT) road resurfacing projects and approval of an Ordinance approving a budget amendment to the MFT Fund for the fiscal year ending December 31, 2022.

2022 MFT Project Construction Engineering

In an effort to reduce expenses in recent years, Chastain has provided construction oversight during the construction phase of MFT road resurfacing based on a budgeted amount of engineering. They have been forced to adjust their level of oversight so as not to exceed this predetermined cost, which has fallen short of the need over the past two construction cycles. This has impacted Village staff, who must supplement oversight on these projects in lieu of the engineer. Unfortunately, the Village bears the burden of risk when there is not an engineer onsite to see and address issues as they arise. It also limits the Village's ability to hold the engineer or construction contractor accountable for those issues. To address these challenges, Chastain has prepared a task order that provides for full construction engineering services for the 2022 MFT road resurfacing project.

This adjustment will require a budget amendment to cover the increase in engineering expenses from \$41,610 to \$66,040, a difference of \$24,430.

2023 MFT Project Design Engineering

The 2022 MFT project was not let until May of this year. This is in large part due to the design engineering being performed in the same year as the project itself, which delays IDOT's review and the letting itself. Staff would like to make a change to this process by recommending that the Design Engineering on major projects be performed the year prior to the planned construction. This would allow the bid documents to be available for letting as early as January of the construction year. This will help to make the Village's projects more appealing to contractors who can schedule other projects around ours instead of needing to fit our project into their already full schedules. In addition, the change should help to align the Village budget with the Engineer's estimate and keep bids closer in line with budgetary expectations.

This change will require a budget amendment in the amount of \$24,705 to cover the cost of these additional engineering services, which had not otherwise been budgeted. This would have been a planned expense for FY23, which is being accelerated into the current fiscal year.

FINANCIAL IMPACT

Implementing these two changes requires an additional expenditure of \$49,135, bringing the total FY22 MFT engineering expenditure to \$106,135. After assessing the impacts of the increased engineering costs, the MFT Fund balance is estimated to be \$1,128,443 moving into FY23.

ATTACHMENTS

1. 2022 MFT Construction Engineering Task Order
2. 2023 MFT Design Engineering Task Order
3. Fiscal Year 2022 Motor Fuel Tax Fund Budget Amendment Ordinance

RECOMMENDED MOTIONS

Motion to approve a Task Order with Chastain & Associates of Schaumburg, IL, for 2022 MFT Construction Engineering Services, in an amount not to exceed \$66,040.00.

Motion to approve a Task Order with Chastain & Associates of Schaumburg, IL, for 2023 MFT Design Engineering Services, in an amount not to exceed \$24,705.00.

Motion to approve an Ordinance approving a budget amendment to the MFT Fund for the fiscal year ending December 31, 2022.



TASK ORDER #3 AGREEMENT

BETWEEN

THE VILLAGE OF LAKE IN THE HILLS

AND

CHASTAIN & ASSOCIATES LLC

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

CONSTRUCTION ENGINEERING

OF THE

2022 MFT IMPROVEMENT PROGRAM

**TASK ORDER #3 – CONSTRUCTION
ENGINEERING SERVICES - 2022 MFT
IMPROVEMENT PROGRAM**

In accordance with Section 1.1 of the Master Contract between the Village of Lake in the Hills (“Owner”) and Chastain & Associates, LLC (“Consultant”) for Calendar Year 2022 Professional Engineering Services, dated December 9, 2021 (the “Contract”), Owner and Consultant agree as follows:

1. **Project:**

2022 MFT Construction Phase Services – Construction engineering and material QA services for various street throughout the Village as noted below.

