

**AGENDA**  
**PUBLIC WORKS & UTILITIES COMMITTEE**  
**Village of Hoffman Estates**  
**October 23, 2017**

**Immediately following Finance**

Members:	Anna Newell, Chairperson	Gary G. Stanton, Trustee
	Michael Gaeta, Vice Chairperson	Karen J. Arnet, Trustee
	Gary Pilafas, Trustee	William McLeod, Mayor
	Karen V. Mills, Trustee	

**I. Roll Call**

**II. Approval of Minutes – September 25, 2017**

**NEW BUSINESS**

1. Discussion regarding 2017-2018 Snow/Ice Control Policy and Procedure Manual.
2. Request authorization to renew contract for 2017-2018 sanitary sewer work that includes cleaning, root cutting, televised inspection and evaluation services with American Underground Inc., Glenview IL, (lowest qualified bid for the Glenview Municipal Partnering Initiative), in an amount not to exceed \$150,000.
3. Request acceptance of the Department of Public Works Monthly Report.
4. Request acceptance of the Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance call the ADA Coordinator at 847/882-9100.*

**PUBLIC WORKS & UTILITIES COMMITTEE  
MEETING MINUTES**

September 25, 2017

**I. Roll call**

**Members in Attendance:**

**Trustee Anna Newell, Chairperson  
Trustee Michael Gaeta, Vice Chairperson  
Trustee Gary Pilafas  
Trustee Karen Mills  
Trustee Gary Stanton  
Trustee Karen Arnet  
Mayor William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Alan Wenderski, Dir. Of Engineering  
Mark Koplín, Asst. Village Mgr., Dev. Services  
Bruce Anderson, CATV Coordinator  
Fred Besenhoffer, Director of IS  
Joe Nebel, Director of Public Works  
Jeff Jorian, Fire Chief  
Pat Fortunato, Deputy Fire Chief  
Ted Bos, Police Chief  
Rachel Musiala, Director of Finance  
Monica Saavedra, Director of HHS  
Patti Cross, Asst. Corporation Counsel  
Suzanne Ostrovsky, Asst. to Village Manager**

The Public Works & Utilities Committee meeting was called to order at 7:00 p.m.

**II. Approval of Minutes – August 21, 2017**

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the minutes of the Public Works & Utilities Committee meeting of August 21, 2017. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.**

An item summary sheet by Joseph Nebel and Robert Markko was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village. Voice vote taken. All ayes. Motion carried.

2. **Recommend approval of a request by K. Hovnanian Homes for a resolution for the acceptance of the public improvements at the Bradwell Estates Subdivision.**

An item summary sheet by Alan Wenderski was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve a request by K. Hovnanian Homes for a resolution for the acceptance of the public improvements at the Bradwell Estates Subdivision. Voice vote taken. All ayes. Motion carried.

3. **Request authorization to award contract for the 2017 Drainage Improvements Project to Prime Construction, Inc. of Hampshire, IL (low bid), in the amount of \$45,880.**

An item summary sheet by Alan Wenderski was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to award contract for the 2017 Drainage Improvements Project to Prime Construction, Inc. of Hampshire, IL (low bid), in the amount of \$45,880. Voice vote taken. All ayes. Motion carried.

4. **Request authorization to award contract for 2017-2018 winter tractor rentals to Casey Equipment, Co., Arlington Heights, IL (low bid), in an amount not to exceed \$20,800.**

An item summary sheet by Joseph Nebel and Kelly Kerr was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award contract for 2017-2018 winter tractor rentals to Casey Equipment, Co., Arlington Heights, IL (low bid), in an amount not to exceed \$20,800. Voice vote taken. All ayes. Motion carried.

5. **Request authorization to waive bidding and purchase a replacement camera component for the sewer inspection system from EJ Equipment, Manteno, IL, sole original equipment manufacturer (OEM), in an amount not to exceed \$40,819.36.**

An item summary sheet by Joseph Nebel and Hailing Xiao was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to purchase a replacement camera component for the sewer inspection system from EJ Equipment, Manteno, IL, sole original equipment manufacturer (OEM), in an amount not to exceed \$40,819.36. Voice vote taken. All ayes. Motion carried.

6. **Request authorization to award contract for masonry tuck-pointing and restoration of the Village Hall, Public Works Center and Fire Station 22 to Safe-Way Tuckpointing Co., Des Plaines, IL, in an amount not to exceed \$23,155.**

7.

An item summary sheet by Joseph Nebel and Paul Petrenko was presented to committee.

Trustee Stanton inquired about the age of the buildings needing tuck-pointing.

Mr. Nebel provided a background and indicated the issues to be addressed have been in the Capital Improvements Plan for a few years.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to award contract for masonry tuck-pointing and restoration of the Village Hall, Public Works Center and Fire Station 22 to Safe-Way Tuckpointing Co., Des Plaines, IL, in an amount not to exceed \$23,155. Voice vote taken. All ayes. Motion carried.

**8. Request authorization of Change Order #1 for the cured-in-place lining of 244' of elliptical storm sewer pipe with Visu-Sewer, Pewaukee, WI, in an amount not to exceed \$71,612.**

An item summary sheet by Joseph Nebel and Alan Wenderski was presented to committee.

Trustee Stanton inquired about the accuracy of the work and the length of time the work would be guaranteed for.

Mr. Nebel and Mr. Wenderski provided an explanation.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to authorize Change Order #1 for the cured-in-place lining of 244' of elliptical storm sewer pipe with Visu-Sewer, Pewaukee, WI, in an amount not to exceed \$71,612. Voice vote taken. All ayes. Motion carried.

**9. Request acceptance of the Department of Public Works Monthly Report.**

The Department of Public Works Monthly Report was presented to committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to accept the Department of Public Works Monthly Report. Voice vote taken. All ayes. Motion carried.

**10. Request acceptance of the Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.**

The Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division. Voice vote taken. All ayes. Motion carried.

**III. President's Report**

Mayor McLeod attend the following events:

- 9/20 – NWMC Legislative meeting
- 9/20 – Senior Commission / Fall Luncheon
- 9/21 – Chamber golf outing reception with Trustee Mills
- 9/22 – NWSADV – Wendell Jones Breakfast
- 9/22 – Chamber Legislative Update luncheon
- 9/23 – Hoffman Estates Museum presentation – 100 Years of Education
- 9/26 - Transportation and Infrastructure Sub-committee meeting – National League of Cities

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:11 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Jennifer Djordjevic, Director of Operations  
and Outreach / Office of the Mayor and Board

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding 2017-2018 Snow/Ice Control Policy and Procedure Manual.

**MEETING DATE:** October 23, 2017

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Kelly Kerr, Assistant Director of Public Works

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**PURPOSE:** Discussion regarding 2017-2018 Snow/Ice Control Policy and Procedure Manual.

**BACKGROUND:** Each year, the Public Works Management Team meets with a group of employee representatives to review, modify and update the Snow/Ice Control Policy and Procedure Manual. Improvements and changes are discussed with questions and concerns addressed resulting in a final plan that is recommended to the Public Works Committee. The plan provides for the most effective range of services to residents and businesses within the scope of the annual budget.

**DISCUSSION:** This year's review of the policy and procedure manual has been completed. Modifications of this year's document focus on the storage, loading and unloading of salt at our west site as well as the proper process for washing down of vehicles and equipment to ensure containment and the prevention of rinsate material from entering the storm water system. There are no major procedural changes from last year's program. The following are highlights of this year's program:

- Two (2) new replacement large snow plow trucks will be placed in service during this season that allow larger payloads for de-icing liquids.
- Redesigning & updating of the route status display boards in the Public Works EOC will occur this fall. This will permit easier monitoring and tracking of joint operations when large truck route plowing and cul de sac route plowing occurs simultaneously.
- All snow control vehicles continue to be equipped with GPS tracking devices which provide various efficiencies and tracking of each truck throughout an event.

**DISCUSSION, continued**

- **The “salting only” employee duty roster posting will again be utilized this season. This roster provides for the twenty-four hour stand-by staffing of sixteen (16) salt spreading trucks, one (1) salt yard tractor operator, one (1) sidewalk patrol unit, and two (2) supervisors, all via two twelve (12) hour shift teams. The roster assists drivers in knowing whether they will be contacted first at the onset of threatening weather outside of normal working hours.**
- **A contracted weather advisory warning service will continue to be utilized to assist us to prepare for weather related events and notify off-duty supervisory personnel of weather conditions and pending weather events.**
- **Auxiliary drivers shall again be recruited and hired to augment Public Works staff during heavy or long duration snow storms. These drivers are primarily used for cul-de-sac and parking lot snow plowing. Due to the low amount of snow received for the 2016/2017 winter season, their use was limited to only one event.**

**NOTE: Personnel training and review of the 2017-2018 Snow/Ice Control Policy and Procedure Manual is scheduled to occur in November 2017. This training is for all Public Works personnel involved in snow removal operations and includes the “drive thru” inspection of the routes by the normal assigned drivers.**

**FINANCIAL IMPACT:**

**None**

**RECOMMENDATION:**

**For discussion purposes and acceptance.**

**VILLAGE OF HOFFMAN ESTATES  
DEPARTMENT OF PUBLIC WORKS**

**SNOW AND ICE CONTROL  
POLICY AND PROCEDURE MANUAL**

***2017-2018 SEASON***

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**Recommended by Kelly Kerr  
Assistant Director of Public Works**

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**Approved by Joseph Nebel  
Director of Public Works**

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**Date Approved by Village Board**

NOTES:      1) CHANGES FROM 2016-2017 ARE ILLUSTRATED BY USE OF  
*ITALICIZED* TYPE



## ADVANCE PREPARATION AND PLANNING

All personnel who perform snow removal will attend an intensive training session on the basic mission and operating procedures to be used.

Training is to cover, but not be limited to, the following:

1. Route assignments (drive through)
2. Equipment checks
3. Specific operating needs of equipment assigned
4. Call in and response procedures
5. Shift assignments
6. Driving and operating safe and tips

Each truck is to be examined thoroughly by Fleet Services mechanics. Wiring and hydraulic hoses that are even remotely suspected of being deficient are to be replaced. All plow frames and plow components will be examined and those parts appearing weak or damaged will be reinforced or replaced. These inspections and repairs will begin in September and be completed by the end of October.

