

*This meeting is being held via telephonic attendance.*

**AGENDA  
PUBLIC WORKS & UTILITIES COMMITTEE  
Village of Hoffman Estates**

**May 24, 2021**

***Immediately following Special Village Board Meeting***

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 – April 26, 2021**

**NEW BUSINESS**

1. Discussion of proposed short list process for professional services for non-federally funded projects.
2. Request approval of revision to Qualification Based Selection procedure for federally funded projects.
3. Request approval of an Intergovernmental Agreement with Hanover Township for Roadway Maintenance.
4. Request authorization for the Village to participate in the State of Illinois Central Management Services joint purchase of road salt, in the amount of 3,500 tons.

**REPORTS (INFORMATION ONLY)**

1. Department of Public Works Monthly Report.
2. Engineering Division Monthly Report.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

*Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk's office).*

*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**

**April 26, 2021**

**I. Roll call**

**Members in Attendance:**

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

**Members Telephonic Attendance:**

**Anna Newell, Chairperson**

**Management Team**

**Members in Attendance**

**Eric Palm, Village Manager  
Dan O'Malley, Deputy Village Manager  
Kathryn Cawley, Acting Police Chief  
Patti Cross, Asst. Corporation Counsel  
Suzanne Ostrovsky, Asst. to Village Mgr.  
Monica Saavedra, Director of HHS  
Joe Nebel, Director of Public Works  
Pete Gugliotta, Dev. Services Director  
Fred Besenhoffer, Director of IS  
Paul Bilodeau, Acting Fire Chief**

**Management Team Members  
Via Telephonic Attendance:**

**Paul Petrenko, Facilities Manager  
Ben Gibbs, NOW Arena  
Sarah Marcucci / EMA Coordinator**

The Public Works and Utilities meeting was called to order at 7:31 p.m.

**II. Approval of Minutes – March 22, 2021**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Public Works and Utilities Committee Meeting minutes from March 22, 2021. Roll call vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Discussion regarding Tree City USA recognition.**

Mr. Nebel provided comment and background on this topic.

- 2. Request authorization to award contract for purchase of twenty-two (22) complete Mueller fire hydrants to Core & Main LP, Carol Stream, IL (low bid), in an amount not to exceed \$74,008.**

Motion by Trustee Stanton, seconded by Trustee Arnet, to award contract for purchase of twenty-two (22) complete Mueller fire hydrants to Core & Main LP, Carol Stream, IL (low bid), in an amount not to exceed \$74,008. Roll call vote taken. All ayes. Motion carried.

- 3. Request authorization to extend 2020 contract for 2021 Contracted Parkway Tree Trimming Program to Advanced Tree Care, Lincolnshire, IL (low bid), in an amount not to exceed \$50,000.**

Motion by Trustee Stanton, seconded by Trustee Arnet, to extend 2020 contract for 2021 Contracted Parkway Tree Trimming Program to Advanced Tree Care, Lincolnshire, IL (low bid), in an amount not to exceed \$50,000. Roll call vote taken. All ayes. Motion carried.

- 4. Request authorization to extend 2020 contract for 2021 Concrete Maintenance/Restoration to AC Concrete, Carpentersville, IL, at a unit price of \$9.00 per square foot for sidewalk, \$30.00 per lineal foot for curb replacements, and \$72.00 per square yard for driveway apron replacements, in an amount not to exceed \$130,000.**

Motion by Trustee Mills, seconded by Trustee Arnet, to extend 2020 contract for 2021 Concrete Maintenance/Restoration to AC Concrete, Carpentersville, IL, at a unit price of \$9.00 per square foot for sidewalk, \$30.00 per lineal foot for curb replacements, and \$72.00 per square yard for driveway apron replacements, in an amount not to exceed \$130,000. Roll call vote taken. All ayes. Motion carried.

- 5. Request authorization to waive bidding and purchase new various Public Works equipment, fabrication and installation utilizing the Sourcewell Cooperative Purchasing Program from Lindco Equipment, Merrillville, IN, in an amount not to exceed \$319,860.19, which includes outfitting of:**
  - a. Stainless steel dump body, underbody plow, spreader box, Wausau plow and fabrication/installation for Unit #7 for \$128,848.00.**
  - b. Utility body and crane for Unit #20 for \$93,406.79.**
  - c. Stainless steel dump body, spreader box, and fabrication/installation for Unit #61 for \$49,046.00.**
  - d. Stake body and lift gate for Unit #43 for \$22,137.00.**

**e. Utility body and lift gate for Unit #30 for \$16,025.40.**

**f. Utility body for Unit #18 for \$10,397.00.**

Trustee Stanton inquired about the length of time for the installation of the new lift station. Mr. Nebel commented it may take 7 to 8 months.

Motion by Trustee Mills, seconded by Trustee Arnet, to purchase new various Public Works equipment, fabrication and installation utilizing the Sourcewell Cooperative Purchasing Program from Lindco Equipment, Merrillville, IN, in an amount not to exceed \$319,860.19, which includes outfitting of a) Stainless steel dump body, underbody plow, spreader box, Wausau plow and fabrication/installation for Unit #7 for \$128,848.00, b) Utility body and crane for Unit 20 for \$93,406.79, c) Stainless steel dump body, spreader box, and fabrication/installation for Unit #61 for \$49,046.00, d) Stake body and lift gate for Unit 43 for \$22,137.00, e) Utility body and lift gate for Unit #30 for \$16,025.40, and f) Utility body for Unit #18 for \$10,397.00. Roll call vote taken. All ayes. Motion carried.

### **REPORTS (INFORMATION ONLY)**

#### **1. Department of Public Works Monthly Report**

The Department of Public Works Monthly Report was received and filed.

#### **2. Engineering Division Monthly Report**

The Engineering Division Monthly Report was received and filed.

#### **III. President's Report**

#### **IV. Other**

#### **V. Items in Review**

#### **VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 8:03 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion of proposed short list process for professional services for non-federally funded projects

**MEETING DATE:** May 24, 2021

**COMMITTEE:** Public Works & Utilities

**FROM:** Alan Wenderski, Director of Engineering

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**PURPOSE:** Present information of proposed changes to process for obtaining professional service assistance for Village capital projects.

**BACKGROUND:** While the Engineering Division completes a majority of project design and construction inspection services for various capital improvement projects using in-house staff, there remains a typical need for some type of consultant assistance on an annual basis. Due to the increased demand for consultant services over the next several years, based on projects identified in the Capital Improvement Plan (CIP), a process change is proposed to lessen the burden on staff time devoted to the Request for Qualifications (RFQ)/Request for Proposals (RFP) selection process. Without a more efficient use of staff time for the RFP/RFQ process, there would not be sufficient staff time available to manage the funded capital projects.

While the procedures vary from agency to agency, similar processes are used by multiple nearby municipalities (i.e. Buffalo Grove, Cary Grayslake, Highland Park, Lombard, Naperville, Schaumburg, and Skokie).

**DISCUSSION:** *Current Process Summary*  
Currently, when a need arises for consultant assistance, a RFQ/RFP is created by staff on a project by project basis. Due to the time needed to prepare, review, and negotiate a scope the process typically take 10-13 weeks to select a consultant and approve an agreement. A major reason for the long timeline is that typically 15-20 proposals are received for each issuance, all requiring detailed staff review. Previously in a typical year, consultant assistance was needed for one to two projects managed by the Engineering Division, however this is expected to increase.

**DISCUSSION (Continued):*****Proposed Process Summary***

To lessen the time burden of the existing process, a more efficient two-step process would be used. First, a broad RFQ would be released that allows all firms to submit their qualifications related to all anticipated Village professional engineering services needs for a 3 year period. From these submittals, a short list of qualified firms would be created for use when individual projects arise. Then, when a specific project need arises, staff would solicit specific proposals from the previously qualified firms on the short list and choose the most appropriate firm and take the recommendation through the Village Board process.

By condensing the general qualification portion of the consultant review process to occur only once per every 3 years to create the short list, it will allow the project-specific proposal review for each project to be much more focused and limited only to pre-qualified firms. Efficiencies are realized by reviewing only project-related items for 5-8 firms in lieu of qualifications and project related items for 15-20 firms for every RFP release.

The following is a summary of the proposed terms of creating the qualified short list and releasing subsequent project specific RFP's.

- No firm would be excluded from responding to the short list RFQ.
- List would be active for a period of 3 years. After 3 years, the process would start again for a time frame determined by projected need using the CIP at that time.
- There is not a pre-determined number of firms for the short list. The number would be based on matching areas of expertise with the expected projects within the upcoming 3 year period. Some large firms may qualify for multiple project categories, while others may be limited to a single specialized type of work. It is estimated the short list would include 5-8 firms.
- Firms would be chosen solely on qualifications related to the projects expected within the 3 year period.
- There is no guarantee that a firm on the short list will be awarded a contract during the 3 year term.
- There is no contractual agreement between the Village and the short list firms prior to being awarded a project specific contract.
- The Village will reserve the right to bypass the short list if specific project needs arise outside the areas of expertise of the short list firms.
- The short list process would remain compliant with Village Purchasing Policy since more than 3 proposals would still be received on a project-by-project basis.
- All project-specific contracts would still be reviewed by Legal staff and brought through the Village Board process for approval with recommendations and a summary of qualifications as has been done in the past.
- For federally-funded professional service contracts, the short list procedure would not be used and the Village Quality Based Selection (QBS) policy would be followed.