Street List:

Street Name	Crossroad - Begin		Crossroad - End	Length (ft)
Courtney Drive	Impressions Dr	to	Albrecht Rd	550
Chadwick Lane	Princeton Ln	to	Princeton Ln	1,850
Princeton Court	Princeton Ln	to	End	295
Princeton Lane	Chadwick Ln (W)	to	Thistle Ln	2,730
Sussex Court	Stanton Cir	to	End	470
Haligus Road	Corporate Limits	to	Geneva Ln	2,020
Terreamere Lane	Alexandria Dr	to	Chancery Way	1,205
Stickley Lane	Alexandria Dr	to	Winslow Way	900
Windemere Way	Annandale Dr (S)	to	Annandale Dr (N)	780
Annandale Dr (South)	Crossview Ln	to	Tenneyson Ct	2,555
Sierra Court	Viewpoint Dr	to	End	363
Total Project Length =				13,718

2. **Services of Consultant:**

A. Basic Services:

The man-hours shown were based upon the assumption that full-time monitoring, construction layout, quantity measurements and documentation of the project will be provided and that the contractor will complete the project within an estimated 12 week construction duration. Any additional work due to an extended schedule dictated by the contractor’s performance or unanticipated work due to unanticipated site conditions shall warrant a contract addendum.

The following is a breakdown of the various tasks associated with the construction engineering which will be performed by Chastain:

1) Project Startup

Chastain will complete a preconstruction video or photo documentation of the existing construction areas to document the existing conditions prior to the start of construction. Chastain will also utilize this time to prepare its documentation and records system to meet IDOT contract documentation standards acceptable for MFT funded projects as specified in the Bureau of Local Roads Manual.

The project startup also allows the Chastain inspection team time to review the plans and specification prior to the start of the project. Chastain will coordinate with the Village of Lake in the Hills to ensure that all governmental entities are aware of the project details and any impacts that the project may create.

Chastain will coordinate with the contractor to ensure that a progress schedule is approved prior to the start of construction, that subcontractors are approved, ensure that proper notice is provided to the Village, Police and Fire and the motoring public prior to the start of the project.

2) Construction Engineering

Chastain will provide Construction Engineering Services on a time and material, not-to-exceed contract amount basis. Chastain will be on-site full time to observe and verify that items being constructed and materials being utilized are in conformance with the approved plans and specifications and the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction.

Chastain will complete a site visit diary, measure and document contract quantities, complete payment estimates, change orders, and weekly reports. Weekly reports will be submitted to the contractor and the Village of Lake in the Hills. Chastain will verify that all materials incorporated into this project are IDOT approved and evidence of material inspection is in compliance with the Project Procedures Guide and Special Provisions of this contract. Chastain shall keep the Village of Lake in the Hills informed as to the progress of construction.

Chastain will provide the Village of Lake in The Hills with a regular e-mail update indicating the approximate amount of work completed and the locations where it was completed. It will also include an anticipated schedule from the contractor regarding the work planned for the following

days. The purpose of this communication is informational only, and does not indicate any control of the contractors means or methods of work by Chastain.

Chastain will establish and coordinate with the Village a communication plan to address residential issues that may arise that are project related. The Village of Lake in The Hills will be responsible for approving any changes to the contract that result, prior to the changes be completed by the Contractor.

Chastain anticipates that a Construction Engineer will be onsite full time. The Chastain Construction Project Manager will also be available to address construction related issues and coordinate between IDOT, the Village and the contractor.

3) Meetings

Chastain will attend the preconstruction meeting with the Village of Lake in the Hills, the contractor and subcontractors. Chastain anticipates that there will be weekly construction progress meetings on site for the duration of the project. Chastain will prepare the agenda and meeting minutes.

4) Administration/Coordination

This task will involve the oversight of the project by management, which will include the on-going review of the project execution, documentation, schedule and budget, contract file management, and general correspondence between Chastain, Village of Lake in the Hills, the contractor, and subcontractors.

5) Project Close Out

This task includes the preparation of final job records in accordance with IDOT policy. All quantity measurements and calculations will be checked and cross referenced, evidence of material inspection will be finalized, documents will be printed and bound, and field books and records will be indexed and boxed for final submittal.

6) Material Testing

Rubino Engineering will be providing material QA services for this project. Quality Assurance testing for asphalt and concrete shall be completed in accordance with IDOT QC/QA requirements. Geotechnical services for subgrade base conditions shall be provided on an as needed basis.