Area route assignments and associated route maps are updated every October to insure new subdivisions and other recent additional responsibilities are incorporated into the Village's plan.

## ADVANCE PREPARATION SNOW FENCE

In November, snow fence will be erected in the following locations where drifting typically occurs. Whenever possible all snow fence will be kept at least 60 feet from the curb line.

SOUTH	NORTH
Atlantic & Pacific	Whispering Trails (Lincoln Park)
Gannon (Chestnut Park)	Whispering Trails (Meadow Park)
Kingsdale (Victoria Park)	Winding Trail (Lincoln Park)
N. Dovington (Victoria Park)	Freeman Road (South Ridge Park)
N. Dexter (Victoria Park)	Huntington & Charlemagne
Randi Lane (north of 630 Randi Lane)	Beverly (south of Higgins)
Evanston & Illinois (Chino Park)	<i>Other areas as necessary</i>

## **I. SALT/SNOW WEATHER ALERT SERVICE**

A weather alert service is in effect on a year round basis to give advance warnings of threatening weather conditions.

- A. A service alert is to be received by one of the following individuals in the following order:
  - 1. First call Supervisor
  - 2. Second call Supervisor
  - 3. Assistant Director
  - 4. Director of Public Works
  
- B. The Supervisor receiving an alert that requires any salt/plowing operations will notify both the Police Radio Desk and the Assistant Director as to the time such operations will start. He will again notify both the Police Radio Desk and the Assistant Director when operations are completed.
  
- C. All snow/ice control related communications with the Weather Service and the Police Department will be conducted by a Supervisor, and not the call duty personnel.

## **II. EMERGENCY PROCEDURES**

It is the goal to clear all Village streets, cul-de-sacs, and dead-ends within 14 hours after a given snow fall stops. As operations continue and monitoring of progress continues against the 14 hour deadline, outside contractors will be called in to assist when we anticipate that our time goal will not be closely met. Varying conditions such as blowing/drifted snow, excessively heavy snow, etc., may necessitate outside assistance as well.

The agreement with the contractors specifies that they will report within 2 hours of call. After the first storm, they will be encouraged to store their equipment within the Village.

Contractor equipment will be used primarily to clear cul-de-sacs. As the areas are cleared, contractor and available Village equipment will be shifted as needed, and contractors released as quickly as possible.

In the event that outside contractors are needed for emergency assistance, authorization must be obtained from the Director of Public Works, or his designee.

In the event of a forecasted snow fall that will exceed six (6) inches of snow and have a forecasted duration of more than twelve (12) hours time of accumulation, the following measures will take place. Cul-de-sac drivers will be instructed to “open only” all cul-de-sacs/dead-ends/eye brows, designated on their route sheets. “Open only” will involve two or three passes through each cul-de-sac/dead-end/eye brow, but will not include curbing or clean-up of areas until all cul-de-sacs have been opened up to traffic.

### III. CONTROL OF OPERATIONS

#### Under the Direction and General Supervision of the Department Director;

- A. The Assistant Director, or designated Supervisory Staff will be in command of salt/snow operations at all times.
- B. Only the Assistant Director or designated Supervisory Staff will advise the Police Department of the Village two (2) inch snow ordinance being placed into effect.
- C. The Assistant Director or designated Supervisory Staff will keep the Police Department advised of street operations and when such operations will be secured.
- D. When required, two (2) Supervisors will be the staffing level for any given Snow/Ice Control operation.
- E. The Assistant Director, or designated Supervisory Staff will assign push back operations, if practical, the same day or next day, time and conditions permitting.
- F. Supervisors will be assigned for each operation. Supervisory personnel to be utilized include the following:

Jeff Allen  
Roger Golbach  
Nick Lackowski  
Bob Markko  
Joe Nebel

Tom Burnitz  
Jeremy Jahnke  
Kevin McGraw  
Kelly Kerr

Support help to handle phone and radio traffic control include:

Rose Dyer  
Leslie Gaeth

Alice Nunez  
Aaron Howe

- G. When required during plowing operations, a department Administrative staff person may be called in to handle incoming calls and radio traffic from personnel. The Assistant Director or his designee will authorize.

### III. CONTROL OF OPERATIONS, continued

- H. Only authorized personnel are to answer the snow phone. All information and/or requests are to be logged and submitted to the shift supervisor on the date received.

All salt/plow complaint calls are to be logged and responded to in a courteous manner. The caller's name, address, time received, and problem encountered are to be logged. The complaints received are to be responded to by the supervisors as soon as possible depending upon weather conditions.

All complaints are to be answered and action taken as necessary (depending upon circumstances) within 24 hours.

- I. Both during and after normal work hours, all snow/ice related concerns or problems shall be forwarded to a program Supervisor. The Police Department has been advised to call a Supervisor (not the call duty person) for all snow/ice related matters. The Supervisor then is responsible for taking the appropriate action.

### IV. GENERAL RULES (for drivers/operators)

- A. Carry gloves and jacket in the truck at all times in case of breakdowns.
- B. Stay in assigned area only, unless otherwise instructed by the designated supervisor on duty.
- C. Use radios only in the line of duty. Refer all questions snow and ice related to the base station as "snow control" from "unit number". All other unrelated radio traffic should refer to "PWC" base.
- D. Always use 10-7 location and 10-8 to supervisors.
- E. Obey all traffic rules at all times.
- F. Be courteous to the public; refrain from giving out any information to the public; refer all questions to our Public Works phone at (847) 490-6800.
- G. When coming into the garage for service, while mechanical repairs are being made to your vehicles, check your vehicle completely yourself.
- H. Always keep your vehicle cab compartment clean during and after each use.
- I. Salt/plow drivers are to have their mars and strobe lights on both A.M., and P.M., during salt/plow operations, or, when transporting any large (11 ft. or greater) plow. Exceptions are to be authorized by a supervisor.
- J. When completing associated time sheets, military time is to be used.

#### IV. GENERAL RULES, continued

- K. All accidents and/or injuries no matter how minor, are to be reported to the on duty supervisor immediately, via two-way radio or any means necessary.
- L. Any vehicle problems requiring service must be reported via vehicle service request form and attached to the driver's/operator's time sheet prior to the shift's end.
- M. After shift supervisor has authorized an employee to leave a completed area, the driver/operator is responsible for the preparation, re-fueling, and insuring that vehicle used is ready for next shift, unless otherwise advised by a Supervisor.
- N. *Employees using the wash bay are to keep the area clean and free of debris.*

#### V. PLOWING AND SALTING PROCEDURES (drivers/operators)

Each driver/operator is responsible for his/her individual assigned area or route. The area should be free of ice and snow as soon as possible and all roadways are to be in safe condition. The job is not complete until all streets are free of ice and snow and snow is plowed to the curb lines where required. Under no circumstances is a driver/operator to leave an assigned area or route at any time unless a Supervisor has authorized it. The Supervisor must be notified immediately upon return to service. In the event of any equipment problems, a Supervisor is to be notified for instructions. The driver/operator should always be working on one of the streets in his/her assigned area or route unless authorization to leave is obtained from a Supervisor.

- A. The operation required will depend on the weather conditions. Specific instructions will be given by the shift Supervisor. The Supervisor may provide other specific instructions for you to follow.
- B. The operational procedure and goal for the application of salt on primary, main, and secondary streets shall be bare pavement. Salt should be applied near the center line of the street. Salt bounce when dropped from spinner should never exceed curb lines.
- C. Vehicle speed when salting shall not exceed 20 MPH. Under no circumstances shall plowing be done at speeds in excess of 20 MPH. Lower speeds shall be used in every instance where 20 MPH results in throwing snow onto sidewalks. Cul-de-sacs and courts shall be plowed with assigned vehicles.
- D. Snow is to be plowed to the curb line if curb exists, or, completely off the shoulder. An effort shall be made to plow all snow to the curb on the initial pass.
- E. Breaks must be scheduled through a Supervisor prior to leaving an assigned area.
- F. It is important that the Supervisor know the driver's/operator's progress and what part of the assigned area or route has been completed. The on duty Supervisor will request the status of an area and the driver/operator is to report his/her location and what has been accomplished thus far.

## V. PLOWING AND SALTING PROCEDURES, *continued*

- G. Cul-de-sac drivers are to check off the cul-de-sacs as they are completed, and indicate the time of day/night completed. The route map is to be signed and turned into the shift supervisor when the shift is over. Unfinished areas are to be brought to the Supervisors attention and passed on to the next shift's personnel.
- H. Upon the completion of an assigned route, the driver/operator is to contact the Supervisor. The driver/operator is not permitted to leave an assigned area or route until obtaining authorization from a Supervisor.
- I. After your assigned area has been completed, and the Supervisor has given authorization to return to the garage, each driver/operator is to refuel, hose off, clean, and ready his/her particular vehicle. Route drivers are to check with the Supervisor for possible re-loading directions.
- J. Upon return to the Public Works Center, a time ticket and area route sheets are to be submitted to the office Supervisor. After the Supervisor's inspection of all submitted documents, he will authorize the driver's/operator's shift end. The driver/operator may not go off duty unless authorized by a Supervisor.
- K. The Facilities Division will assume responsibility for salting and/or shoveling Village building sidewalks during their normal work shift hours or in the event that such services are required outside of street plowing/salting operations.
- L. Depending on weather conditions, temperature, and precipitation forecasts, discretion is given to the Department as to whether or not cul-de-sac salting is to be performed on all 368 cul-de-sacs. (Examples are during accumulation of freezing rain with falling temperatures, and 1" or less of accumulative snow when plowing would be effective, and conditions have rendered the pavement surface unsafe.)

## VI. WORK RULES AND PROCEDURES

**Note:** From time to time requests are initiated by department personnel to review this section of the policy. Modifications that are considered to be housekeeping issues are referred to the Assistant Director for final disposition. All other proposed modifications must be brought to the attention of the SNOW/ICE TASK FORCE, and approved by the Department Director. The deadline for this process is November 1<sup>st</sup> each year. Any new trial modifications are subject to termination at any time at the discretion of the Department Director.

All department personnel are expected to be available for snow and ice control for overtime call-outs. During threatening weather, all department personnel are required to leave a phone number where they can be reached at all times. If/when the number changes, or the individual is not at the number on file with the department, the individual must call the PWC employee snow phone (847) 781-2730 to speak to a Supervisor or to leave a message.