***Legal Requirements for Selection of Professional Services***

Depending on project funding, multiple regulations exist for selection of professional services. The proposed short list process would remain in compliance with applicable local and state

**DISCUSSION (Continued):**

selection laws. Federally funded professional services would still require the Village to adhere to the approved QBS policy.

*Local Funded*

As a home rule unit of government, when local funds are used only the Village's Purchasing Policy must be followed. The short list will contain a sufficient amount of qualified firms to ensure that the Village Purchasing Policy is followed.

*State Funded*

The use of state funds requires that QBS is used for professional services, however, as a home rule unit of government the Village is exempt from this regulation. This requirement is stated within 50 ILCS 510 Local Government Professional Services Act.

*Federal Funded*

The use of federal funds requires that QBS is used per The Brooks Act (40 USC 11). The requirement is only applicable to contracts which exceed \$40,000, which is the state QBS threshold amount. Due to the requirements for open advertisement, the short list process would not be able to be utilized on federally funded professional services over \$40,000.

***Estimated Savings in Staff Hours***

Attached is a list of projects included in the current CIP that are planned to require consultant professional service assistance. The list includes 26 potential projects (or phases of projects), with 24 projects expected to be eligible for the short list process. While it will take additional staff time to complete the initial RFQ process to determine the short list, the time saved on a project specific basis will be far greater. Once the short list is identified it is estimated that the amount of staff time used for each project specific proposal will be reduced by 50%. Given the potential for 26 separate project specific contracts, the short list process is estimate to save roughly 750 staff hours over the 3 year period.

**RECOMMENDATION:**

For discussion.

Attachment

Projects Included in CIP (2021-2023 Development Services and Public Works) Likely Requiring Professional Services

- 2021
  - Beverly Path & Resurface Ph 2 (Transportation/Bike-Ped)
  - Gannon Dr Ph 1 (Transportation)
  - Arizona Blvd Storm Design (Stormwater)
  - Hampton Lift Station Rehab CE (Sewer)
  - I-90 Water Main Replacement Design (Water)
  - Western Area Interconnect Design (Water)
  - IL 59 Sewer Rehab Design (Sewer)
  - T-5 Painting/Rehab (Water)
- 2022
  - Gannon Dr Ph 2 (Transportation)
  - Parking Lots (various) Design (Development)
  - Hassell Rd Corridor (ITEP) Design (Transportation/Bike-Ped)
  - Hermitage Storm Design/CE (Stormwater/Construction)
  - Arizona Blvd Storm CE (Stormwater/Construction)
  - Hoffman Bridge Design (Structural)
  - Park Lane Lift Station Rehab Design/CE (Sewer)
  - T-1 Painting/Rehab Design/CE (Water)
  - Plum Grove/Higgins Water Main Design/CE (Water/Construction)
  - I-90 Water Main Replacement CE (Water/Construction)
  - Sanitary Sewer Rehab CE (Sewer/Construction)
- 2023
  - Beverly Path & Resurface CE (Transportation/Bike-Ped/Construction)
  - Huntington Blvd ROW Path PH 1 (Bike-Ped)
  - Future Storm (Stormwater)
  - Hoffman Bridge CE (Structural/Construction)
  - Village Green Future Design (Development)
  - Sanitary Sewer Rehab CE (Sewer/Construction)
  - Western Area Water Infrastructure Study (Water)

Highlighted projects are expected to utilize federal funds and would follow QBS process



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of revision to Qualification Based Selection procedure for federally funded projects

**MEETING DATE:** May 24, 2021

**COMMITTEE:** Public Works & Utilities

**FROM:** Alan Wenderski, Director of Engineering

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**PURPOSE:** Request approvals of a revision to the policy and procedure for consultant solicitation, review, and selection using Qualification Based Selection (QBS) for federally funded projects.

**BACKGROUND:** As required for the use of federal funds for professional services, the Village approved a QBS policy in 2018. Due to staffing changes, revisions are proposed to accurately reflect current staff positions and titles.

**DISCUSSION:** There are no proposed changes to the procedures or applicability of the policy. The revised policy remains consistent with the requirements within the IDOT policy manual. As a home rule community, the Village QBS policy is only required for projects that utilize federal funding for professional services.

**FINANCIAL IMPACT:** There is no direct cost impact.

**RECOMMENDATION:** Request approval of a revision to the Village Qualification Based Selection procedure for federally funded projects.

Attachment

# Village of Hoffman Estates

## Qualification Based Selection Policy & Procedure

### ~~October 2018~~ Revised May 2021

The Village of Hoffman Estates (Village) periodically receives federal funds, which may be used to fund engineering and design related consultant services, construction, and construction engineering services. The Village's written policies and procedures as described herein for Qualification Based Selection (QBS) will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Village QBS policy and procedures assigns responsibilities to either the Director of Public Works or the Director of ~~Transportation~~ ~~and~~ Engineering for the procurement, management, and administration of consultant services.
2. Written Policies and Procedures – The Village believes its adopted QBS written policies and procedures substantially follow Section 5-5 of the *IDOT BLRS Manual*, and specifically Section 5-5.06(e); therefore approval from IDOT is not required.
3. Project Description – The Village will use the following items when developing the project description and may include additional items when unique circumstances exist. The process will be followed in cases where professional services are required in accordance with IDOT policy. Items to be used include, but are not limited to:
  - Describe in general terms the project background, purpose, need, and objective or goals of the project
  - Identify the various project components
  - Establish the desired timetable for the effort
  - Identify any expected problems or unusual circumstances
  - Determine the total estimated project budget
4. Public Notice – The Village will post an announcement on its website, <http://www.hoffmanestates.org>. The item will be advertised for at least 14 calendar days on a continuous basis prior to the acceptance of proposals. Each notice will identify if interviews are planned along with other project specific information.
5. Conflict of Interest – The Village requires consultants to submit a disclosure statement with their proposals. The Village requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.

6. Suspension and Debarment – The Village will use the System for Award Management (SAM) Exclusions and IDOT’s Chief Procurement Office (CPO) website, to verify suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects.
  
7. Evaluation Factors – The Village allows the Director of Public Works, Director of ~~Transportation and Engineering~~, or designated Project Manager to set the evaluation factors for each project. Project specific evaluation factors will be included in each Request for Proposals. Typical weighting of the criteria, which may vary based on the specifics of individual projects, are listed below along with the range.
  - Project understanding – 25% (range 10%-30%)
  - Technical approach – 25% (range 10%-30%)
  - Experience of firm / past performance– 20% (range 10%-30%)
  - Staff capability – 20% (range 10%-30%)
  - Specialized expertise 10% (range 10%-20%)
  
8. Selection – The Village requires a minimum of a three-person selection committee. Typically, the selection committee members include some combination of the Director of Public Works, Director of ~~Transportation and Engineering~~, ~~Village Engineer~~, designated Project Manager, Civil Engineer, or other staff members knowledgeable in the area. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen specifically for each project by the Director of Public Works or the Director of the ~~Transportation and Engineering~~. The Village requires each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting. Each firm will be scored on the evaluation criteria using a point scale of 1 (lowest) to 10 (highest). A sample summary table is shown below.

<b>Criteria</b>	<b>Weight</b>	<b>Score Firm 1</b>	<b>Score Firm 2 ...</b>	<b>Score Firm x</b>
Project Understanding	25%			
Technical Approach	25%			
Firm Experience / Past performance	20%			
Staff Capabilities	20%			
Specialized experience	10%			
Total	100%			

The selection committee members’ scores are averaged for a committee score which is used to establish a short list of three firms. The committee score may be adjusted by the committee based upon group discussion and information gained from presentations and interviews (if conducted) to develop a final ranking.

9. Independent Estimate – The Village will prepare an independent in-house estimate for the cost of the services prior to contract negotiation. This estimate is used in the negotiation process.
10. Contract Negotiation – The Village requires a two-person team to negotiate with firms. The team consists of any combination of the Director of Public Works, Director of ~~Transportation and~~ Engineering, ~~Village Engineer~~, Project Manager, Civil Engineer, or other technical staff with knowledge of the project.

If an agreement is reached with the top ranked firm on the scope of service, fee, and schedule, the Project Manager shall present a recommendation to the appropriate Standing Committee of the Village Board. If agreement cannot be reached on the scope of services and fee with the top ranked firm, negotiations shall be terminated, and the next ranked firm shall be considered for the contract. The same process will be used for the second ranked firm, and if required, for the third ranked firm.