7) Disclaimer

- a. Chastain shall not supervise, direct or have any control over the contractor's work. Chastain shall not have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the contractor. Chastain is not responsible for the contractor's safety precautions or programs in connection with this project. These rights and responsibilities are solely those of the contractor. Chastain will notify the Village of any concerns we may have or observe.

B. Additional Services:

NONE

3. **Approvals and Authorizations:** Consultant shall obtain the following approvals and authorizations:

IDOT approval of project documents

4. **Commencement Date:**

The date of execution of this Task Order by Owner.

5. **Completion Date:**

Construction completion is specified for August 5, 2022. Chastain's construction inspection and documentation services will be completed no later than November 18, 2022, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract.

6. **Submittal Schedule:**

Submittal: Pre-construction meeting agenda and project close-out documents.

Due Date: TBD with Village.

7. **Key Project Personnel:**

Names:	Telephone:
Steve Frerichs	(847) 287-6732
Dave Lawry	(847) 417-4180
Mike Hartwig	(773) 858-2569

8. **Contract Price:**

PREFERRED METHOD--BILLING RATE TASK ORDER

For providing, performing, and completing all Services, an amount equal to Consultant's Direct Labor Costs for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Labor Detail:

Role	Man-Hours	Budget
Project Manager	16	\$3,120.00
Resident Engineer	284	\$38,340.00
Inspector	176	\$13,200.00
Material QA (Rubino)		\$8,000.00
Direct Cost (Vehicle)		\$3,380.00
Contract Fee =		\$66,040.00

Notwithstanding the foregoing, the total Contract Price shall not exceed \$66,040.00, except as adjusted by a Change Order issued pursuant to Section 2.1 of the Contract.

9. **Payments:**

PREFERRED METHOD--BILLING RATE TASK ORDER

For purposes of payments to the Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean the billing rates assigned to all Consultant personnel as set forth on the list supplied by the Consultant attached hereto as Attachment A-1, including all professionals whether owners or employees, engaged directly on the Project.

Reimbursable Expenses shall mean the actual expenses incurred by the Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

10. **Modifications to Contract:**

NONE

11. **Attachments:**

Task and Labor Breakdown (Attachment B-1) summarizing phases and services anticipated in providing full time Construction Engineering.

Approval and Acceptance: Acceptance and approval of this Task Order shall incorporate this Task Order as part of the Contract.

The Effective Date of this Task Order is _____, 2022

VILLAGE OF LAKE IN THE HILLS

By: Ray Bogdanowski
Village President

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

CHASTAIN & ASSOCIATES LLC



Steve Frerichs
Sr. Project Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Steve Frerichs

Title: Senior Project Manager

Address: 120 West Center Court, Schaumburg, IL 60195

E-mail Address: Phone: sfrerichs@chastainengineers.com

Phone: (847) 287-6732

ATTACHMENT A-1

Standard Charges for Professional Services (For Billing Rate Task Orders Only)

PRINCIPAL	\$200 /HR
SENIOR PROFESSIONAL	\$195 /HR
SENIOR PROJECT MANAGER	\$190 /HR
PROJECT MANAGER	\$155 /HR
SENIOR PROJECT ENGINEER	\$150 /HR
PROJECT ENGINEER II	\$150 /HR
PROJECT ENGINEER I	\$130 /HR
ENGINEER	\$85 /HR
SENIOR TECHNICIAN	\$135 /HR
TECHNICIAN	\$80 /HR
JUNIOR FIELD PERSONNEL	\$75 /HR
ADMINISTRATIVE	\$65 /HR
<i>DIRECT COSTS – PROJECT CHARGEABLE</i>	
MILEAGE *	\$0.58 / MILE
DAILY VEHICLE CHARGE * (Survey or Construction vehicle)	\$65 / DAY

*Indicates Reimbursable Items

ATTACHMENT B-1

Task and Labor Breakdown

CHASTAIN & ASSOCIATES LLC

Person Hour & Cost Submittal - ATTACHMENT B-1

Project: LITH - 2022 MFT STREET IMPROVEMENT PROJECT - PHASE III

C&A Proj No:

Date: 2-Jun-22

Direct Cost Estimate

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Code No.	Task No.	Item Description	Sheet Count	Labor Code Budget		Frerichs Project Manager	Resident Engineer	Inspector	Task Direct Cost	\$65.00 Vehicles (Days)	\$1.00 Mat. QA Serv (Units)
				Billing	Hours						
1		Management, QC/QA (12 Week Total Construction Duration)									
	1.1	Proj. Management		\$1,170.00	6	6					
	1.2	QC/QA		\$780.00	4	4					
	1.3	Warrenty Review		\$390.00	2	2					
Labor Subtotals				\$2,340.00	6	12	0	0		0	0
Direct Cost				\$0.00					\$0.00	\$0.00	\$0.00
Total				\$2,340.00							
2		Pre-Construction Services - (2 Weeks)									
	2.1	Preconstruction Meeting Prep		\$540.00	4		4				
	2.2	Preconstruction Meeting		\$930.00	6	2	4				
	2.3	Project Document Record Set-Up		\$540.00	4		4				
	2.4	Contractor Walk Through/Existing Condition Documentation		\$600.00	8			8			
	2.5	Construction Layout Verification		\$2,160.00	16		16		2		
Labor Subtotals				\$4,770.00	38	2	28	8		2	0
Direct Cost				\$130.00					\$130.00	\$130.00	\$0.00
Total				\$4,900.00							
3		Construction Observation Services - (10 Weeks)									
	3.1	Daily Documentation - Diary & Quantity Book		\$11,400.00	120		40	80			
	3.2	Weekly Documentation - Erosion Cont., Traf Insp., Weekly Reports		\$2,700.00	20		20				
	3.3	Daily Construction Observation		\$22,200.00	200		120	80	50		
	3.4	Community Coordination and Outreach (Resident Coordination)		\$2,700.00	20		20				
	3.5	Local Stakeholder Meetings - Local & Other Agency Coordination		\$2,700.00	20		20				
	3.6	Extra work / Prior Authorizations / Change Order - Documentation		\$1,350.00	10		10				
	3.7	Material's Coordinator, Mat'ls inspection Documentation		\$2,700.00	20		20				8000
Labor Subtotals				\$45,750.00	410	0	250	160		50	8000
Direct Cost				\$11,250.00					\$11,250.00	\$3,250.00	\$8,000.00
Total				\$57,000.00							
4		Post Construction - (2 weeks for close-out)									
	4.1	Final Quantity Measurements		\$600.00	8			8			
	4.2	Punch List		\$540.00	4		4				
	4.3	Final Material Inspection & Documentation Close-Out		\$660.00	4	2	2				
Labor Subtotals				\$1,800.00	16	2	6	8		0	0
Direct Cost				\$0.00					\$0.00	\$0.00	\$0.00
Total				\$1,800.00							
Total Site Improvement & QC/QA Personnel Costs				\$54,660.00							
Total Site Improvement & QC/QA Direct Costs				\$11,380.00					\$11,380.00	\$3,380.00	\$8,000.00
Total Site Improvement & QC/QA Costs				\$66,040.00							
Participation by Hours				476		16	284	176			
Percent of Participation by Hours				100.00%		3.36%	59.66%	36.97%			
Personnel Cost/Hour				\$116.30							



TASK ORDER #4 AGREEMENT

BETWEEN

THE VILLAGE OF LAKE IN THE HILLS

AND

CHASTAIN & ASSOCIATES LLC

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

FIELD ASSESSMENT AND DESIGN ENGINEERING

FOR THE

2023 MFT IMPROVEMENT PROGRAM

**TASK ORDER #4 – FIELD
ASSESSMENT AND DESIGN
ENGINEERING SERVICES - 2023 MFT
IMPROVEMENT PROGRAM**

In accordance with Section 1.1 of the Master Contract between the Village of Lake in the Hills (“Owner”) and Chastain & Associates, LLC (“Consultant”) for Calendar Year 2022 Professional Engineering Services, dated December 9, 2021 (the “Contract”), Owner and Consultant agree as follows:

1. **Project:**

2023 MFT Assessment and Design Services for various streets throughout the Village. With final streets not yet identified this proposal covers services for an estimated Street program of 3.5 miles in length. Once established a final list of Streets will be added to this Task Order.