## VI. WORK RULES AND PROCEDURES, continued

During the snow season<sup>1</sup>, all Department personnel that are not on authorized leave of absence<sup>2</sup>, must be available to be contacted by the Supervisor on duty. Personnel that cannot be contacted and/or do not have verbal communications with a Supervisor, and/or do not report for snow and ice control operation, and/or do not report for snow and ice control operations within the prescribed one and one-quarter (1 ¼) hours or 1 ½ hour from 4:00 p.m. to 7:00 p.m., Monday through Friday, and/or are not on an authorized leave of absence may be issued a refusal occurrence<sup>3</sup> subject to the following refusal occurrence disciplinary actions:

1<sup>st</sup> refusal occurrence - verbal notification (pending review)<sup>4</sup>

2<sup>nd</sup> refusal occurrence - written reprimand (pending review)<sup>5</sup>

3<sup>rd</sup> refusal occurrence - three (3) day suspension (pending review)<sup>6</sup>

4<sup>th</sup> refusal occurrence - additional disciplinary action as warranted (pending review)

- (1) A snow season is defined as the period December 1<sup>st</sup> thru April 1<sup>st</sup>
- (2) "Leave of absence" refers to all absences as described in Section 4, "Benefits" of the Village's Personnel Policy Manual".
- (3) A refusal occurrence is defined to mean any circumstance in which the action/inaction taken by an employee results in the individual not reporting for duty in the manner prescribed within the Snow and Ice Control Policy and Procedure Manual.
- (4) A 1<sup>st</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of one (1) year from the date of occurrence.
- (5) A 2<sup>nd</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of three (3) consecutive snow seasons.
- (6) A 3<sup>rd</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of four (4) consecutive snow seasons.

*\*As has always been Village policy, although an expired refusal occurrence, that falls under the Snow and Ice Control Policy and Procedure Manual, may not be referred to in any subsequent Snow and Ice Control refusal matters, it still remains a permanent record in the employee's Personnel File. As such, it may be referred to in conjunction with other disciplinary matters, a progressive disciplinary process and/or an individual's performance review.*

When a call out for snow and ice operations is necessary, the primary snow & ice supervisor will contact employees by way of the Everbridge communication system. Employees shall provide the department with up to 2 phone numbers to be used for contact of the employee. Individual cell phones may be utilized by individuals as a primary phone contact although missed or failed calls shall not be a pretext for the inability to be contacted. Each individual is responsible to ensure that Village or personal communication equipment is operating properly. Written notification on telephone numbers must be provided to the Supervisor before its use by December 1<sup>st</sup> of the snow season and must immediately be updated of changes throughout the course of the snow season. The Everbridge system will attempt contact of individuals multiple times on each of the numbers provided. The employee is required to confirm contact from the Everbridge system by way of following the instructions on the voice recording when called. It is the responsibility of each individual to call in for instructions whenever there is doubt about whether or not he/she should be in or should have been called.

When contacting, or when being contacted by a Supervisor, a determination of the individual's duty requirements will be made. When the Supervisor requires the individual to report to work, he/she will be given one (1) hour from the time of the initial contact to report for duty, and "punch in with a time stamp". Individuals reporting within this one (1) hour show up time will be paid for one hour prior to punch in time stamped, on the time card. Employees not reporting within the one (1) hour show up time will not be paid for show up time, and then will have one and one-quarter (1 ¼) hours or 1 ½ hours from 4:00 p.m. to 7:00 p.m., Monday through Friday from the time of the initial contact to report for duty, or be subject to the refusal occurrence disciplinary action process described under this section.

## **VI. WORK RULES AND PROCEDURES, continued**

Personnel not reporting for call out due to illness inside or outside of their normal work shift will be subject to review and may be issued a refusal occurrence pending the outcome of the review process.

Calls when services are not needed:

If an individual is called, or if an individual calls in during snow and ice control for assignment, and his/her services are not or appear not to be needed, the individual shall be given at least 4 hours (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the supervisor) before an additional call will be placed to the individual. If the Supervisor is not certain that services are needed due to an individual's unavailability, the Supervisor will make every effort to respond back to the individual within 10-15 minutes with an answer. Only in extreme emergency should this procedure be suspended. If the individual, for example, is not available after the 4 hour period (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the Supervisor), then a refusal occurrence may be issued.

Vacation/Floating Holiday - Winter Months (December 1<sup>st</sup> thru April 1<sup>st</sup>)

- A. During winter months no more than six (6) personnel, (3 Street and 3 Water) allowed off free and clear each day. If the 48 hour deadline passes and either Street or Water side doesn't have 3 a fourth from the opposite side will be allowed to be free and clear. All divisions MUST also maintain the minimum staffing level of 60% in each division.

## **VI. WORK RULES AND PROCEDURES, continued**

- B. Depending on work schedules, additional approved leave may be scheduled but must be approved subject to being available for call-in if snow removal, salting, or related work as necessary on that day. In those cases, vacation, floating holidays, compensation time, call duty, or time due, will be re-scheduled at a later date.
- C. Personnel on scheduled leave may be contacted if their services are needed. Those individuals who were 4<sup>th</sup> or more to request leave within their division shall report to work and their leave is to be re-scheduled. Personnel who were 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> to request leave for that day may be contacted, but have the option of reporting to work. If a choice to report to work is made, the leave for that day is to be re-scheduled.
- D. All benefit time (vacation, floating holiday, call duty day, and compensation time) is treated equally with regards to scheduled approved leave.
- E. Requested benefit time use for Fridays and Mondays must be used in eight (8) hour increments to be approved for weekend absence from snow/ice control.
- F. All benefit time use must be requested within forty-eight (48) hours prior to actual use.
- G. Seventy-two (72) hour notification is necessary to cancel approved use of benefit time, unless authorized by the Department Director.



- H. The use of an emergency vacation day shall be allowed in either 4 or 8 hour increments depending on the normal work day schedule, provided that a valid reason exists and is explained in writing to the satisfaction of the Department Director on the following work day. It is understood that this benefit is permitted only for normal work days, and normal work shift hours.
- I. Authorized use of benefit time for "approved leave" will begin at the end of a normal shift stop time and end on the next scheduled normal shift start time.
- J. Drivers on the salting roster may substitute their roster position with a "Buddy Switch" without limitation on the number of times used. Buddy Switches are for the purpose of covering a Driver's inability to respond to a salting operation as otherwise required by the posted roster. Buddy Switches may be implemented by the following, although no time extensions from the normal 15 minute contact period is permitted.
  - 1.) Messages of a Buddy Switch may be left at (847) 781-2730 by the initial roster listed individual identifying, his buddy and the switch. The buddy also must leave a message at (847) 781-2730 stating he is covering the route of the initial roster listed individual.
  - 2.) A Buddy Switch desired at the time of a salting call out will require the initial roster listed employee to contact his buddy and have him call the supervisor to confirm his responsibility to report.

Personnel who work from midnight to their regular starting time during snow removal operations may request to leave work prior to the end of their regular work shift when work schedules allow by discretion of the supervisor.

- 1. The Salting Personnel Call-In Roster will be posted each day (Monday-Friday) from December 1<sup>st</sup> – April 1<sup>st</sup>.

Two (2), twelve 12-hour Salting Rosters (A.M. and P.M.), filled on a seniority basis, are maintained throughout the season. For each hour, outside an individual's regularly scheduled workday, on either A.M. or P.M. Salting Roster, that individual will receive a stipend, as outlined, within the CBA.

Snow and Ice route assignments will be made based on department seniority for the initial call-out of employees on a Salting Roster. An inverse order of qualified senior personnel will be used to fill any empty slots on the Rosters. It is understood that during continuing snow and ice operations, originally selected route assignments will not be in effect.

An individual may request to switch with someone else.

- 2. With regards to the restrictions outlined within the Drug & Alcohol Policy for Commercial Driver's License holders, the following shall hold true during snow/ice call-outs:
  - a) Personnel listed on the salting call-in roster are responsible to respond to a salting call-out or be subject to provisions as outlined within Article VI Work Rules and Procedures.

## VI. WORK RULES AND PROCEDURES, continued

- b) During snow plowing call-outs, an individual will be provided up to two (2) occasions per season to extend their show-up time provided he/she states that alcohol was consumed during the preceding four (4) hours from the time called out. The amount of extended time granted will be determined between the individual and the supervisor during initial contact.
- c) There is no show-up time for any delayed or extended start.

## VII. SALT STORAGE, LOADING/UNLOADING (drivers/operators)

*All road salt is to be stored under roof at the Village Salt Dome, located at 2405 Pembroke Avenue. The storing of salt "under roof" eliminates the possibility of contamination of streams, wells or groundwater, eliminates the loss of product due to runoff and dissolving by precipitation and prevents formation of clumps which are difficult to handle, load and run thru vehicle spreaders.*

### *Practices & Procedures*

- *Salt deliveries shall be placed under roof as soon as possible after they have been received. The most common method for loading salt into the storage dome is by way of the conveyor system that must be operated by individuals trained with its' operation.*
- *The area inside the salt dome as well as area/tarmac surrounding the salt dome shall be kept free of debris and trash. Equipment not being used or related to snow & ice control operations shall not be stored around the tarmac, including in and around the liquid deicer storage tanks.*
- *The dumping of salt loads from delivery trucks directly into the salt dome is discouraged and may only occur if the dome is significantly empty, a Village employee is on site to serve as a spotter, the task can be easily accomplished in a safe & proper manner and a valid reason exists for not using the conveyor system for storing the salt.*
- *Salt is NOT permitted to be left on the tarmac around the salt dome utilized for temporary storage if precipitation is imminent.*
- *Salt spilled in the process of loading truck beds, shifting of loads, and/or dumping of remaining loads shall be cleaned up and placed back into the salt dome prior to end of operation.*
- *Extreme care should be taken by the FEL operator responsible for performing loading/unloading operations to ensure damage to the paved tarmac area is avoided when scraping the area during cleanup operations of salt material. The tarmac should be walked and inspected once a month by the assigned Snow & Ice Supervisor for the purpose of ensuring the integrity of the area.*
- *Salt shall NOT be mixed with other aggregate material, such as sand, unless instructed to do so by the Director or Assistant Director.*