11. Acceptable Costs – The Village requires the Director of Public Works or, the Director of ~~Transportation and~~ Engineering, ~~or the Village Engineer~~ to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing – The Village requires the Director of Public Works or Director of ~~Transportation and~~ Engineering to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration – The Village requires the Project Manager to monitor work on the project in accordance with the contract and to file reports with the Director of Public Works Director or Director of ~~Transportation and~~ Engineering. The Village procedures require an evaluation of the consultant’s work at the end of each project. These reports are retained by the Village for future reference. The Village follows IDOT’s requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

## **Village of Hoffman Estates Qualification Based Selection Policy & Procedure Revised May 2021**

The Village of Hoffman Estates (Village) periodically receives federal funds, which may be used to fund engineering and design related consultant services, construction, and construction engineering services. The Village's written policies and procedures as described herein for Qualification Based Selection (QBS) will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Village QBS policy and procedures assigns responsibilities to either the Director of Public Works or the Director of Engineering for the procurement, management, and administration of consultant services.
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3. Project Description – The Village will use the following items when developing the project description and may include additional items when unique circumstances exist. The process will be followed in cases where professional services are required in accordance with IDOT policy. Items to be used include, but are not limited to:
  - Describe in general terms the project background, purpose, need, and objective or goals of the project
  - Identify the various project components
  - Establish the desired timetable for the effort
  - Identify any expected problems or unusual circumstances
  - Determine the total estimated project budget
4. Public Notice – The Village will post an announcement on its website, <http://www.hoffmanestates.org>. The item will be advertised for at least 14 calendar days on a continuous basis prior to the acceptance of proposals. Each notice will identify if interviews are planned along with other project specific information.
5. Conflict of Interest – The Village requires consultants to submit a disclosure statement with their proposals. The Village requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.

6. Suspension and Debarment – The Village will use the System for Award Management (SAM) Exclusions and IDOT’s Chief Procurement Office (CPO) website, to verify suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects.
  
7. Evaluation Factors – The Village allows the Director of Public Works, Director of Engineering, or designated Project Manager to set the evaluation factors for each project. Project specific evaluation factors will be included in each Request for Proposals. Typical weighting of the criteria, which may vary based on the specifics of individual projects, are listed below along with the range.
  - Project understanding – 25% (range 10%-30%)
  - Technical approach – 25% (range 10%-30%)
  - Experience of firm / past performance– 20% (range 10%-30%)
  - Staff capability – 20% (range 10%-30%)
  - Specialized expertise 10% (range 10%-20%)
  
8. Selection – The Village requires a minimum of a three-person selection committee. Typically, the selection committee members include some combination of the Director of Public Works, Director of Engineering, designated Project Manager, Civil Engineer, or other staff members knowledgeable in the area. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen specifically for each project by the Director of Public Works or the Director of Engineering. The Village requires each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting. Each firm will be scored on the evaluation criteria using a point scale of 1 (lowest) to 10 (highest). A sample summary table is shown below.

<b>Criteria</b>	<b>Weight</b>	<b>Score Firm 1</b>	<b>Score Firm 2 ...</b>	<b>Score Firm x</b>
Project Understanding	25%			
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Total	100%			

The selection committee members’ scores are averaged for a committee score which is used to establish a short list of three firms. The committee score may be adjusted by the committee based upon group discussion and information gained from presentations and interviews (if conducted) to develop a final ranking.

9. Independent Estimate – The Village will prepare an independent in-house estimate for the cost of the services prior to contract negotiation. This estimate is used in the

negotiation process.

10. **Contract Negotiation** – The Village requires a two-person team to negotiate with firms. The team consists of any combination of the Director of Public Works, Director of Engineering, Project Manager, Civil Engineer, or other technical staff with knowledge of the project.

If an agreement is reached with the top ranked firm on the scope of service, fee, and schedule, the Project Manager shall present a recommendation to the appropriate Standing Committee of the Village Board. If agreement cannot be reached on the scope of services and fee with the top ranked firm, negotiations shall be terminated, and the next ranked firm shall be considered for the contract. The same process will be used for the second ranked firm, and if required, for the third ranked firm.

11. **Acceptable Costs** –The Village requires the Director of Public Works orthe Director of Engineering to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. **Invoice Processing** – The Village requires the Director of Public Works or Director of Engineering to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. **Project Administration** – The Village requires the Project Manager to monitor work on the project in accordance with the contract and to file reports with the Director of Public Works Director or Director of Engineering. The Village procedures require an evaluation of the consultant’s work at the end of each project. These reports are retained by the Village for future reference. The Village follows IDOT’s requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of an Intergovernmental Agreement with Hanover Township for Roadway Maintenance

**MEETING DATE:** May 24, 2021

**COMMITTEE:** Public Works & Utilities

**FROM:** Alan Wenderski, Director of Engineering

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**PURPOSE:** Present Intergovernmental Agreement (IGA) with Hanover Township, defining joint maintenance responsibilities, for approval.

**BACKGROUND:** Portions of Berner Road, Dale Drive, Rohrssen Road, and Beverly Road are within the jurisdictions of the Village of Hoffman Estates and Hanover Township. For public convenience and efficiency of maintenance activities, both agencies have been completing some maintenance items within the other agencies jurisdiction. The attached IGA memorializes these activities.

**DISCUSSION:** A summary of the proposed responsibilities per segment is provided below.

Berner Road and Dale Drive – Majority of both segments are under the jurisdiction of Hanover Township. Hanover Township will be responsible for all day-to-day maintenance, winter maintenance, and construction costs for the entirety of the roadways.

Rohrssen Road – Majority of the segment is under the jurisdiction of Hoffman Estates. Hoffman Estates will complete winter maintenance activities for the entire segment. Hanover Township will remain responsible for other day-to-day maintenance and construction costs of their portion of the segment.

Beverly Road – Majority of the segment is under the jurisdiction of Hoffman Estates. Hoffman Estates will be responsible for all day-to-day maintenance, winter maintenance, and construction cost for the entirety of the roadway.

The assignment of maintenance responsibilities provides for a fairly equal amount of roadway for each jurisdiction. See attached IGA for exhibits showing the locations of the various road segments.



**DISCUSSION (Continued):**

Village staff and legal have reviewed the IGA with no further comments. Hanover Township Board approved the IGA on May 4, 2021.

**FINANCIAL IMPACT:**

There is no immediate financial impact. The Village will continue to complete maintenance and construction activities consistent with past practice.

**RECOMMENDATION:**

Request approval of an Intergovernmental Agreement with Hanover Township for Roadway Maintenance.

Attachments

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE VILLAGE OF HOFFMAN ESTATES AND  
HANOVER TOWNSHIP**

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**THIS INTERGOVERNMENTAL AGREEMENT** (the “Agreement”) is entered into by and between the Village of Hoffman Estates (the “Village”), a municipal corporation and home rule unit of local government of the State of Illinois, and Hanover Township (the “Township”), a unit of local government of the State of Illinois. The Village and the Township may be referred to herein, individually, as a “Party” and, collectively, as the “Parties.”

**WITNESSETH:**

**WHEREAS**, Article VII, Section 10 of the 1970 Constitution of the State of Illinois, Ill. Const. 1970, art. VII, § 10, provides for and encourages units of local government to contract or otherwise associate with each other to obtain or share services and to exercise, combine, or transfer any power or function;

**WHEREAS**, Section 5 of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/5, provides for units of local government to contract with each other to perform any governmental service, activity, or undertaking or to combine, transfer, or exercise any powers, functions, privileges, or authority which any of the units of local government entering into the contract is authorized by law to perform;

**WHEREAS**, Beverly Road, Rohrssen Road, Berner Drive, and Dale Drive are “highways” within the meaning of the Illinois Highway Code, 605 ILCS 5/2-202, and the Village and the Township each have jurisdiction over portions of these highways;

**WHEREAS**, that portion of Beverly Road from Prairie Stone Parkway to Beacon Pointe Drive has a total length of approximately 2,200 feet (0.42 miles), of which the Village has jurisdiction over approximately 1,858 feet (0.35 miles), and the Township has jurisdiction over approximately 342 feet (0.07 miles), as depicted in Exhibit A, a copy of which is attached hereto and incorporated herein by this reference;

**WHEREAS**, that portion of Rohrssen Road from Shoe Factory Road to Red Oak Drive has a total length of approximately 1,800 feet (0.34 miles), of which the Village has jurisdiction over approximately 1,155 feet (0.22 miles), and the Township has jurisdiction over approximately 645 feet (0.12 miles), as depicted in Exhibit B, a copy of which is attached hereto and incorporated herein by this reference;

**WHEREAS**, that portion of Berner Drive from Dale Drive to Summit Street has a total length of approximately 1,780 feet (0.34 miles), of which the Village has jurisdiction over approximately 300 feet (0.06 miles), and the Township has jurisdiction over approximately 1,480 feet (0.28 miles), as depicted in Exhibit C, a copy of which is attached hereto and incorporated herein by this reference;

**WHEREAS**, that portion of Dale Drive from Berner Drive to its easterly terminus has a total length of approximately 1,035 feet (0.20 miles), of which the Village has jurisdiction over approximately 300 feet (0.06 miles), and the Township has jurisdiction over approximately 735 feet (0.14 miles), as depicted in Exhibit D, a copy of which is attached hereto and incorporated herein by this reference;

**WHEREAS**, the Parties have determined that it is cost efficient and effective to allocate among them the administrative responsibilities with respect to portions of highways under their respective jurisdictions in accordance with the terms and conditions set forth herein;

**WHEREAS**, the Parties have determined that it is in their respective best interests and in the best interests of the respective citizens which they serve to cooperate in the provision of services as set forth herein; and

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. **INCORPORATION OF RECITALS.** The foregoing Recitals and the Exhibits referred to therein are incorporated herein by this reference as though fully set forth in this Section 1.
2. **DEFINITIONS.** As used in this Agreement, the following terms shall have the meaning set forth in this Section 2.
  - a. "Highway" shall have the meaning set forth in the Illinois Highway Code, 605 ILCS 5/2-202.
  - b. "Construction" shall have the meaning set forth in the Illinois Highway Code, 605 ILCS 5/2-210, and shall include, without limitation, pavement repair, restoration, rehabilitation, and reconstruction.
  - c. "Maintenance" shall have the meaning set forth in the Illinois Highway Code, 605 ILCS 5/1 *et seq.*, and shall include, without limitation, day-to-day pavement maintenance, patching, crack-filing, pothole repair, debris removal, and other services more specifically set forth in the following subparts of this Section 2.
  - d. "Winter Services" shall mean snow removal and ice control, including anti-icing and de-icing, and restoration of damage to sod, turf, mailboxes, and driveways caused by such snow removal and ice control.
  - e. "Storm Water Services" shall mean installation, maintenance, repair, and replacement, of culverts, catch basins, swales, and other drainage structures necessary or convenient for vehicular travel.