Street List:

Street Name	Crossroad - Begin		Crossroad - End	Length (ft)
		to		
		to		
		to		
		to		
		to		
		to		
		to		
		to		
		to		
		to		
		to		
		to		
		to		
		to		
		to		
Total Project Length =				

2. **Services of Consultant:**

A. Basic Services:

The man-hours proposed and included as Attachment B-1 were based upon the assumption that assessment and design will be provided by the contract specified deadline of December 16, 2022. Any additional work due to an extended schedule dictated by the owner or unanticipated work due to unanticipated site conditions shall warrant a contract addendum.

The following is a breakdown of the various tasks associated with the design engineering which will be performed by Chastain:

1. Preliminary Design Phase. Preliminary Design Services are to be provided and includes the following as set forth in the Task Order:
 - a. Determine the general scope, extent and character the Project in coordination with Village staff. Confirm project budget and phasing priorities.
 - b. Complete field inspection and preliminary condition assessment of curb and gutter, sidewalks and pavements to establish improvement Prepare preliminary design documents consisting of drawings, a written description of the Project and prepare a preliminary Estimate of Construction Cost along with other documents appropriate for Project. This initial assessment effort is anticipated to take 8 weeks from date of notice to proceed.
 - c. Furnish 3 copies of the Preliminary Design Documents, together with Consultant's opinion of probable Project Costs and Construction Cost of the Project, for review and approval by Owner, and review them in person with Owner.

2. Final Design Phase. Final Design Services are to be provided under this Task Order; such Final Design Services shall include the following as set forth in the Task Order:
 - a. On basis of accepted Preliminary Design Documents and the revised opinion of probable Project Costs and Construction Cost of the Project, prepare pricing and quantity proposal forms, final drawings, and specifications for incorporation in the construction contract documents. Such drawings and specifications shall show the general scope, extent and character of the work to be furnished and performed by the construction contractor. Contract documents are anticipated to be completed in booklet format with all documents 8½" x 11" sheets. This design and contract document preparation is anticipated to take 10 weeks from date preliminary documents are approved.
 - b. Assist Owner by providing all required criteria, descriptions and design data and consulting with officials and Owner to obtain permits and to prepare other bidding/negotiation and construction contract documents.
 - c. Furnish 3 copies of the proposal forms, drawings and specifications, together with Consultant's revised opinion of probable Project Costs and

Construction Cost of the Project, based upon the drawings and specifications and the other bidding/negotiation and construction contract documents, for review and approval by Owner, and review them in person with Owner.

3. **Bidding or Negotiating Phase.** Bidding and/or Negotiating Services are to be provided under this Task Order and shall include the following as set forth in the Task Order:

- a. Assist Owner in advertising for and obtaining bids or negotiating proposals. Maintain a record of prospective bidders to whom bidding documents have been issue and conduct pre-bid or negotiation conferences.
- b. Issue addenda as appropriate and approved by Owner.
- c. Consult with and advise Owner as to the acceptability of contractors, subcontractors, suppliers and other persons if such acceptability is required by the construction contract documents.
- d. Consult with Owner as to acceptability of proposed substitute materials and equipment.
- e. Conduct bid openings, prepare bid or negotiation tabulation sheets, and assist Owner in evaluating bids or proposals and in assembling and awarding construction contracts.

B. Additional Services:

NONE

3. **Approvals and Authorizations:** Consultant shall obtain the following approvals and authorizations:

IDOT approval of project documents

4. **Commencement Date:**

The date of execution of this Task Order by Owner.

5. **Completion Date:**

Design services will be completed on or before December 16, 2022, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract.

6. **Submittal Schedule:**

Submittal: Preliminary design and project planning documents.

Due Date: TBD with Village.