## VIII. VEHICLE MAINTENANCE & UPKEEP (drivers/operators)

*All drivers and operators are responsible for maintaining their assigned vehicles and/or equipment in a proper working order. Unless instructed to the contrary, by a supervisor, vehicles should be refueled at the end of each shift and debris removed from the cab upon returning to the Public Works Center. In most cases vehicle/equipment wash downs and check outs will occur the next regular workday during regular hours.*

### **Vehicle Wash Downs & Wash bay Procedures**

- *All vehicles & equipment involved in a Snow & Ice Control Operation shall be washed down and hosed off inside the wash bay. The rinsate from washing shall be collected in the floor drains which filters & empties into the triple trap system. This prevents soap and water, contaminated with deicing products from entering the storm sewer system and polluting ponds, streams & detention areas.*
- *Occasionally a supervisor may approve washing and hosing of vehicles and equipment on the floor of the Public Works Center. The rinsate from washing is collected at this location in floor drains which filter & empty into a triple trap system much like the one located at the west site wash bay.*
- *Overhead doors at both sites utilized for washing **shall remain in a closed position** while the task is being performed to prevent the potential for freezing of water pipes. **AT NO TIME SHALL EMPLOYEES LEAVE THE SITE TO TRAVEL ELSEWHERE WITHOUT CLOSING ALL OVERHEAD DOORS.***
- *Utilization of the power washer in the west site wash bay is common for this task BUT requires reading of the Department JSA for the equipment prior to use!!! Unless another individual is present and will be immediately utilizing the equipment, it is to be shut down, the spray wand placed back in the holder, the hose stored out of the way and area cleaned up prior to leaving.*

*The West Site Wash Bay as well as the area utilized for washing at the Public Works Center shall be kept free of debris and trash and the area policed when washing is complete.*

## IX. OVERTIME/OVERTIME PAY

This section is in accordance with Article XVII of the current CBA.

To ensure a uniform policy for overtime, the following procedures will be enacted for all Public Works personnel during plowing operations.

- A. All paid time will start when an individual punches in and stops when that person punches out. A maximum of one hour show up time will be paid upon call-in and punch in confirmation as identified in Section VI.

- B. The normal workweek shall consist of forty (40) hours per departmental calendar week. Individuals who work the hours between 4:30 p.m., and the normal starting time shall be compensated at one and one-half (1 ½) times their regular straight time hourly rate of pay. On any day this occurs, the individual will not be guaranteed eight hours of straight time pay, or permitted to extend any portion of the day with other benefit compensation. Furthermore, it is understood that after an employee has worked a combination of forty (40) hours of straight time and/or over-time in a single work week, there will be no guarantee of additional working hours in that same work week.
- C. Inclusive of holiday pay at the individual's regular hourly rate of pay, shall be two and one-half (2.5) times the regular straight time hourly rate for all hours worked on any of the seven (7) designated holidays.
- D. Any call duty person will receive a minimum of two (2) hours pay on call-outs unless the time extends into his regular work shift or unless he is called back to correct his own error.

## **X. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS**

### **A. Regular Division Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.**

Two Fleet Services staff members shall be contacted each time that a complete municipal vehicle operator work shift is called out for any weather related emergency situation.

The first Fleet Services staff member to be notified shall be the regularly assigned weekly call duty person. Subsequent to the notification of this individual, a second mechanical/technical maintenance person shall be notified.

The second staff member to be contacted will have pre-knowledge of his being next scheduled for this assignment via seniority. The inverse process will start with the least senior mechanic to be the next in line to be called in, if all senior mechanics have declined.

This primary plan will be in effect for weather emergency situations of up to and including twelve hours duration.

### **B. Maximum Effort Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.**

During periods of continuous storm fighting activity which last in excess of twelve hours duration, two (2) twelve hour work shifts shall be implemented. These shifts shall be rotated for each new storm to ensure the fair treatment of all staff members. Variable start of shift times will be encountered by the two shift members who are notified as a result of the initial call out procedures. As a result, there will be occasions when these individuals may be required to work a shift in excess, or, possibly less than the standard twelve hour period.

Fleet Services staff assignments during twelve-hour shift periods will include the following:

Bob Markko  
Howard DeLord  
Pat Chlopek

Scott Lasken  
Mike Backstrom

#### **XI. SHIFT SUPERVISOR RESPONSIBILITIES DURING SNOW AND ICE CONTROL OPERATIONS**

- A. It shall be the primary responsibility of the Shift Supervisor to oversee that all Village owned streets and properties be clean of all snow and ice, in accordance with prescribed policies.
- B. It shall be the responsibility of the Shift Supervisor to ensure that all personnel under his direction are properly trained in the use of Village equipment, plowing and salting techniques, and be knowledgeable of snow removal policies of the Village.
- C. It shall be the responsibility of the Shift Supervisor to check all time sheets, equipment mileage, hours, and amount of salt used by each driver/operator under his direction at the end of each operation.

#### **X. OPERATOR CHECK LIST**

Prior to using any snow removal vehicle, an inspection is to be completed by the assigned operator. The operator is responsible for completing a "Vehicle Inspection Sheet" on the unit assigned and is to submit this sheet to the on-duty supervisor after his shift. Any needed repairs or replacements shall be brought to the immediate attention of the Fleet Services Supervisor. Often, said vehicle inspections are completed in advance of a snow/ice control operation to expedite response time.

Pre-Trip Inspected By: \_\_\_\_\_

Pre-Trip Inspection Date: \_\_\_\_\_

Miles: \_\_\_\_\_

**VILLAGE OF HOFFMAN ESTATES  
Vehicle and Equipment  
Pre-Trip Inspection & Condition Report**

Unit #: \_\_\_\_\_ Driver/Operator: \_\_\_\_\_ Date: \_\_\_\_\_

**INSPECT ALL ITEMS THAT APPLY**

ITEM	OK	REPAIR	ITEM	OK	REPAIR
Headlights			Brakes		
Marker Lights			Wipers/Washers		
Tail Lights			Heater/Defrost		
Brake Lights			Seat Belts		
Emergency Warning Light			Back Up Alarm		
Reflectors			Radios		
Mirrors			Air Leaks		
Tires			Horn		
Cab/Body Dents			Fire Extinguisher		
Exhaust System			First Aid Kit		
Mars Light			Two-Way Radios		
Strobe Lights			Gauges/Instruments		
Oil Fluid Leaks			Mud Flaps		
Springs & Suspension			Triangle Kit		
Cab Clean					
FLUIDS	OK	ADDED	WINTER	OK	REPAIR
Trans Fluid			Plow Blade/Curb Guard		
Hydraulic Fluid			Plow Wands		
Coolant			Spreader/Spinner		
P/S Fluid			Hydraulic Hoses		
Washer Fluid			Spreader Light		
Engine Oil			Plow Light		
Fuel			Plow Frame		
			Tow Chain		
			Flashlight		
			Plow Chain		
			CACL Tank Fill/Flush		
			Shovel		

Service Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **HE-11-1305 PARKING LIMITED DURING SNOW REMOVAL**

It shall be unlawful for any person, firm, or corporation to park or cause to be parked any vehicle on any public street within the corporate limits of the Village at any time within eight (8) hours after a snow fall or two (2) inches or more has occurred, unless within said time said public street has been cleared of snow, provided that said eight hour parking restriction shall continue during snow removal operations until completed.

The Police Department and all members thereof are hereby authorized to remove and tow away or have removed and towed away by commercial towing service or by Village operated vehicles any car or other vehicle illegally parked which prevents and obstructs snow removal from public streets.

Cars or vehicles so towed away illegal parking shall be stored in a safe place and shall be restored to the owner or operator of such vehicle upon the payment of the towing and storage fees.

## **HE-11-1309 SNOW REMOVAL**

- A. It shall be unlawful to deposit on public sidewalks or public streets any snow which accumulated upon and is removed from an adjacent private property or from the area between adjacent road line and curb line of the street.
- B. It shall be unlawful to deposit on or against any fire hydrant which accumulated upon and was removed from a property.

**SALTING PERSONNEL ROSTER  
CHANGE REQUEST**

**I would like to give/switch my roster position:**

**Employee Requesting: (Print and Initial) \_\_\_\_\_**

**Employee Accepting: (Print and Initial) \_\_\_\_\_**

**Date: \_\_\_\_\_ Weekday     Switch from AM/PM to AM/PM.     Give AM/PM**

**Date: \_\_\_\_\_ Fri             Switch from AM/PM to AM/PM.     Give AM/PM**

**Date: \_\_\_\_\_ Sat             Switch from AM/PM to AM/PM.     Give AM/PM**

**Date: \_\_\_\_\_ Sun             Switch from AM/PM to AM/PM.     Give AM/PM**

**Snow and Ice Supervisor Approved: \_\_\_\_\_**

**Date: \_\_\_\_\_                      Time: \_\_\_\_\_**

**Note:** Gives for weekend must **not** be turned in before the Thursday of the requested weekend. All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon

**SALTING PERSONNEL ROSTER  
CHANGE REQUEST**

**I would like to give/switch my roster position:**

**Employee Requesting: (Print and Initial) \_\_\_\_\_**

**Employee Accepting: (Print and Initial) \_\_\_\_\_**

**Date: \_\_\_\_\_ Weekday     Switch from AM/PM to AM/PM.     Give AM/PM**

**Date: \_\_\_\_\_ Fri             Switch from AM/PM to AM/PM.     Give AM/PM**

**Date: \_\_\_\_\_ Sat             Switch from AM/PM to AM/PM.     Give AM/PM**

**Date: \_\_\_\_\_ Sun             Switch from AM/PM to AM/PM.     Give AM/PM**

**Snow and Ice Supervisor Approved: \_\_\_\_\_**

**Date: \_\_\_\_\_                      Time: \_\_\_\_\_**

**Note:** Gives for weekend must **not** be turned in before the Thursday of the requested weekend. All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon



**SNOW/ICE CONTROL/SALTING 2017 - 2018  
PERSONNEL CALL-IN ROSTER**

**MASTER LIST  
as of 11/2017**

<b>SUPERVISORS:</b>	<b>PRIMARY:</b>		<b>DATE POSTED:</b>	
	AM -	PM -	<b>TIME POSTED:</b>	
	4 <sup>th</sup> -			