- f. "Sign and Other Structure and Appurtenance Services" shall mean installation, maintenance, repair, and replacement of signs, guard rails, protective structures, and other structures and appurtenances necessary or convenient for vehicular travel.
- g. "Vegetation Services" shall mean seasonable mowing and management of weeds and other vegetation and trimming, transplanting, and removing trees, shrubs, plants, and flowers when necessary to facilitate public travel.

**3. RESPONSIBILITIES OF THE PARTIES.**

- a. The Village shall, at its sole cost and expense, be responsible for the Construction, Maintenance, Winter Services, Storm Water Services, Sign and Other Structure and Appurtenance Services, and Vegetation Services of the portion of Beverly Road from Prairie Stone Parkway to Beacon Pointe Drive over which the Township has jurisdiction, as depicted in Exhibit A.
- b. The Village shall, at its sole cost and expense, be responsible for the performance of Winter Services on the portion of Rohrssen Road from Shoe Factory Road to Red Oak Drive over which the Township has jurisdiction, as depicted in Exhibit B.
- c. The Township shall, at its sole cost and expense, be responsible for Construction, Maintenance, Winter Services, Storm Water Services, Sign and Other Structure and Appurtenance Services, and Vegetation Services of the portion of Berner Drive from Dale Drive to Summit Street over which the Village has jurisdiction, as depicted in Exhibit C.
- d. The Township shall, at its sole cost and expense, be responsible for Construction, Maintenance, Winter Services, Storm Water Services, Sign and Other Structure and Appurtenance Services, and Vegetation Services of the portion of Dale Drive from Berner Drive to its easterly terminus over which the Village has jurisdiction, as depicted in Exhibit D.

**4. RELATIONSHIP OF THE PARTIES.** The Parties shall not supervise, direct, or control the construction and maintenance for which the other Party is responsible under this Agreement. This Agreement shall not be interpreted or construed to create or establish an employment, joint venture, partnership, or other agency relationship between the Parties, or an employment or other agency relationship between a Party and any employee or agent of the other Party.

**5. TERM AND TERMINATION.** This Agreement shall commence on the Effective Date and continue in full force and effect for a period of one (1) year from and after the Effective Date (hereinafter, the "Initial Term"). Thereafter, this Agreement shall automatically renew for additional one (1) year terms (each, hereinafter, an "Additional Term"). Either Party may terminate this Agreement for any reason, with or without cause, upon not less than one hundred and twenty (120) days' advance written notice. Any notice of termination shall be given in accordance with Section 6 below.

6. **NOTICES.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed served: (a) when delivered by Federal Express or similar overnight courier service to that Party's address set forth below during the hours of 9:00 a.m. and 5:00 p.m. local time Monday through Friday, excluding federal holidays; (b) when mailed to any other person designated by that Party in writing herein to receive such notice, via certified mail, return receipt requested, postage prepaid; or (c) via electronic mail. Electronic mail notice shall be effective as of date and time of transmission; provided, however, that the notice transmitted shall be sent on business days during business hours (*i.e.*, 9:00 A.M. to 5:00 P.M. Central Standard Time). In the event electronic mail notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission. Notice shall be given to the following:

If to the Village:                    Eric Palm, Village Manager  
   Village of Hoffman Estates  
   1900 Hassell Road  
   Hoffman Estates, IL 60169  
   [eric.palm@hoffmanestates.org](mailto:eric.palm@hoffmanestates.org)

If to the Township:                 James Barr, Township Administrator  
   Hanover Township  
   250 S. IL Route 59  
   Bartlett, Illinois 60103  
   [jbarr@hanover-township.org](mailto:jbarr@hanover-township.org)

With a copy to:                     Michael A. Airdo, Township Attorney  
   Kopon Airdo, LLC  
   111 E. Wacker Drive, Suite 500  
   Chicago, IL 60601  
   [mairdo@koponairdo.com](mailto:mairdo@koponairdo.com)

Either Party hereto may change the place of notice to it by sending written notice to the other Party.

## 7. DEFENSE AND INDEMNIFICATION.

- a. To the extent permitted by law, each Party (as the "Indemnifying Party") shall indemnify, defend, and hold harmless the other Party and its respective officials, officers, employees, volunteers, agents, representatives, and assigns (as the "Indemnified Parties") from and against any and all claims, lawsuits, actions, causes of action, demands, injuries, deaths, damages, losses, penalties, fines, obligations, liabilities, judgments, liens, lien rights, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses, of every nature or description (hereinafter, individually, a "Claim" and, collectively, the "Claims")

arising out of the Indemnifying Party's or its officials, officers, employees, negligence or willful misconduct.

- b. In the event the Indemnified Parties or any of them are subject to any Claim, the Indemnifying Party shall, at its sole cost and expense, appear, defend, and pay any and all judgment, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses and court costs, arising therefrom or incurred in connection therewith. The Indemnified Parties and any of them shall have the right to retain their own counsel in connection with such Claim, without relieving the Indemnifying Party of its obligations under this Agreement. The Indemnifying Party shall also assume the investigation, defense, and expense of all such Claims, or, in the event that one or more of the Indemnified Parties assumed the investigation or defense of any Claim, the Indemnifying Party shall indemnify such Indemnified Parties for all related costs as they are incurred. Any settlement must be made only with the prior written consent of the Indemnified Parties, if the settlement requires any action on the part of such Indemnified Parties.
- c. The defense and indemnification obligations in this Agreement shall not be limited by any insurance protection required of the Indemnifying Party herein or otherwise provided by the Indemnifying Party. To the extent permitted by law, the Indemnifying Party waives any limits to the amount of its obligations to defend, indemnify, hold harmless, or contribute to any sums due under any Claims, including any Claim by any employee of the Indemnifying Party, that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.*, or any other related law or judicial decision, such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991).
- d. Nothing in this Section 7 shall be construed to represent an express and/or implied waiver of any common law or statutory privileges, immunities, protections, or defenses granted or otherwise available to the Indemnified Parties as to any liability whatsoever, and all such privileges and immunities are expressly reserved. The defense and indemnification obligations in this Agreement shall survive the expiration and/or termination of this Agreement.

## 8. INSURANCE.

- a. Required Coverages. Each Party shall procure and maintain, at its sole cost and expense, for the duration of this Agreement, insurance of the types and in amounts of not less than the coverages listed below.

Workers Compensation Insurance as required by statute and Employer's Liability Insurance with limits not less than the following:

Bodily Injury by accident:	\$1,000,000 each accident
Bodily injury by disease:	\$1,000,000 policy limit
Bodily injury by disease:	\$1,000,000 each employee

Commercial General Liability Insurance (“CGL”) for liability arising from: its construction and maintenance responsibilities under this Agreement, including activities performed by or on its behalf; premises owned, leased, or used; operations; administration of the work; independent contractors; subcontractors; vendors and suppliers; products-completed operations; personal injury and advertising injury; property damage; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract); and with limits not less than the following:

Each occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Products – Completed Operations Aggregate:	\$2,000,000

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage. The products and completed operations coverage must be maintained for a period of five (5) years after completion of construction and maintenance responsibilities under this Agreement.

Commercial Automobile Liability Insurance (“CAL”) for liability arising from “Any Auto,” including owned, hired, and non-owned autos, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract); and with a limit of not less than \$1,000,000 per accident.

Excess Umbrella Liability Insurance over CGL and CAL with limits not less than \$5,000,000. The minimum amount of Excess Umbrella Liability Insurance may be reduced by the amount that the Party’s CGL per occurrence limit exceeds \$1,000,000.

- b. **Additional Insured.** Each Party shall cause the other Party and its officials, officers, employees, volunteers, agents, representatives, and assigns (hereafter, collectively, the “Additional Insured”) to be named as an additional insured on the required insurance coverages, with the exception of Workers Compensation. These insurance coverages shall be primary and non-contributory with respect to any other insurance or self-insurance afforded to the Additional Insured and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them.
- c. **Evidence of Insurance.** Each Party shall provide the other Party with a certificate(s) of insurance and applicable policy endorsement(s), including, but not limited to, all additional insured endorsements required herein, showing compliance with the insurance requirements set forth above, prior to the commencement of this Agreement. All certificates shall provide for thirty (30) days’ written notice to the

other Party prior to the cancellation or material change of any insurance referred to therein. Failure of a Party to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of a Party to identify a deficiency from evidence that is provided shall not be construed as a waiver of the other Party's obligation to maintain such insurance.