7. **Key Project Personnel:**

Names:

Telephone:

Steve Frerichs

(847) 287-6732

Dave Lawry

(847) 417-4180

Mike Hartwig

(773) 858-2569

8. **Contract Price:**

PREFERRED METHOD--BILLING RATE TASK ORDER

For providing, performing, and completing all Services, an amount equal to Consultant's Direct Labor Costs for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Labor Detail:

Role	Man-Hours	Budget
Project Manager	30	\$5,850.00
Project Engineer	84	\$10,920.00
Engineer	88	\$7,480.00
Direct Cost (Vehicle)		\$455.00
Contract Fee =		\$24,705.00

Notwithstanding the foregoing, the total Contract Price shall not exceed \$24,705.00, except as adjusted by a Change Order issued pursuant to Section 2.1 of the Contract.

9. **Payments:**

PREFERRED METHOD--BILLING RATE TASK ORDER

For purposes of payments to the Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean the billing rates assigned to all Consultant personnel as set forth on the list supplied by the Consultant attached hereto as Attachment A-1, including all professionals whether owners or employees, engaged directly on the Project.

Reimbursable Expenses shall mean the actual expenses incurred by the Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

10. **Modifications to Contract:**

NONE

11. **Attachments:**

Task and Labor Breakdown (Attachment B-1) summarizing phases and services anticipated in providing full time Construction Engineering.

Approval and Acceptance: Acceptance and approval of this Task Order shall incorporate this Task Order as part of the Contract.

The Effective Date of this Task Order is _____, 2022

VILLAGE OF LAKE IN THE HILLS

By: Ray Bogdanowski
Village President

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

CHASTAIN & ASSOCIATES LLC



Steve Frerichs
Sr. Project Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Steve Frerichs

Title: Senior Project Manager

Address: 120 West Center Court, Schaumburg, IL 60195

E-mail Address: Phone: sfrerichs@chastainengineers.com

Phone: (847) 287-6732

ATTACHMENT A-1

**Standard Charges for Professional Services
(For Billing Rate Task Orders Only)**

PRINCIPAL	\$200 /HR
SENIOR PROFESSIONAL	\$195 /HR
SENIOR PROJECT MANAGER	\$190 /HR
PROJECT MANAGER	\$155 /HR
SENIOR PROJECT ENGINEER	\$150 /HR
PROJECT ENGINEER II	\$150 /HR
PROJECT ENGINEER I	\$130 /HR
ENGINEER	\$85 /HR
SENIOR TECHNICIAN	\$135 /HR
TECHNICIAN	\$80 /HR
JUNIOR FIELD PERSONNEL	\$75 /HR
ADMINISTRATIVE	\$65 /HR
<i>DIRECT COSTS – PROJECT CHARGEABLE</i>	
MILEAGE *	\$0.58 / MILE
DAILY VEHICLE CHARGE * (Survey or Construction vehicle)	\$65 / DAY

*Indicates Reimbursable Items

ATTACHMENT B-1

Task and Labor Breakdown

CHASTAIN & ASSOCIATES LLC

Person Hour & Cost Submittal - ATTACHMENT B-1

Project: LITH - 2023 MFT STREET IMPROVEMENT PROJECT - DESIGN

Direct Cost Estimate

C&A Proj No:

Date: 2-Jun-22

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Code No.	Task No.	Item Description	Sheet Count	Labor Code Budget		Project Manager	Project Engineer	Engineer	Task Direct Cost	\$65.00 Vehicles (Days)
				Billing	Hours					
1		Management, QC/QA (18 TO 20 Weeks of Total Design Duration)								
	1.1	Proj. Management		\$780.00	4	4				
	1.2	QC/QA		\$780.00	4	4				
				Labor Subtotals	\$1,560.00	4	8	0	0	0
				Direct Cost	\$0.00				\$0.00	\$0.00
				Total	\$1,560.00					
2		Preliminary Design Phase - (8 Weeks)								
	2.1	Preliminary Project Meeting w Village Staff		\$390.00	2	2				
	2.2	Field assesment and preliminary layout		\$5,870.00	58	2	16	40		7
	2.3	Preliminary Quantities and Estimate of Cost		\$2,400.00	24		8	16		
	2.4	Village Staff Review and Coordination Meeting		\$780.00	4	4				
				Labor Subtotals	\$9,440.00	88	8	24	56	7
				Direct Cost	\$455.00				\$455.00	\$455.00
				Total	\$9,895.00					
3		Final Design Phase - (10 Weeks)								
	3.1	Preparation of MFT Contract Book		\$5,590.00	42	2	40			
	3.2	Location Map and typical sections		\$2,920.00	28		12	16		
	3.3	Final Quantities and EOC		\$680.00	8			8		
	3.4	IDOT Coordination		\$390.00	2	2				
	3.5	MFT Resolution Document Preparation		\$910.00	6	2	4			
				Labor Subtotals	\$10,490.00	86	6	56	24	0
				Direct Cost	\$0.00				\$0.00	\$0.00
				Total	\$10,490.00					
4		Bid Phase Services								
	4.1	IDOT Coordination - Advertisement for Bid		\$520.00	4		4			
	4.2	Bid Phase Services		\$680.00	8			8		
	4.3	Bid Opening, Bid Review and Award Recommendation		\$1,560.00	8	8				
				Labor Subtotals	\$2,760.00	20	8	4	8	0
				Direct Cost	\$0.00				\$0.00	\$0.00
				Total	\$2,760.00					
				Total Site Improvement & QC/QA Personnel Costs	\$24,250.00					
				Total Site Improvement & QC/QA Direct Costs	\$455.00				\$455.00	\$455.00
				Total Site Improvement & QC/QA Costs	\$24,705.00					
				Participation by Hours	202	30	84	88		
				Percent of Participation by Hours	100.00%	14.85%	41.58%	43.56%		
				Personnel Cost/Hour	\$122.47					

VILLAGE OF LAKE IN THE HILLS

Ordinance No. 2022- _____

**An Ordinance Approving a Budget Amendment
to the Operating Budget for the
Fiscal Year Ending December 31, 2022**

WHEREAS, the Village of Lake in the Hills, an Illinois municipal corporation (the "Village"), situated in McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions to regulate for the protection of the public health, safety, morals and welfare, as granted in the Constitution of the State of Illinois; and

WHEREAS, the Village of Lake in the Hills acting by and through its President and Board of Trustees has previously approved an Operating Budget for the Fiscal Year ending December 31, 2022 as part of Ordinance No. 2021-45; and

WHEREAS, it is necessary and appropriate to delete, add to, or otherwise change certain sub-classes within object classes and certain object classes themselves in said Operating Budget as provided in Exhibit A to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF LAKE IN THE HILLS, McHenry County, Illinois, as follows:

SECTION 1: That amendments to the Operating Budget for the Fiscal Year Ending December 31, 2022 are hereby approved in the form and content as provided in Exhibit A which is attached hereto and made a part thereof.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect immediately from and after its passage by a vote of two-thirds of the corporate authorities and approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Passed this 9th day of June, 2022 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
Trustee Wendy Anderson	_____	_____	_____	_____
President Ray Bogdanowski	_____	_____	_____	_____

APPROVED THIS 9TH DAY OF JUNE 2022

Village President, Ray Bogdanowski

(SEAL)

ATTEST: _____
Village Clerk, Shannon DuBeau

Published:

Exhibit A

06-09-2022

Village of Lake in the Hills
 Budget Transfer/Amendment
 For the Fiscal Year Ending December 31, 2022

Account Number	Account Description	Current Budget Amount	Revised Budget Amount	Increase (Decrease)	Amendment Description
<u>Motor Fuel Tax Fund</u>					
202.00.00-80.36	Capital Professional Services	262,685	311,820	49,135	2023 MFT Design Engineering Services and enhanced 2022 MFT Construction Engineering Services
	TOTAL MOTOR FUEL TAX FUND			<u>49,135</u>	



REQUEST FOR BOARD ACTION

MEETING DATE: June 9, 2022

DEPARTMENT: Public Works

SUBJECT: Approval of IDOT forms for the 2022 MFT Resurfacing Project

EXECUTIVE SUMMARY

Staff seeks Board approval of the following Illinois Department of Transportation (IDOT) forms for the 2022 Motor Fuel Tax (MFT) resurfacing project: the Resolution for Maintenance form, the Local Public Agency General Maintenance form and the Maintenance Engineering to be performed by a Consulting Engineer form.