AM SHIFT 0630 TO 1830				PM SHIFT 1830 TO 06:30	
DRIVER		AREA	UNIT	DRIVER	
HAWKINSON	564	Yard	50	ZYBURT	562
BORJON	553	I	2	GATTS	569
		II-A	9	WAYTON	566
RACE	559	II-B	16	SCHROEDER	549
KASSAL	565	II-C	7	MELHUIISH	583
PETERSON, J	557	III & IV Mains	3	WHITTLE	548
CZOPEK	547	III-A	4	FINN	555
EVANS	552	IV-A	6	HINDENBURG	527
KASPER, P	539	IV-B	5	BIRDSELL	546
ARVIDSON	535	V-A	11	PEDERSEN	558
PLOCINSKI	531	V-B	13	KASPER, M	525
LAWRECKI	556	V-C	14	GAWERECKI	523
PETERSON, R	543	V-D	12	PHILIPP	536
BURISCH	521	V-E	15	MCKITTRICK	567
WHELAN	563	VI-A	1	LOPEZ	551
STELL	544	VI-B	10	FRANKLIN	584
		VI-EDA	17	SCHWICHTENBERG	526
MARCELO	581	Side- walks	44	DEGIORGIO	582

**NOTES: FLEET ON CALL -**

**ALL ROSTER CHANGES MUST BE SIGNED BY BOTH PARTIES AND SUBMITTED PRIOR TO CALL OUT**  
• Denotes double up / Next double up / Next Water Rotation

**NEXT UP:**

<b>1<sup>ST</sup></b>	CAPIGA 532	<b>5<sup>TH</sup></b>	SALAS 579	<b>9<sup>TH</sup></b>	WINTZ, C 554	<b>13<sup>TH</sup></b>	HENNESSY 522
<b>2<sup>ND</sup></b>	OATES 533	<b>6<sup>TH</sup></b>	BEESE 537	<b>10<sup>TH</sup></b>	POGORZELSKI 538		
<b>3<sup>RD</sup></b>	WINTZ, T 541	<b>7<sup>TH</sup></b>	GRABOWSKI 545	<b>11<sup>TH</sup></b>	KOVAKA 568		
<b>4<sup>TH</sup></b>	CAHILL 524	<b>8<sup>TH</sup></b>	EDWARDS 534	<b>12<sup>TH</sup></b>	BACHELOR 528		

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to renew contract for 2017-2018 sanitary sewer work that includes cleaning, root cutting, televised inspection and evaluation services with American Underground Inc., Glenview IL, (lowest qualified bid for the Glenview Municipal Partnering Initiative), in an amount not to exceed \$150,000.

**MEETING DATE:** October 23, 2017

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Haileng Xiao, Superintendent of Water and Sewer

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**PURPOSE:** To renew contract for 2017-2018 sanitary sewer inspection by CCTV (Closed Circuit Television).

**BACKGROUND:** Over 125,000 feet or 12% of a total of 192 miles of the Village's sanitary sewer mains are classified as high risk. High risk lines are all required to be inspected by CCTV prior to Year 2019 according to new rules adopted in July 2014 by Metropolitan Water Reclamation District of Greater Chicago (MWRD) for the Infiltration/Inflow Control Program (Article 8). During the last contract with American Underground and through other recent sanitary projects and inspections we believe that just over 72,000 feet of high risk sanitary lines remain to be inspected by 2019.

In addition to the specified high risk areas, about 50,000 feet of sanitary sewer is also inspected annually prior to scheduled street reconstruction so that defective pipe can be cost effectively repaired or replaced before street work.

In order to achieve compliance with MWRD and to meet the need of street reconstruction, contractor assistance is necessary. The contractor's report to the Village includes video footage, a database of defects and damage and a condition assessment report, including the location of sags, ground water/run-off infiltration and inflow, grease, root intrusion, cracked pipes and mineral deposits. The contractor also provides cleaning and root cutting of the sewer. The CCTV inspection & assessment

**BACKGROUND continued:**

**Classify the sanitary sewer into categories of high, medium and low severity conditions, which are for staff and consulting engineers to review and prioritize for rehabilitation work. Critical repairs will be dealt with immediately and non-critical maintenance and repairs will be planned to occur with street and sewer improvements. In early 2016, the Village started the first contract with American Underground Inc. for 2016-2017 sanitary sewer CCTV inspection. The CCTV inspection work under the first contract has been substantially completed with a total of 83,000 feet of sewer pipe cleaned and inspected. The quality of the video footage and associated reports submitted for the inspection is excellent. Many of the severely defective and deficient sewer mains uncovered by the inspection have already been repaired or replaced. These preemptive inspections and associated repairs prevent sanitary backups by addressing defective sanitary lines before they experience a catastrophic failures.**

**Village's award of the first contract is based on the result of bids of the purchasing consortium of 7 municipalities, Villages of Glenview (lead community), Kenilworth, Lincolnshire, Niles, Northfield, Vernon Hills, and Wilmette as part of Municipal Partnering Initiative (MPI). This is because under Article 12 of the RFB (requests for bids) as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"), the successful bidder and the Village may negotiate terms and conditions for the same work for the same bid prices. As we were unable to join the MPI for this service mid-contract, American Underground Inc. offered to complete the same work at the same unit price for the Village under the same specifications. Staff reviewed the specifications of the RFB of the seven municipalities and found them applicable to the Village's sanitary sewer work. Staff satisfactorily reviewed and evaluated a pilot CCTV inspection of Village's sanitary sewer by American Underground.**

**DISCUSSION:**

**The bid results of the purchasing consortium that Village used in 2016 to award the first contract to American Underground Inc. is for multiple years including 2017 with an option to renew contract for two (2) additional one (1) year periods for Year 2018 and Year 2019. American Underground Inc. offered to complete the same work at the same consortium unit price for the Village under the same specifications for Year 2017 and Year 2018. Staff is confident that American Underground Inc. will complete the work in a satisfactory manner and strongly recommend contract renewal.**

**FINANCIAL IMPACT:**

**According to the unit prices submitted by American Underground in the successful bid, staff estimated the costs for FY 2017-2018's work will be \$150,000. The line item in FY 2017 Annual Operating Budget including 2017 bond funded capital improvement projects has sufficient funds to cover the costs.**

**RECOMMENDATION:**

**Request authorization to renew contract for 2017-2018 sanitary sewer work that includes cleaning, root cutting, televised inspection and evaluation services with American Underground Inc., Glenview IL, (lowest qualified bid for the Glenview Municipal Partnering Initiative), in an amount not to exceed \$150,000.**

Village of Hoffman Estates  
Haileng Xiao  
2305 Pembroke Drive  
Hoffman Estates, IL 60169

October 3, 2017

Re' CCTV MPI Contract Pricing

Mr. Xiao,

In regards to pricing for CCTV inspection of sanitary and storm sewer lines at various locations within the Village of Hoffman Estates for year 2017 and optional renewal for year 2018, American Underground Incorporated is willing to honor the pricing submitted to the Village of Glenview in the 2015 multi-year renewable MPI Contract Number 215011.

Please do not hesitate to contact me with any questions.

Best Regards



David Kerber - Vice President  
American Underground Inc.

# INVITATION FOR BIDS

## RFB #215011

### SANITARY AND STORM SEWER CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION

FOR THE MUNICIPALITIES OF:



Village of

*Kenilworth*



**GLENVIEW, KENILWORTH, LINCOLNSHIRE,  
NILES, NORTHFIELD, VERNON HILLS,  
AND WILMETTE**

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**VILLAGE OF GLENVIEW PURCHASING  
1225 WAUKEGAN ROAD  
GLENVIEW, IL 60025  
(847) 724-1700**

## **LEGAL NOTICE**

Official notice is hereby given that sealed bids will be received in the Office of the Purchasing Agent, Administrative Services Department, Glenview Village Hall, 1225 Waukegan Road, Glenview, IL 60025 until 3:00 p.m. local time on February 12, 2015, and then at said office will publicly open and read allowed for the following:

**RFB NO: 215011**

**RFB ON: SANITARY AND STORM SEWER CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION  
FOR THE MUNICIPALITIES OF: GLENVIEW, KENILWORTH, LINCOLNSHIRE, NILES,  
NORTHFIELD, VERNON HILLS, AND WILMETTE.**

**NON-MANDATORY PRE-BID MEETING WILL BE HELD ON FEBRUARY 4, 2015, AT 11:00 AM AT  
PUBLIC WORKS CAFETERIA, 1333 SHERMER ROAD, GLENVIEW, IL 60026.**

**Scope of work includes:** Furnish all necessary labor, materials, and equipment for closed circuit television (CCTV) inspections of storm and sanitary sewers as determined by the Municipalities.

Plans, specifications and bid forms may be obtained at Administrative Services Department, Glenview Village Hall, 1225 Waukegan Road, Glenview, Illinois, 60025 or by calling (847) 724-1700.

All bids shall be accompanied by a Bid Bond, Certified or Cashier's Check made payable to the Village of Glenview for not less than five percent (5%) of the bid amount.

All work under this contract shall comply with the Prevailing Wage Act of the State of Illinois, 820 ILCS 130/0.01 *et seq.* and Employment of Illinois Workers on Public Works Act (30 ILCS 570/.01 *et seq.*).

Offers may not be withdrawn for a period of ninety (90) days after the bid date without the consent of the Municipalities.

Any Bid submitted unsealed, unsigned, fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the bidder.

The Municipalities reserve the right to reject any and all bids or parts thereof, to waive any irregularities or informalities in bid procedures and to award the contract in a manner best serving the interest of the Municipalities.

Dated: January 29, 2015  
Margaret Leonard,  
Purchasing Agent



Village of Glenview

1225 Waukegan Road  
Glenview, IL 60025  
(847)904-4350

SUBMISSION INFORMATION

INVITATION: #215011

BID OPENING DATE: February 12, 2015  
TIME: 3:00 P.M. Local Time  
LOCATION: Administrative Services  
Department

Submit 1 original, 1 copy, and 1 electronic copy of the RFB response.