- d. **Notice of Personal Injury or Property Damage.** Each Party shall notify the other Party, in writing, of any actual or possible claim for personal injury or property damage relating to its construction or maintenance responsibilities under this Agreement, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of the same.
- e. **Contractors.** Each Party shall cause each contractor and subcontractor employed to perform any of its construction or maintenance obligations under this Agreement to purchase and maintain insurance of not less than the types and amounts specified above, and shall furnish copies of certificates of insurance evidencing coverage for each such contractor and subcontractor upon request by the other Party.

**9. BREACH.** In the event this Agreement is breached by any Party, the other Party may serve notice in writing of said breach, whereupon the breaching Party shall have five (5) business days to cure the alleged breach, or such reasonable time as necessary in diligently proceeding to cure such breach. In the event the breaching Party failed to cure the breach within the time set forth herein, the non-breaching Party may either cause the breach to be cured at the breaching Party's expense or terminate this Agreement immediately upon written notice.

**10. NO THIRD-PARTY RIGHTS.** This Agreement is entered into solely for the benefit of the Parties, and nothing herein is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, or impose any legal duty or obligation to any third party. Any allocation of costs, duties, and responsibilities described herein is intended only as an allocation of administrative responsibilities between the Village and the Township to facilitate the most economical use of limited public resources and not as an enlargement or diminution of either Party's underlying duties or obligations lying in statute or common law.

## **11. GENERAL PROVISIONS.**

- a. **Effective Date.** This Agreement shall be deemed effective as of the execution and delivery hereof by all the Parties.
- b. **Authorization.** Each of the undersigned signing as an officer or agent on behalf of the respective Party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement by the Party and that he or she does so voluntarily and in his or her official capacity.



- c. **Counterparts.** This Agreement may be executed in any number of counterparts, and by the Village and the Township on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
- d. **Entire Agreement.** This Agreement contains the entire understanding between the Parties. There are no representations, agreements, arrangement, or understandings, oral or written, between or among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein. Any amendments or modifications to this Agreement must be in writing and executed by both Parties.
- e. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.
- f. **Waiver and Enforceability.** A waiver by any Party of a breach of any provision of this Agreement does not constitute a waiver of any succeeding breach of the same or any other provision, nor constitute a waiver of the responsibility or obligation itself.
- g. **Governing Law and Venue.** This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.
- h. **Construction.** In construing this Agreement, Section headings shall be disregarded. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the Parties hereto shall in all cases, be assumed as though in each case fully expressed therein.
- i. **Ambiguity.** This Agreement has been subject to negotiations and discussions between the Parties and their counsel. It has been, and shall be construed to have been, drafted by all Parties to it, so that any rule construing ambiguities against the drafter shall have no force and effect.
- j. **Survival.** Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Defense and Indemnification, shall survive the expiration of this Agreement.
- k. **Severability.** If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair, or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision, or portion hereof to other persons or circumstances.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and date appearing before their respective signatures.

Dated: \_\_\_\_\_, 2021

Dated: May 4, 2021

**VILLAGE OF HOFFMAN ESTATES**

**HANOVER TOWNSHIP**

By: \_\_\_\_\_  
**William D. McLeod**  
**Village President**

By: Brian P. McGuire  
**Brian P. McGuire**  
**Township Supervisor**

Attest: \_\_\_\_\_  
**Bev Romanoff**  
**Village Clerk**




Attest: Katy Dolan Baumer  
**Katy Dolan Baumer**  
**Township Clerk**



# Exhibit A: Beverly Road - Prairie Stone Parkway to Beacon Pointe Drive



## Legend

-  Hanover Township
-  Village of Hoffman Estates
-  Village Boundary





# Exhibit B: Rohrssen Road - Shoe Factory Road to Red Oak Drive



**Legend**

- Hanover Township
- Village of Hoffman Estates
- Village Boundary

0 0.0375 0.075 0.15 0.225 0.3 Miles

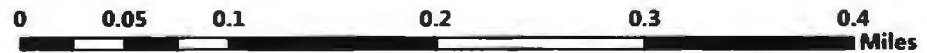


# Exhibit C: Berner Drive - Dale Drive to Summit Street



## Legend

-  Hanover Township
-  Village of Hoffman Estates
-  Village Boundary



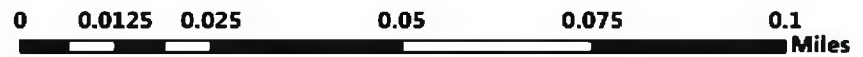


# Exhibit D: Dale Drive - Berner Drive to Easterly Terminus



## Legend

-  Hanover Township
-  Village of Hoffman Estates
-  Village Boundary



**RESOLUTION NO. 0504212**

**A RESOLUTION  
TO APPROVE AN INTERGOVERNMENTAL BETWEEN THE VILLAGE OF  
HOFFMAN ESTATES AND HANOVER TOWNSHIP**

---

**BE IT RESOLVED** by the Supervisor and Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE: APPROVAL.** The Intergovernmental Agreement (the "Agreement") between the Village of Hoffman Estates, Illinois, and Hanover Township, Illinois, a copy of which is appended hereto and expressly incorporated herein by this reference, to allocate among them the administrative responsibilities with respect to portions of highways under their respective jurisdictions in accordance with the terms and conditions set forth therein, is hereby approved.

**SECTION TWO: AUTHORIZATION.** The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of Hanover Township.

**SECTION THREE: SEVERABILITY.** If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

**SECTION FOUR: REPEALER.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE: Supervisor McGuire and Trustees Beattie, Essick, Martinez, and Moinuddin

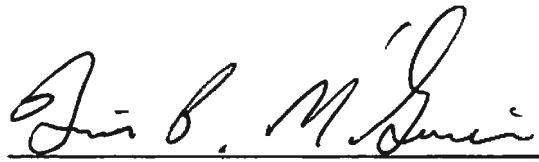
AYES: 5 *Supervisor McGuire and Trustees Beattie, Essick,*

NAYS: 0 *Martinez, and Moinuddin*

ABSENT: 0

PASSED: May 4, 2021

APPROVED: May 4, 2021


  
\_\_\_\_\_  
Brian P. McGuire, Township Supervisor

ATTEST:

  
\_\_\_\_\_  
Katy Dolan Baumer, Township Clerk

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete, and exact copy of resolution 0504212 enacted on May 4, 2021, and approved on May 4, 2021, as the same appears from the official records of Hanover Township.

  
\_\_\_\_\_  
Katy Dolan Baumer, Township Clerk



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization for the Village to participate in the State of Illinois Central Management Services joint purchase of road salt, in the amount of 3,500 tons.

**MEETING DATE:** May 24, 2021

**COMMITTEE:** Public Works & Utilities

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

**PURPOSE:** Procurement of road salt for 2021-2022 winter season.

**BACKGROUND:** 2020-2021 Village salt procurement was made through a joint purchase with the State for 4,000 tons at 100%. As a result of the continued high cost for salt for 2020-2021 season, the Village exercised its option to only purchase the minimum (80%) of our allotment which totaled 3,200 tons. Past tonnages at 100% and associated costs are as follows:

Year	Amount (tons)	Cost per ton
2020-2021	4,000	\$89.33
2019-2020	5,500	\$89.33
2018-2019	3,500	\$48.97
2017-2018	3,000	\$48.97
2016-2017	3,500	\$65.08
2015-2016	3,500	\$65.08

**DISCUSSION:** In mid-April 2021, the Village received notification from the State of their plan to solicit bids for bulk rock salt in June 2021. Government units contemplating participation in this year’s bid were required to submit their requested quantities, no later than April 22, 2021, or be required to purchase salt on their own.

At the end of the 2020-2021 season (April 2021), we have approximately 2,200 tons (40% of our dome capacity) in storage. Our preference was to have upwards of 4,000 tons remaining to start the 2021-2022 season but the number of

**DISCUSSION: (Continued)**

events involving the need to treat freezing rain and ice reduced our ending quantity. Staff is recommending the village split its annual road salt purchase between separate sources and as such will be pursuing quotes from other sources. If the state price and alternate quotes are favorable, we would seek a total estimated purchase of 5,000 tons dependent on the severity of the upcoming snow season.

**FINANCIAL IMPACT:**

Utilizing the quantity of 3,500 tons as our 100% purchase commitment quantity, the Village is required to purchase 80% of that amount or 2,800 tons. The State of Illinois Central Management Services Rock Salt Contract is releasing a new bid for the 2021-2022 season with a one year extension for 2022-2023. Salt pricing over recent years has fluctuated dramatically as a result of heavier snow and freezing rain seasons. Overall, throughout Illinois the number of snow events and the associated salt usage for the 2020-2021 season only increased slightly so current estimates suggest salt prices for the 2021-2022 season to be in the \$70 to \$80 per ton range. However given the current trend of rising prices for most commodities and products, this is only an estimate based on last year's usage and past trends.

In addition to this recommendation for participation in the State of Illinois Contract, staff will be pursuing quotes for additional road salt (up to 1,500 tons) by way of a second supply source. Quotes would be requested from other known vendors in an effort to obtain road salt at a favorable price allowing us to end the upcoming season with a stored quantity of at least 3,000 – 4,000 tons.

**RECOMMENDATION:**

Request authorization for the Village to participate in the State of Illinois Central Management Services joint purchase of road salt, in the amount of 3,500 tons.