To use MFT funds, IDOT requires that the Village Board of Trustees appropriate the funds by approving three IDOT forms. As shown on the forms, the total amount of MFT funds the Village plans to use this year is \$990,430.00, consisting of construction and engineering services. The construction portion of the work accounts for \$909,000.00 and the engineering portion of the work accounts for the remaining \$81,430.00 (\$15,390.00 for preliminary engineering work and \$66,040.00 for construction supervision and material testing services).

FINANCIAL IMPACT

The total amount for the FY22 MFT project is \$990,430.00, consisting of \$909,000.00 for construction and \$81,430.00 for engineering services. The preliminary engineering has already been completed at a cost of \$15,390.00, leaving the remaining \$66,040.00 for construction engineering.

ATTACHMENTS

1. IDOT Resolution for Maintenance form
2. IDOT Local Public Agency General Maintenance form
3. IDOT Maintenance Engineering to be Performed by a Consulting Engineer form

RECOMMENDED MOTION

Motion to approve the following Illinois Department of Transportation forms for the 2022 MFT Road Resurfacing project: the Resolution for Maintenance form, the Local Public Agency General Maintenance form and the Maintenance Engineering to be performed by a Consulting Engineer form.



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number, Resolution Type (Original), Section Number (22-00000-01-GM)

BE IT RESOLVED, by the President and Board of Trustees of the Village of Lake in the Hills Illinois that there is hereby appropriated the sum of Nine Hundred and Nine Thousand Dollars and 00/100 Dollars (\$909,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/22 to 12/31/22

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Lake in the Hills shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

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 Shannon DuBeau Village Clerk in and for said Village of Lake in the Hills in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Lake in the Hills at a meeting held on 06/09/22

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day of Month, Year

(SEAL)

Clerk Signature box

APPROVED

Regional Engineer Department of Transportation and Date boxes



Local Public Agency General Maintenance

Estimate of Maintenance Costs

Submittal Type

Estimate of Cost for

Maintenance Period

Local Public Agency	County	Section Number	Beginning	Ending
Lake in the Hills	McHenry	22-00000-01-GM	01/01/22	12/31/22

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Hot Mix Asphalt	IV	Yes	Contractor					\$909,000.00
Total Operation Cost								\$909,000.00

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor				
Local Public Agency Equipment				
Materials/Contracts(Non Bid Items)				
Materials/Deliver & Install/Materials Quotations (Bid Items)				
Formal Contract (Bid Items)	\$909,000.00			\$909,000.00
Maintenance Total	\$909,000.00			\$909,000.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering	\$15,390.00			\$15,390.00
Engineering Inspection	\$58,040.00			\$58,040.00
Material Testing	\$8,000.00			\$8,000.00
Advertising				
Bridge Inspection Engineering				
Maintenance Engineering Total	\$81,430.00			\$81,430.00
Total Estimated Maintenance	\$990,430.00			\$990,430.00

Remarks

SUBMITTED

Local Public Agency Official Date

Title

County Engineer/Superintendent of Highways Date

APPROVED

Regional Engineer Date
 Department of Transportation



Maintenance Engineering to be Performed by a Consulting Engineer



Local Public Agency	County	Section Number
Lake in the Hills	McHenry	22-00000-01-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

PRELIMINARY ENGINEERING shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

ENGINEERING INSPECTION shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

SCHEDULE OF FEES

Total of all Maintenance Operations:

<= \$20,000 Base Fee
 > \$20,000 Base Fee = \$1,250.00

PLUS

Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%		1%		
IIB	3%		3%		
III	4%		4%		
IV	5%	1.7%	6%	7.3%	\$909,000.00

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:

Local Public Agency Signature Date

Title
Village President

BY:

Consulting Engineer Signature Date

Title

P.E. Seal Date

Approved:

Regional Engineer, IDOT Date