INVITATION TO BID CONTRACTOR INFORMATION

COMPANY NAME: American Underground Inc.  
ADDRESS: P.O. Box 569  
CITY, STATE, ZIP CODE: Glenview IL 60025

Sanitary and Storm Sewer Closed Circuit Television (CCTV) Inspection  
per the specifications identified herein

I. BASE BID  
a. Year 1 (2015)

Item No.	Item Description	Estimated Quantities* (All Municipalities)	Unit of Measure	Unit Price	Extended Price
1.	CCTV Inspection of Storm Sewers (6" to 42")	127,300	LF	\$ <u>1.55</u>	\$ <u>197,315.00</u>
2.	CCTV Inspection of Sanitary Sewers (8" to 12") with Concurrent Dyed-water Flooding	23,000	LF	\$ <u>2.21</u>	\$ <u>50,830.00</u>
3.	CCTV Inspection of Sanitary Sewers (15" to 18") with Concurrent Dyed-water Flooding	7,800	LF	\$ <u>2.25</u>	\$ <u>17,550.00</u>
4.	CCTV Inspection of Sanitary Sewers (8" to 12") (no dyed-water flooding)	136,700	LF	\$ <u>1.32</u>	\$ <u>180,444.00</u>
5.	CCTV Inspection of Sanitary Sewers (15" to 18") (no dyed-water flooding)	18,300	LF	\$ <u>1.32</u>	\$ <u>24,156.00</u>
6.	CCTV Inspection of Sanitary Sewers (21" to 30") (no dyed-water flooding)	5,300	LF	\$ <u>1.71</u>	\$ <u>9,063.00</u>
7.	Sewer Condition Evaluation	217,500	LF	\$ <u>0.18</u>	\$ <u>39,150.00</u>
TOTAL BASE BID, YEAR 1 (2015)				\$ <u>518,508.00</u>	



**b. Year 2 (2016)**

Item No.	Item Description	Estimated Quantities* (All Municipalities)	Unit of Measure	Unit Price	Extended Price
1.	CCTV Inspection of Storm Sewers (6" to 42")	127,300	LF	\$ <u>1.55</u>	\$ <u>197,315.00</u>
2.	CCTV Inspection of Sanitary Sewers (8" to 12") <u>with Concurrent Dyed-water Flooding</u>	23,000	LF	\$ <u>2.21</u>	\$ <u>50,830.00</u>
3.	CCTV Inspection of Sanitary Sewers (15" to 18") <u>with Concurrent Dyed-water Flooding</u>	7,800	LF	\$ <u>2.25</u>	\$ <u>17,550.00</u>
4.	CCTV Inspection of Sanitary Sewers (8" to 12") (no dyed-water flooding)	136,700	LF	\$ <u>1.32</u>	\$ <u>180,444.00</u>
5.	CCTV Inspection of Sanitary Sewers (15" to 18") (no dyed-water flooding)	18,300	LF	\$ <u>1.32</u>	\$ <u>24,156.00</u>
6.	CCTV Inspection of Sanitary Sewers (21" to 30") (no dyed-water flooding)	5,300	LF	\$ <u>1.71</u>	\$ <u>9,063.00</u>
7.	Sewer Condition Evaluation	217,500	LF	\$ <u>0.18</u>	\$ <u>39,150.00</u>
TOTAL BASE BID, YEAR 2 (2016)				\$ <u>518,508.00</u>	

**c. Year 3 (2017)**

Item No.	Item Description	Estimated Quantities* (All Municipalities)	Unit of Measure	Unit Price	Extended Price
1.	CCTV Inspection of Storm Sewers (6" to 42")	127,300	LF	\$ <u>1.57</u>	\$ <u>199,861.00</u>
2.	CCTV Inspection of Sanitary Sewers (8" to 12") with Concurrent Dyed-water Flooding	23,000	LF	\$ <u>2.23</u>	\$ <u>51,290.00</u>
3.	CCTV Inspection of Sanitary Sewers (15" to 18") with Concurrent Dyed-water Flooding	7,800	LF	\$ <u>2.29</u>	\$ <u>17,862.00</u>
4.	CCTV Inspection of Sanitary Sewers (8" to 12") (no dyed-water flooding)	136,700	LF	\$ <u>1.35</u>	\$ <u>184,545.00</u>
5.	CCTV Inspection of Sanitary Sewers (15" to 18") (no dyed-water flooding)	18,300	LF	\$ <u>1.35</u>	\$ <u>24,705.00</u>
6.	CCTV Inspection of Sanitary Sewers (21" to 30") (no dyed-water flooding)	5,300	LF	\$ <u>1.71</u>	\$ <u>9,063.00</u>
7.	Sewer Condition Evaluation	217,500	LF	\$ <u>0.18</u>	\$ <u>39,150.00</u>
<b>TOTAL BASE BID, YEAR 3 (2017)</b>				\$ <u>526,476.00</u>	

\*The estimated quantities listed in the bid table are for reference only. The Contractor is hereby made aware that the bid prices shall apply to work in all Municipalities participating in this bid even if no estimated quantity is listed for that municipality.

See Estimated Quantities Table in the Technical Specifications for estimated quantities for each Municipality.

**TOTAL BASE BID AMOUNT (YEARS 1-3) \$ 1,563,492.00**

**II. SUPPLEMENTAL UNIT PRICES**  
**a. Year 1 (2015)**

Item No.	Item Description	Unit of measure	Unit Price
1.	CCTV Inspection of Storm Sewers (48" to 72")	LF	\$ <u>1.89</u>
2.	CCTV Inspection of Sanitary Sewers (21" to 30") with Concurrent Dyed-water Flooding	LF	\$ <u>2.95</u>
3.	CCTV Inspection of Sanitary Sewers (6") (no dyed-water flooding)	LF	\$ <u>1.95</u>
4.	Root Cutting (8" to 12")	LF	\$ <u>0.58</u>
5.	Root Cutting (15" to 18")	LF	<u>0.95</u>
6.	Root Cutting (21" to 30")	LF	\$ <u>6.00</u>
7.	Heaving Cleaning	CREW HRS	\$ <u>365.00</u>
8.	Emergency CCTV Inspection (no dyed-water flooding) Sanitary or Storm Sewer (8" to 42")	CREW HRS	\$ <u>385.00</u>

**b. Year 2 (2016)**

Item No.	Item Description	Unit of measure	Unit Price
1.	CCTV Inspection of Storm Sewers (48" to 72")	LF	\$ <u>1.89</u>
2.	CCTV Inspection of Sanitary Sewers (21" to 30") with Concurrent Dyed-water Flooding	LF	\$ <u>2.95</u>
3.	CCTV Inspection of Sanitary Sewers (6") (no dyed-water flooding)	LF	\$ <u>1.95</u>
4.	Root Cutting (8" to 12")	LF	\$ <u>0.58</u>
5.	Root Cutting (15" to 18")	LF	<u>0.95</u>
6.	Root Cutting (21" to 30")	LF	\$ <u>6.00</u>
7.	Heaving Cleaning	CREW HRS	\$ <u>375.00</u>
8.	Emergency CCTV Inspection (no dyed-water flooding) Sanitary or Storm Sewer (8" to 42")	CREW HRS	\$ <u>385.00</u>

**c. Year 3 (2017)**


Item No.	Item Description	Unit of measure	Unit Price
1.	CCTV Inspection of Storm Sewers (48" to 72")	LF	\$ <u>1.89</u>
2.	CCTV Inspection of Sanitary Sewers (21" to 30") with Concurrent Dyed-water Flooding	LF	\$ <u>2.95</u>
3.	CCTV Inspection of Sanitary Sewers (6") (no dyed-water flooding)	LF	\$ <u>1.95</u>
4.	Root Cutting (8" to 12")	LF	\$ <u>0.58</u>
5.	Root Cutting (15" to 18")	LF	<u>0.95</u>
6.	Root Cutting (21" to 30")	LF	\$ <u>6.00</u>
7.	Heaving Cleaning	CREW HRS	\$ <u>375.00</u>
8.	Emergency CCTV Inspection (no dyed-water flooding) Sanitary or Storm Sewer (8" to 42")	CREW HRS	\$ <u>385.00</u>

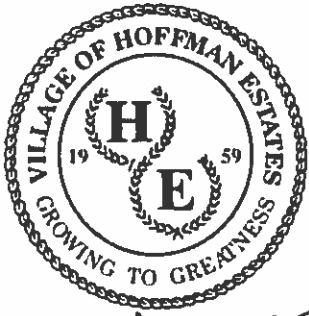
**BIDS SHALL BE ACCOMPANIED BY BID SECURITY IN AN AMOUNT NOT LESS THAN FIVE PERCENT (5%) OF THE AMOUNT OF THE TOTAL BID.**

Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary.  
**NOTE TO BIDDERS:** Please be advised that any exceptions to these specifications may cause your bid to be disqualified. Submit bids by **SEALED BID ONLY**. Fax and e-mail bids are not acceptable and will not be considered.

**THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED**

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1981, as amended.

Authorized Signature:  Company Name: American Underground Inc  
 Typed/Printed Name: David Kerber Date: 02.26.15  
 Title: Vice President Telephone Number: 847.724.3503  
 E-mail: david@auinc.tv



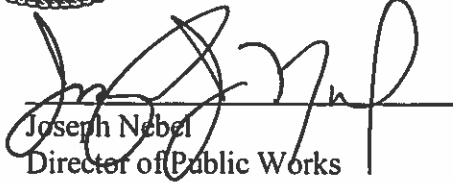
# VILLAGE OF HOFFMAN ESTATES

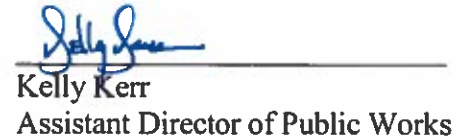
## DEPARTMENT OF PUBLIC WORKS

September 2017 MONTHLY REPORT

SUBMITTED TO: Public Works Committee

October 2017

  
Joseph Nebel  
Director of Public Works

  
Kelly Kerr  
Assistant Director of Public Works

### MAJOR PROJECT STATUS

#### **2017 Sanitary Sewer Rehabilitation**

On March 6, 2017 the Village Board approved a contract for 2017 sanitary sewer rehabilitation with Visu-Sewer of Illinois, LLC. The first phase of the 2017 contracted work included installation of 13 manholes to replace existing lamp holes, rehabilitation of 6 leaking manholes, replacing failed and collapsed sewer sections through excavation and CIPP (Cured-in-Place Pipe) lining of approximately 19,000 feet of deteriorated sewer mains. A pre-construction meeting was held on April 7, 2017 and the construction started in the week of April 24.