## Kelly Kerr

---

**From:** Aaron Howe  
**Sent:** Wednesday, May 19, 2021 2:00 PM  
**To:** Kelly Kerr  
**Subject:** RE: CY2021-CY2022 State of Illinois Rock Salt Joint Purchase Solicitation

**From:** CMS.BOSS.EC [<mailto:cms.boss.ec@illinois.gov>]  
**Sent:** Monday, April 12, 2021 2:28 PM  
**Subject:** CY2021-CY2022 State of Illinois Rock Salt Joint Purchase Solicitation

Dear State of Illinois Rock Salt Joint Purchasing Participant:

The Illinois Department of Central Management Services is inviting you to participate in the solicitation for the CY2021-CY2022 Joint Purchase Master Contracts for Rock Salt. The CY2021-CY2022 Joint Purchase Master Contracts for Rock Salt will allow for one (1) one-year renewal.

Please complete the survey below **by close of business April 22, 2021**. This submission date is firm and if you do not respond by this date, you will not be included in the new solicitation for Rock Salt for the CY2021-CY2022 season.

<<Survey Link>>

[https://forms.office.com/Pages/ResponsePage.aspx?id=nwgia7qOPEaE9TFxlQ-QBSuX\\_L55fzZJoL55FOY0cVNUODIPTVb3TjROQUVFM1VGMktJTU0yQ01MRy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=nwgia7qOPEaE9TFxlQ-QBSuX_L55fzZJoL55FOY0cVNUODIPTVb3TjROQUVFM1VGMktJTU0yQ01MRy4u)

If you are not the person in your entity who should be receiving this survey, please forward this to the correct person, if known. You may respond to this email if you have any questions regarding the State of Illinois' Rock Salt Purchase.

Thank you,

<<Please add [CMS.BOSS.EC@illinois.gov](mailto:CMS.BOSS.EC@illinois.gov) to your address book to ensure that you do not miss important updates>>



**Jack Eck**  
Buyer, BOSS  
Central Management Services  
1000 E Converse St, Springfield, IL 62702  
Phone: 217-785-1659  
[jack.eck?@illinois.gov](mailto:jack.eck?@illinois.gov)

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.



This survey is offered to those governmental units who wish to participate in the CY2021-CY2022 solicitation for Rock Salt which will allow for one (1) one year renewal.

\* Required

1. What is the name of your Governmental Unit? \*

Village of Hoffman Estates

2. What is the Ship To Address including City and Zip Code (this is the address to which the salt is to be delivered)? \*

2405 Pembroke Avenue, Hoffman Estates, IL 60169

3. In what County is the Ship To Address located? \*

Cook

4. What is the Bill To Address including City and Zip Code (this is the address to which the Vendor will send the invoice)? \*

1900 Hassell Road, Hoffman Estates, IL 60169

5. Who is the Contact Person for your Governmental Unit as it relates to Rock Salt? \*

Kelly Kerr

6. What is the Contact Person's Title? \*

Assistant Director of Public Works

7. What is the Contact Person's telephone number? \*

|(847) 815-3892

8. What is the Contact Person's email address? \*

kelly.kerr@hoffmanestates.org

9. Does your Governmental Unit wish to participate in the new solicitation for the CY2021-CY2022 season (plus one (1) one-year renewal at the option of the State)? \*

Yes

No

10. How many tons of Rock Salt (22-25 ton/truck) is your Governmental Unit requesting that CMS solicit for on your behalf? \*

3500

11. What is your minimum purchase commitment for the CY2021-CY2022 season (plus one (1) one-year renewal at the option of the State)? \*

80%

100%

Never give out your password. Report abuse

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| Terms of use



View up to date information on Illinois' Covid-19 vaccine plan and vaccination eligibility from the [State of Illinois Coronavirus Response Site \(https://coronavirus.illinois.gov/s/vaccination-plan-overview\)](https://coronavirus.illinois.gov/s/vaccination-plan-overview)

[CMS \(/cms/Pages/default.aspx\)](/cms/Pages/default.aspx) » [Doing Business with Illinois \(/cms/business/Pages/default.aspx\)](/cms/business/Pages/default.aspx) » [Procurement \(/cms/business/procurement/Pages/default.aspx\)](/cms/business/procurement/Pages/default.aspx)

## Procurement

To help maximize the value of taxpayer dollars that state agencies spend on goods and services, the Bureau of Strategic Sourcing (BOSS) works closely with the State's Chief Procurement Officer and State Purchasing Officers of the Executive Ethics Commission (EEC) to provide improved transparency, accountability and cost savings in the procurement process.

While most procurement oversight is now performed by the EEC, procurement functions such as determining what needs to be purchased and what quantity, and drafting solicitation documents (i.e. requests for proposals, requests for information, invitations for bids, and the like) are performed by agency staff and/or BOSS.

Please use the links at the right to review specific Procurement areas or read more about them below.

### BidBuy – Illinois eProcurement



<https://www.bidbuy.illinois.gov/bsa/login.sdo>) State agencies and the Chief Procurement Office for General Services use BidBuy (<https://www.bidbuy.illinois.gov/bsa/login.sdo>) to advertise solicitation opportunities, evaluate bids and publish contract awards. It is the State's primary solution for sourcing

and placing orders from vendors in a number of areas — including Equipment/Commodities, IT/Telecom, Facilities and General Services.

Vendors can register on BidBuy to do business with the state, to review requests for information or proposals and receive updates on procurement rules and requirements.

### Sell 2 Illinois

We also encourage diverse enterprises to do business with the state, and oversee the certification of vendors through our Sell 2 Illinois program. Sell 2 Illinois has certification process information and forms for businesses owned by:

- Minorities, Women, and Persons with Disabilities (Business Enterprise Program (</cms/business/sell2/bep/Pages/Default.aspx>))

The Illinois Business Enterprise Program (BEP) promotes the economic development of businesses owned by minorities, females and persons with disabilities. State agencies and universities are encouraged to spend at least 20% of their procurement budgets with certified BEP companies, and many state solicitations require participation of certified BEP firms.

- Veterans (Veterans' Small Business Program  
(</cms/business/sell2/Pages/VeteranownedBusinesses.aspx>))

Through the Veterans' Small Business Program, state agencies and universities are encouraged to spend at least 3% of their procurement budgets with certified veteran-owned businesses. Please look for upcoming notifications regarding the implementation of this program.

## Vendor Payment Program

The State of Illinois is pleased to introduce a new Vendor Payment Program designed to assist our vendors and service providers with working capital during these challenging fiscal times. For more information on how to participate in the program, please visit [payments.illinois.gov](http://payments.illinois.gov) (</cms/About/VendorPayment/Pages/default.aspx>).

[PROCUREMENT \(/CMS/BUSINESS/PROCUREMENT/PAGES/DEFAULT.ASPX\)](/CMS/BUSINESS/PROCUREMENT/PAGES/DEFAULT.ASPX)

[BidBuy \(https://www.bidbuy.illinois.gov/bsol/login.sdo\)](https://www.bidbuy.illinois.gov/bsol/login.sdo)

[Sell 2 Illinois \(/cms/business/sell2\)](/cms/business/sell2)

[Vendor Payment Program \(/cms/About/VendorPayment/Pages/default.aspx\)](/cms/About/VendorPayment/Pages/default.aspx)

[Veteran-owned Businesses \(/cms/business/sell2/Pages/VeteranownedBusinesses.aspx\)](/cms/business/sell2/Pages/VeteranownedBusinesses.aspx)

[Frequently Asked Questions \(/cms/business/procurement/Pages/FrequentlyAskedQuestions.aspx\)](/cms/business/procurement/Pages/FrequentlyAskedQuestions.aspx)

[State of Illinois Buying Plan \(/cms/business/procurement/Documents/SOI\\_BuyingPlan2021.pdf\)](/cms/business/procurement/Documents/SOI_BuyingPlan2021.pdf)

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## Useful Links

[Illinois Privacy Info \(/Pages/About/Privacy.aspx\)](/Pages/About/Privacy.aspx)

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[FOIA Contacts \(/Pages/FOIA-Contacts.aspx\)](/Pages/FOIA-Contacts.aspx)

[State Press Contacts \(/cms/agency/media/relations/Pages/MediaContacts.aspx\)](/cms/agency/media/relations/Pages/MediaContacts.aspx)

## Popular Services

[State Government Jobs \(https://illinois.jobs2web.com/\)](https://illinois.jobs2web.com/)



[Register, Become a Vendor & State Government \(/cms/About/VendorPayment/Pages/default.aspx\)](/cms/About/VendorPayment/Pages/default.aspx)  
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- [Web Accessibility \(http://www.dhs.state.il.us/page.aspx?item=32765\)](http://www.dhs.state.il.us/page.aspx?item=32765)
- [Missing & Exploited Children \(http://www.missingkids.com/\)](http://www.missingkids.com/)
- [Amber Alerts \(http://www.amberillinois.org/\)](http://www.amberillinois.org/) [Illinois Privacy Info \(/Pages/About/Privacy.aspx\)](/Pages/About/Privacy.aspx)

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2021 [State of Illinois \(L\)](#)



# VILLAGE OF HOFFMAN ESTATES

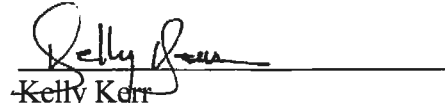
## DEPARTMENT OF PUBLIC WORKS

April 2021 MONTHLY REPORT

SUBMITTED TO: Public Works Committee

May 2021

  
Joseph Nebel  
Director of Public Works

  
Kelly Kerr  
Assistant Director of Public Works

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### JOINT ENGINEERING AND CONSTRUCTION OF WATER SYSTEM INTERCONNECT WITH PALATINE

June 2020: Village Board authorized an intergovernmental agreement with the Village of Palatine (VoP) for joint engineering and construction of an emergency water system interconnect. A contract was awarded to Baxter and Woodman Inc. (B&W) for engineering services (design) and construction management of this project.

August 2020: A project kick-off meeting was held.

**April 2021: Obtained easement agreement with Little City, owner of the property through which the system interconnect will be constructed. Preliminary engineering plan outline is complete with all necessary approvals from VoP, VoHE, and Little City. Design of the interconnect station and control system is complete. Topographical survey of the construction site is complete. Geotechnical investigation of the proposed route is complete. Preparation of bid documents and construction plan continues.**

### HUNTINGTON ROAD WATER MAIN REPLACEMENT

August 2019: Village Board authorized a contract with HR Green for engineering services for the replacement of approximately 2,500' of 16" transmission water main along Huntington Boulevard between Lakewood and Mundhank. The soil in this location is highly corrosive, causing excessive degradation of water main in this area. While cathodic protection has been installed at various locations to slow pipe corrosion, increasing leak repairs have been necessary to keep this line in service.

May 2020: Design and engineering plans are complete. This includes 2,350' of 18" HDPE pipe with necessary valves and hydrants. IEPA construction permit issued. An application has been submitted to the State of Illinois Rebuild Illinois Public Infrastructure grant program to secure funding for this project.

**April 2021: This project continues to be on-hold pending results from the 2020 Rebuild Illinois grant application.**

### GOLF LIFT STATION REPLACEMENT

May 4, 2020: Village Board authorized the construction contract with Rausch Infrastructure, LLC for Golf Road Lift Station Replacement. The scope of work covers replacing the existing steel can style lift station with a submersible pump lift

station, temporary bypass pumping, excavation, backfill, demolition of the existing structure, rehabilitation of wet well, installation of a cast-in-place structure with a concrete wet well and adjacent valve vault, installation of submersible pumps and motors, piping and valves, flow meter in vault, bypass connection vault, controls in a prefabricated concrete building, emergency power generator and transfer switch, integration of the new equipment to the existing electrical service, an asphalt access driveway, site restoration, and other miscellaneous items of work.

August 5, 2020: the pre-construction meeting was held and notice for construction to proceed was issued.

August 14, 2020: Construction baseline schedule was submitted. Construction is scheduled to start in mid-September 2020 and to be complete in June 2021.

September 2020: review of shop drawings for necessary revisions and corrections. Construction is delayed due to unexpected IDOT permit requirement.

October 2020: Construction was further delayed due to new ComEd requirements concerning the electric service line for the new station. The IDOT construction permit application was resubmitted including a widened driveway and directional boring for conduit installation that will cross Golf Road for the new electric line.

November 2020: Received review comments from IDOT regarding necessary local approval for drainage and design of the conduit installation to cross Golf Road.

December 2020: Design of the new Golf Road conduit crossing for the ComEd service line is complete.

January 2021: Received final comments from IDOT for project permit application.

February 2021: Responded to all final comments from IDOT with corrected application and plan. Delivery of variable frequency drives (VFDs) has been scheduled.

March 2021: IDOT permit was issued. Construction is scheduled to begin in April.

**April 2021: Construction has begun with installation of site fencing and closing of the right turn lane on Golf Road at this location. Removal of existing landscape vegetation and pavement is complete. New wet well H-beams were positioned for installation. Force main, bypass line, and electrical connection were exposed via hydro-excavation to avoid accidental damage.**

#### WATER TOWER PAINTING – T2 AND T4

December 2, 2019: The Village Board authorized a contract with L.C. United Painting Co. for the painting of water towers at Stonington Boulevard (T2) and Huntington Boulevard (T4) and other miscellaneous items of work.

February 2020: Final approval for a low interest loan from the IEPA to fund this project was received.

April 2020: A pre-construction meeting was held. The siren post at T4 was relocated to avoid being damaged during this project and a temporary pole was installed to allow relocation of existing antennas affixed to the tower. Interior cleaning of T4 is complete with exterior cleaning in progress. A significant majority of metal repairs were completed including welding of the wet interior roof hatch and other minor rehabilitation.

May 2020: T4 painting is substantially complete including all metal repairs, foundation painting, and other miscellaneous work.

June 2020: T4 was returned to service on June 4, 2020 following disinfection and two consecutive successful water samples. Preparation for the painting of T2 began with minor metal repairs. All remaining work on T2 is scheduled to begin in September, 2020.

July and August 2020: No work was performed. The contractors was making effort to hire Illinois workers for the remaining work of T2 painting.

September 2020: Antennas for cellular services have been relocated back to T4 and the temporary tower has been removed. Landscape restoration is also complete at T4 site. The contractor is waiting for approval by the attorney general office for exemption from the employment act so that they can use the same crew of non-Illinois workers to start T2 painting.

October 2020: A request for a completion date extension was submitted to the IEPA for approval. The proposed new substantial completion date is June 30, 2021 with a new final completion date of July 30, 2021. The changed completion date will provide the contractor a guaranteed period of favorable weather to start and complete the project.

November 2020: Received IEPA approval for Change Order #2 regarding the extension of the final contract completion date to July 30, 2021.

**April 2021: No progress.**

#### WATER DISTRIBUTION SYSTEM STUDY

April 1, 2019: The Village Board authorized a contract with Burns & McDonnell for engineering services to study and evaluate the water distribution system.

May 2019: A project kick-off meeting was held. Data collection and processing began.

September - November 2019: Necessary software was integrated with the Village SCADA system to allow a comprehensive analysis of water system operation. Plans were made for fire flow testing and telog installation. Work began on a hydraulic model of the water system. Field measurements (fire flows and pressures), field data insertion into the model, and model calibration is complete. Water tower evaluation is complete.

June 2020: A hydraulic evaluation of the distribution system continued, following a delay due to the COVID-19 pandemic, including analysis of existing or future water tower locations, potential water main improvements, and water storage turnover/replenishment as well as a detailed review and simulation of the hydraulic model.

July 2020: Preparation continued on the final report of this study. Analysis continued on pumping, pressure, and storage turnover/replenishment.

August 2020: Team meeting was held to review draft report and conduct simulation run of the hydraulic model of the water distribution system under various scenarios. Parameters for water main replacement analysis was outlined.

September 2020: Successful coordination meeting was held with JAWA operation team on pressure and flow control for T2 painting project.

October 2020: Evaluation of T2 isolation for painting and analysis of water system storage turnover/replenishment is complete.

November 2020: Finalized recommendations for the capital improvement plan concerning future plans for the water tower located at Aster Lane.

December 2020: Initial transmission main system improvement evaluations are complete.

February 2021: Conducted site visits to evaluate existing pump stations.

**April 2021: Work for the final report, an in-depth evaluation of a water main replacement program, continues.**

#### MWRD IICP ENGINEERING

July 2, 2018: The Village Board approved a contract with Baxter & Woodman Consulting Engineers for engineering and field services required for compliance with the MWRD Infiltration/Inflow Control Program (IICP), including: condition assessment of high-risk sanitary sewer infrastructure; preparation of a plan for rehabilitation of major defects within three years of identification; recording identified illegal connections in high-risk areas; development and implementation of an ongoing program to identify and disconnect these connections as a Private Sector Program (PSP); and development and submittal of annual reports under the MWRD Short Term Requirements and Long Term Operation and Maintenance Program (LTOMP).

August 2018: A project kick-off meeting was held. Planning for smoke testing of sanitary sewers in high-risk areas began.

October 2018: Smoke testing was completed in all high risk areas (12 sub-basins with a total of 133,133 feet of sewer mains) per MWRD standards. Review of the final report is complete and 4 areas were identified for dye water testing to further determine the source of infiltration and inflow at these sites.

May – June 2019: Camera inspection of the remaining 173 required manholes is complete. Dye water testing is complete. A list of critical sewer repairs to occur in 2019 and 2020 was selected for IICP compliance.

September 2019: Design engineering and preparation of bid documents is complete. The project was successfully bid out and awarded to Michels Pipe Services.

December 2019: A pre-construction meeting was held and work planning completed.

January – February 2020: Sewer cleaning and inspection is complete. The required annual compliance report was submitted to MWRD.

June 2020: Sanitary sewer rehabilitation via cured-in-place pipe (CIPP) lining began, delayed due to the COVID-19 pandemic. Rehabilitation of approximately 1,630' of pipe is complete.

July 2020: Repair and rehab is substantially complete in compliance for MWRD IICP for Year 2020. Approximately 4,350' of lining and all post lining video-inspection is complete. Compilation of a deficiency list is in progress with on-going review.

August 2020: The list of deficient items was send to contractor and correction has been completed. Also completed is the 3rd party testing of rehabilitated sewer for structure strength, pending engineer's review and approval.

September 2020: Review of the 3rd party testing results is completed by the engineer with recommendation to approve closing the 2020 project of sanitary sewer rehabilitated, pending final invoice from the construction contractor.

October 2020: Continued review of inspection footage in preparation for the 2021 critical sanitary sewer rehabilitation program.

November 2020: The final invoice for completed 2020 sewer rehabilitation work and review of MWRD comments on the annual compliance report are pending.