**By the end of September the work completed includes:**

- **31,161 Feet of sanitary sewer mains have been cleaned and inspected in preparation for lining & rehabilitation work.**
- Installation of 13 standard manholes to replace lamp holes
- Replacement & upgrade of 10 feet of 4" sanitary sewer into 6" sewer
- Rehabilitation of ten (10) manholes
- Rehabilitation of 21,745 feet of sanitary sewer main by CIPP lining.

**Work is all complete for replacement of 80 feet of failed & back pitched sanitary sewer at Harmon Blvd with necessary site restoration before street reconstruction.**

**Engineering is all complete for construction in October to correct severely back pitched & collapsed sewer at three sites (Washington Blvd. & Hassell Rd.).**

Separate from the above a part of the sanitary sewer rehabilitation for 2017 is assigned to contractor for street re-construction, Arrow Road Construction. The sewer rehabilitation completed under street re-construction includes:

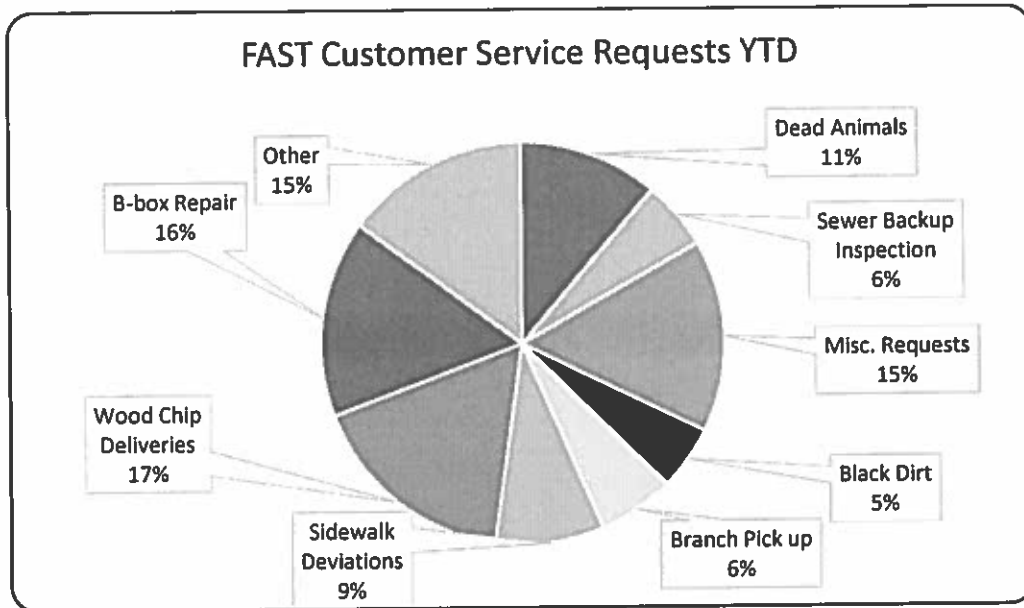
- Replaced five hundred (500) feet of deteriorated 8" sanitary sewer on Highland Blvd and Newport Rd.
- Installation of 2 standard manholes to replace lamp holes.

## Customer Services

### Fast Action Service Team (FAST):

1. Continued supervision of concrete replacement and mudjacking program;
2. Supervised completion of 2017 sidewalk replacement program;
3. Coordinated replacement of driveway at Fire Station 22;
4. Raised twelve (12) b-boxes at Spring Mill condos.

Fast Action Service Team (FAST)												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
32	28	39	69	59	75	59	71	86				518



### Customer Service Team:

1. Installed one (1) commercial compound meter;
2. Conducted eleven (11) siding permit inspections;
3. Assisted with water shutdown at 700 West Higgins Road for backflow repair.

Customer Service Team												
Water Billing - Customer Service Appointments												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
66	56	38	28	54	62	49	77	46				476
Finance-generated Water Meter Readings												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
217	192	229	215	203	231	279	324	201				2091
Delinquent Water Accounts												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
121	114	98	79	90	110	92	100	107				911
New Construction Inspections												

New Construction Inspections												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3	4	4	2	2	2	7	4	6				34
Customer Service Requests - Gov Q&A/Meter Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
36	13	14	11	9	8	9	12	20				132
Meter Change-outs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
22	14	32	8	6	6	1	34	0				123
B-box Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	0	0	0	5	6	8				19

**Utility Locates Team:**

1. Continued oversight of Nicor service line replacements – Governor’s Square.

Utility Locates Team												
JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
390	597	833	867	1123	948	761	975	915				7409
Emergency JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
29	13	26	35	39	43	42	45	53				325
Utility Joint Meets												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	2	3	7	6	9	7	1	3				39

**Facilities**

1. Completed Fleet Services facility ceiling tile replacement;
2. Replaced hot water heater at Fire Station 21;
3. Replaced two (2) A/C and furnace units at Fire Station 23;
4. Installed emergency shut-down switch on boiler system at Public Works Center;
5. Installed server racks for IS Department at multiple water tower sites.

Facilities												
Preventative Maintenance Program - staff hours												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
84	86	114	115	110	90	77	90	108				873

**Fleet Services**

1. Continued evaluation of FTW22 engine knock. Repairs are being conducted at the warranty center.
2. Began snow and ice preparations on large dump truck fleet (seven (7) trucks completed to-date);
3. Monitored contract repairs to UST fill ports;
4. Prepared surplus vehicles for online auction.

Fleet Services												
Preventative Maintenance Program - Number of Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
24	20	32	21	27	27	21	29	25				226
Vehicles Sent for Warranty Repair												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	4	3	2	5	4	6	2	2				29

## Forestry

1. Began the Village fall brush pick up program;
2. Made preparations for fall tree plantings;
3. Performed stump grinding and clean up at various locations;
4. Continued contract tree trimming program.

Forestry												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
9	16	23	53	104	74	94	51	33				457

## Maintenance & Construction

### Storm Sewer Team:

1. Performed extensive ditch line cleaning behind Eisenhower Jr. High School and in Parcel A;
2. Monitored Berkley Lane storm sewer construction project;
3. Conducted required MWRD outflow checks and cleanings.

Storm Sewer Team												
Feet of Storm Sewer Flushed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2,400	0	250	2,811	2,197	0	874	4,472	250				13,254
Catch Basin Rebuilds												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	0	2	4	5	7	0				18

### Construction/Maintenance Team:

- 1) Repaired water main at John Muir School and Hoffman Estates High School;
- 2) Installed new water main valve at Golf Center shopping center;
- 3) Continued oversight of parkway excavation repair contractor.

Construction/Maintenance Team												
B-box Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	5	6	0	5	2	8	7	3				37



Hydrant Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3	0	1	3	1	1	2	4	2				17

Valve Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	2	4	2	2	0	2	2	3				18

Water Main/Service Line Leak Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
6	2	2	2	1	1	1	3	10				28

## Traffic Operations

### Pavement Maintenance Team:

1. Coordinated monthly tailgate, JSA, fire extinguisher, confined space, flagger, and trench shoring training;
2. Continued in-house portion of 2017 Pavement Marking Program;
3. Assisted with Village branch collection and chipping program.

Pavement Maintenance Team												
Tons of Hot Asphalt Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0.0	0.0	0.0	8.5	44.0	69.1	53.5	44.0	33.0				252.1

Tons of Cold Asphalt Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
11.5	9.5	11.0	6.5	3.5	2.5	1.5	2.0	1.5				49.5

### Sign Team:

1. Replaced one (1) sign due to vandalism and wind damage;
2. Performed type-I sign reposting at Ash Road (Parcel A), Glendale Lane, Caribou Lane, Bison Lane, and Falcon Lane;
3. Fabricated one (1) retirement sign for Police Department;
4. Set up and take down of Platzkonzert signage;
5. Assisted Street Light team with seasonal banner change-out;
6. Fabricated four (4) way finding signs in the Western Development Area;
7. Assisted Asphalt team with repair at Castaway Court.

Sign Team												
Repaired/Replaced Signs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
10	12	5	11	5	1	8	4	1				57

Signs Fabricated and Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
34	126	30	57	65	88	190	166	55				811

### Street Light Team:

1. Performed seasonal banner change-outs throughout Village;
2. Assisted PD with fabrication or target plates and setup of shooting range at Plote gravel pit;

3. Repaired light above service door at Fire Station 23;
4. Assisted with Village branch collection and chipping program.

Street Light Team												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3	1	11	3	6	7	4	8	9				52
Street Lights Repaired												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
17	28	48	44	29	47	23	64	28				328

## Water Operations

### Operations Team:

1. Supplied one (1) 60kW and one (1) 100kW electrical generator for Platzkonzert;
2. Replaced WDA Grundfos pump #4 with a larger capacity Grundfos pump;
3. Installed rebuilt pump #2 at Golf Lift Station.

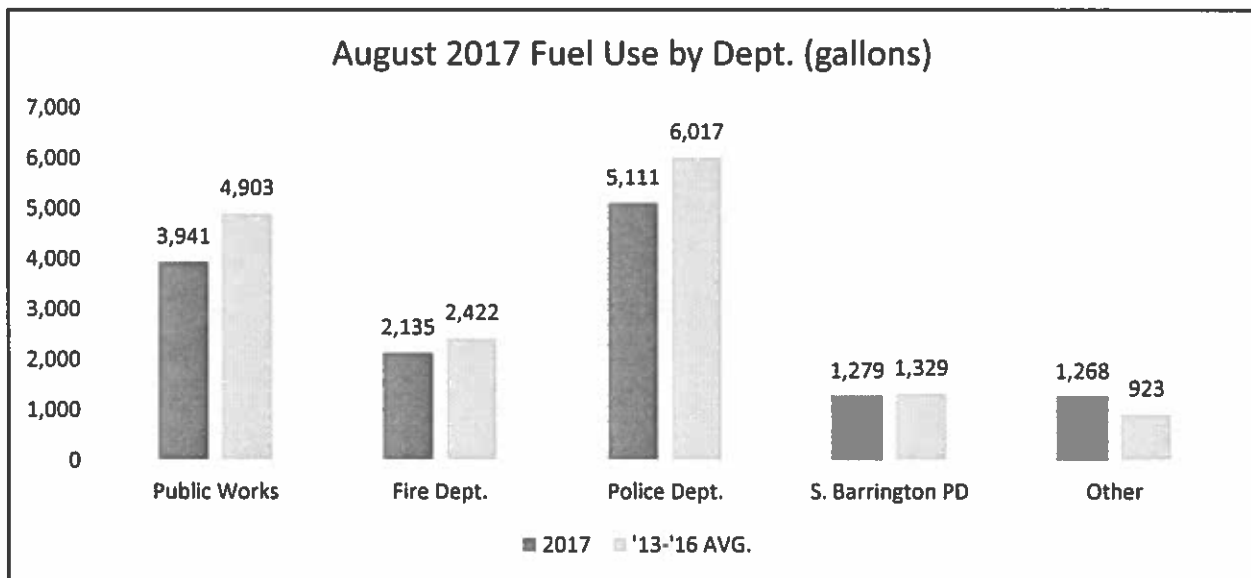
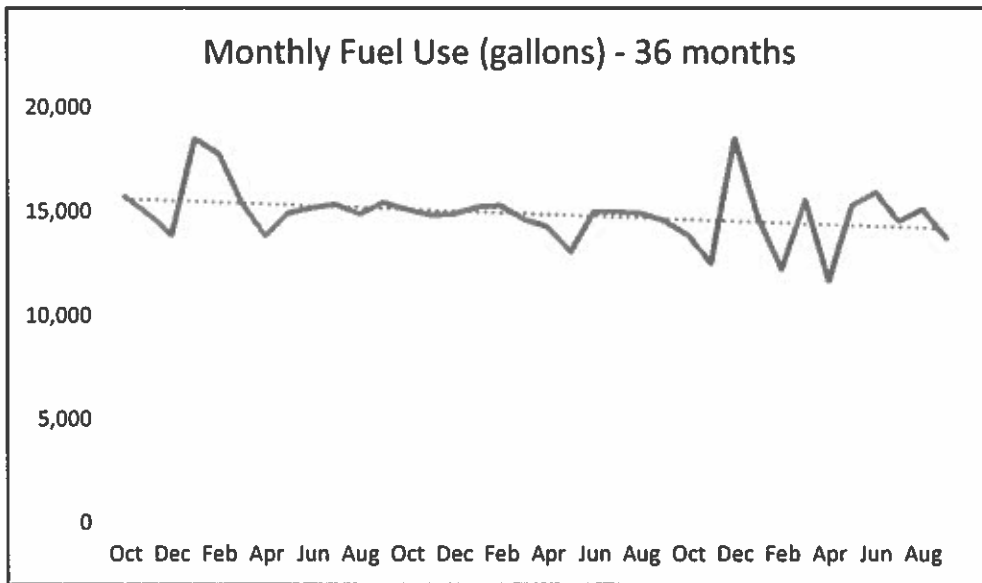
Operations Team												
Resident Water Quality Tests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	2	0	4	3	1	0	0	3				14

### Sanitary Sewer Flow Management Team:

1. Completed sealed manhole cover replacement project;
2. Assisted operations with water sample collection and force main relief valve repair;
3. Monitored contractor repair of sanitary manhole at the corner of Barrington Road and Higgins Road;
4. Assisted Engineering with termination of sanitary service at 2599 West Higgins Road.

Sanitary Sewer Flow Management Team												
Sewer Lines Flushed (feet)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
8,119	1,820	1,791	1,742	34,075	35,920	18,224	29,202	22,466				153,359
Sanitary Main Inspections (feet)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
836	360	224	0	88	0	0	0	0				1,508

## Fuel Use Report



**ENGINEERING REPORT OF THE  
TRANSPORTATION AND ENGINEERING DIVISION  
DEPARTMENT OF DEVELOPMENT SERVICES  
OCTOBER MONTHLY REPORT**

Attached is the Monthly Engineering Report of the Transportation and Engineering Division in the Department of Development Services for the period ending October 20, 2017.



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Alan Wenderski, P.E.  
Village Engineer

**MISCELLANEOUS**

Summary of miscellaneous items:

- Engineering plan review for:
  - Eagle Way
  - 1700 Pondview
- 52 permit inspections
- 3 residential drainage investigations
- 1 Floodplain inquiry
- Reviewed permits for:
  - 4 – Garage
  - 7 – Drainage
  - 3 – Driveway
  - 1 – Parking Lot
- Plan/permit review related to residential development:
  - 6 – Permit Plats
  - 1 – Final Grading
  - 7 – Top of Foundations

**PROJECT STATUS**

<b>VILLAGE PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>2017 Crack Sealing Project</b>	Project complete. Village Project Manager: Shelley Walenga
<b>2017 Drainage Improvement Project</b>	Pipe installation complete at 1585 Westbury. Pipe installation ongoing at 220 Aster. Project scheduled to be completed by the end of week of October 23 <sup>rd</sup> . Village Project Manager: Shelley Walenga
<b>2017 Street Revitalization Project</b>	Project substantially complete. Punch list work scheduled to be ongoing over the next few weeks. Village Project Manager: Marty Salerno
<b>2017 Surface Patching Project</b>	Project complete. Village Project Manager: Greg Burkey/Oscar Gomez
<b>2018 Street Revitalization Project</b>	Preliminary field work ongoing. Village Project Manager: Marty Salerno
<b>Bode Road / Harmon Boulevard STP Resurfacing Project</b>	All work substantially complete. Punch list work is ongoing. Ciorba Group is serving as construction engineer. Village Project Manager: Oscar Gomez
<b>General Surveying Services</b>	Survey work for various 2018 and future projects ongoing. Doland Engineering is contracted to complete survey. Village Project Manager: Andy LoBosco

<b>VILLAGE PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Hillcrest / Moon Lake Boulevard STP Resurfacing Project</b>	Work is complete; punch list work is ongoing. Engineering Resource Associates is serving as Phase III engineer. Village Project Manager: Joe Weesner
<b>Hoffman Boulevard Bridge North Parapet Wall Repair Project</b>	Wall demolition is completed. Installation of rebar and framing for new wall is ongoing. Hoffman Boulevard lane closure scheduled to be removed in early November. Hampton, Lenzini, Renwick (HLR) is serving as design and construction engineer. Village Project Manager: Alan Wenderski
<b>West Berkley Lane Storm Sewer Project</b>	Storm sewer installation complete. Roadway patching and parkway restoration ongoing. Expected completion during the week of October 23 <sup>rd</sup> . Chastain is serving as design and construction engineer. Village Project Manager: Alan Wenderski

<b>COMMERCIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Adesa Auto Auction</b> 5407 Trillium Boulevard	Inspection of punch list items completed week of October 16 <sup>th</sup> . Revised punch list sent. Awaiting as-built drawings for review. Village Project Manager: Terry White
<b>Animal Hospital</b> Barrington Square 2370 West Higgins Road	Work is complete. Reviewing as-built drawings. Village Project Manager: Terry White
<b>Buona Beef</b> Barrington Square 2352 West Higgins Road	Plan review comments completed for concept site plan. Village Project Manager: Alan Wenderski
<b>Burger King Restaurant</b> 2599 West Higgins Road	Temporary CO issued. Awaiting As-Built drawings, sign-off of ROW permit from IDOT. Village Project Manager: Terry White
<b>Culvers</b> Prairie Stone 4665 Hoffman Boulevard	Awaiting As-Built drawing revisions. Village Project Manager: Terry White
<b>Denny's</b> Prairie Stone Crossing 4690 Hoffman Boulevard	Work ongoing. Awaiting testing of water service. Village Project Manager: Terry White
<b>Enclave Apartments Clubhouse</b> 750 Salem Drive	Awaiting scheduling of preconstruction meeting. Village Project Manager: Terry White

<b>COMMERCIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Hoffman Plaza</b> Higgins and Roselle 1001-1067 Roselle Road	Temporary CO issued. Old Burger King demolition ongoing. Punch list work on North Detention Basin to be completed.  Village Project Manager: Terry White
<b>Holiday Inn Express</b> 5235 Prairie Stone Parkway	Awaiting submittal of engineer's estimate for engineering fee and project guarantee calculations. Site work preconstruction meeting held on October 20 <sup>th</sup> .  Village Project Manager: Terry White
<b>Main Event</b> Prairie Stone 2575 Pratum Avenue	Awaiting modifications to bio-retention basin.  Village Project Manager: Terry White
<b>Petro Auto</b> 1300 West Higgins Road	Site work is ongoing. Installation of new water service complete.  Village Project Manager: Terry White
<b>Route 58 Auto Wash</b> 105 East Golf Road	Preconstruction meeting held on October 4 <sup>th</sup> . Work is ongoing. Awaiting IDOT permit for work in IDOT ROW.  Village Project Manager: Oscar Gomez
<b>Shell – Ricky Rocket's</b> 2590 Golf Road	Awaiting project guarantee and IDOT permit. MWRD permit approved. Demolition permit issued.  Village Project Manager: Terry White
<b>Trumpf</b> H90 1900 West Central Road	Awaiting As-built drawings.  Village Project Manager: Terry White

<b>RESIDENTIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Airdrie Estates</b> NE Corner of McDonough Road and Rohrssen Road	Staff has reviewed on commented permit plat submittal for Lot 2. ComEd installed electric infrastructure.  Village Project Manager: Terry White / Oscar Gomez
<b>Amber Meadows</b> NE Corner of Essex Drive and Beacon Pointe Drive	Multiple lots under construction. Model home parking lot construction ongoing. Water/sewer service and sidewalk inspections ongoing.  Village Project Manager: Oscar Gomez
<b>Bergman Pointe</b> NW Corner of Ela Road and Algonquin Road	Home building ongoing. Awaiting start of work for Ela/Algonquin traffic signal improvements and completion of Ela Road path.  Village Project Manager: Terry White

<b>RESIDENTIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Bradwell Estates</b>	Public acceptance approved on October 2 <sup>nd</sup> . 1 year maintenance guarantee received. Village Project Manager: Terry White
<b>Devonshire Woods</b> SW Corner of Shoe Factory Road and Essex Drive	Home building ongoing. Water/sewer service, sidewalk, and final grading inspections ongoing. Village Project Manager: Terry White / Oscar Gomez