December 2020: The engineering proposal was reviewed and approved for assistance in completing the final 2020 compliance report. This work is projected to begin in January, 2021. Final invoice is pending for construction work completed in 2020.

January 2021: Annual compliance report for 2020 is being assembled. The final invoice has been approved for construction work completed in 2020.

February 2021: Annual compliance report for 2020 was submitted to MWRD.

March 2021: Prepared response for comments from MWRD and continued CCTV inspection of high risk sewers.

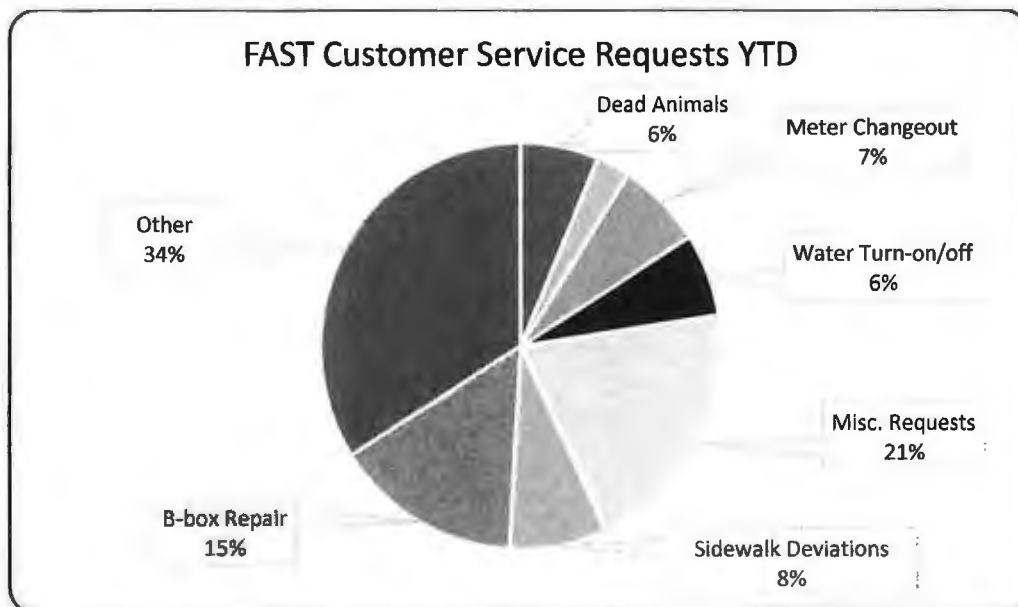
April 2021: Received final approval letter from MWRD regarding the Village's proposed Private Sector Program and Long-term Operation and Maintenance Program.

## Customer Services

### Fast Action Service Team (FAST):

1. Continued providing support for the Village-wide water meter replacement program;
2. Began oversight of the 2021 Sidewalk Replacement Program.

Fast Action Service Team (FAST)												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
132	116	212	196									656



**Customer Service Team:**

1. Continued supporting the Village-wide water meter replacement program;
2. Performed tight-space water meter replacements;
3. Continued conducting additional water meter appointments during meter program delay.

Customer Service Team												
Water Billing - Customer Service Appointments												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
35	20	46	66									167
Finance-generated Water Meter Readings												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
176	135	151	152									614
Delinquent Water Accounts												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
106	124	136	186									552
New Construction Inspections												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	1	2	1									5
Customer Service Requests - Gov Q&A/Meter Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
8	13	24	39									84
B-box Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	0									0
MIU Installations/Replacements												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
17	6	16	34									73

**Utility Locates Team:**

1. Continued providing b-box locates to assist in the Village-wide water meter replacement program;
2. Continued support of the 2021 Road Recon Program;
3. Continued providing locates related to the Microsoft Data Center project.

Utility Locates Team												
JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
130	95	529	229									983
Emergency JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
19	18	34	17									88
Utility Joint Meets												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3	2	12	6									23

## Facilities

1. Activated all utilities at the Village Green concession building for the season;
2. Replaced hot water heater, including piping and electrical, at Fire Station 22;
3. Flushed PD boilers and performed necessary maintenance;
4. Replaced roof-top kitchen exhaust fan squirrel cage assembly and installed new belt at Fleet Services building.

Facilities												
Preventative Maintenance Program - Staff Hours												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
104	79	128	111									422

## Fleet Services

1. Prepared new Fire and PD vehicles for service.

Fleet Services												
Preventative Maintenance Program - Number of Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
17	25	33	27									102
Vehicles Sent for Warranty Repair												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
8	2	15	4									29

## Forestry

1. Installed fencing at Village Green to protect new grass seed;
2. Began Village-wide brush pick-up program;
3. Prepared and opened community garden plots.

Forestry												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
10	2	26	33									71

## Maintenance & Construction

### Storm Sewer Team:

1. Assisted with hydrant flushing program;
2. Assisted with excavation site restorations;
3. Completed shoreline/outflow debris removal at Castaway pond.

Storm Sewer Team												
Feet of Storm Sewer Flushed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1,650	1,290	1,300	780									5,020



**Catch Basin Rebuilds**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	1	0	3									4

**Construction/Maintenance Team:**

1. Completed annual hydrant flushing program;
2. Assisted on Golf lift station project by hydro-excavating to locate nearby utilities.

**Construction/Maintenance Team**

**B-box Repair/Replacement**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	1	7	5									14

**Hydrant Replacement**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	1	1									2

**Valve Repair/Replacement**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	2	2									4

**Water Main/Service Line Leak Repairs**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3	0	4	4									11

**Traffic Operations**

**Pavement Maintenance Team:**

1. Assisted maintenance and construction team with saw cutting services during excavations;
2. Installed modular islands at Village Green;
3. Conducted saw cutting and pavement repairs for 2021 Road Reconstruction Program;
4. Made preparations for 2021 in-house pavement striping 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	30.8									30.8

**Tons of Cold Asphalt Installed**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
5.5	2.8	11.5	2.3									22.0

**Sign Team:**

1. Continued site obstruction clearance;
2. Coordinated signage for Village sponsored/hosted COVID-19 vaccine clinics.

Sign Team												
Repaired/Replaced Signs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2	20	11	6									39
Signs Fabricated and Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
41	22	24	109									196

**Street Light Team:**

1. Repaired (2) welcome sign lights;
2. Coordinated repair of lighting cable ground fault with ComEd;
3. Wired in new photocell in controller box;
4. Installed new street light pole following a knockdown.

Street Light Team												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	2	2	2									6
Street Lights Repaired												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
6	5	9	9									29

**Water Operations**

**Operations Team:**

1. Exercised valves, cleaned and tested transducers, and tested flood alarms at Abbey Wood, Aster Lane, and JAWA pumping stations;
2. Continued working on bypass pumping plans for Golf lift station rebuild;
3. Completed draft emergency response plan update;
4. Exercised valves, cleaned grinders, and cleaned mixers at WDA, Moon Lake, and University lift stations;
5. Completed rewiring for electrical cabinet at well #7;
6. Installed UPS bypass at Village Hall;
7. Replaced exterior lighting controls at tower #7;
8. Replaced outlets and rewired new circuits for Village Green/Hideaway reopening.

Operations Team												
Resident Water Quality Tests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	5	6	4									15

**Sanitary Sewer Flow Management Team:**

1. Applied hydrogen sulfide treatment at University lift station;
2. Continued televising storm and sanitary sewers in support of the 2021 Road Recon Program.

**Sanitary Sewer Flow Management Team**

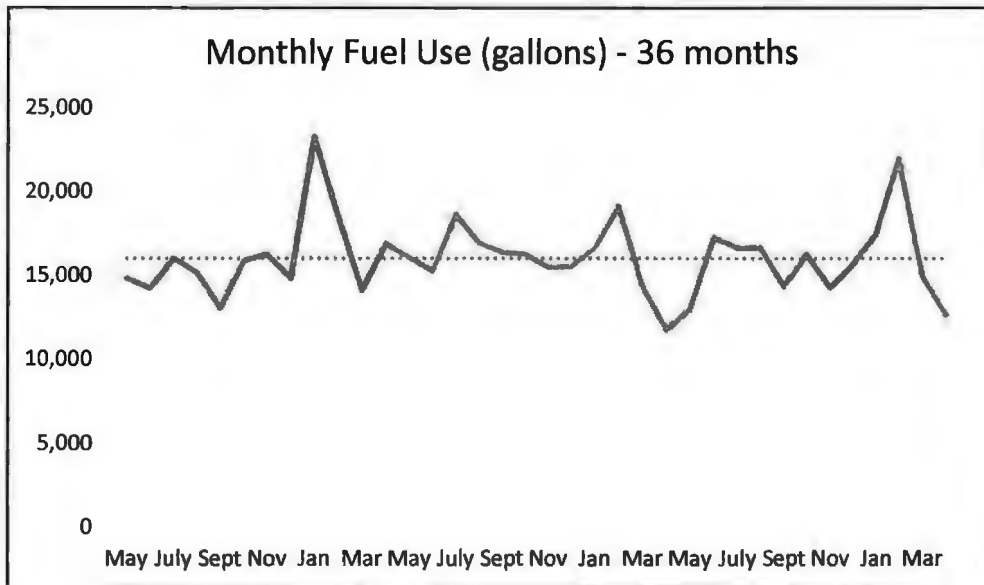
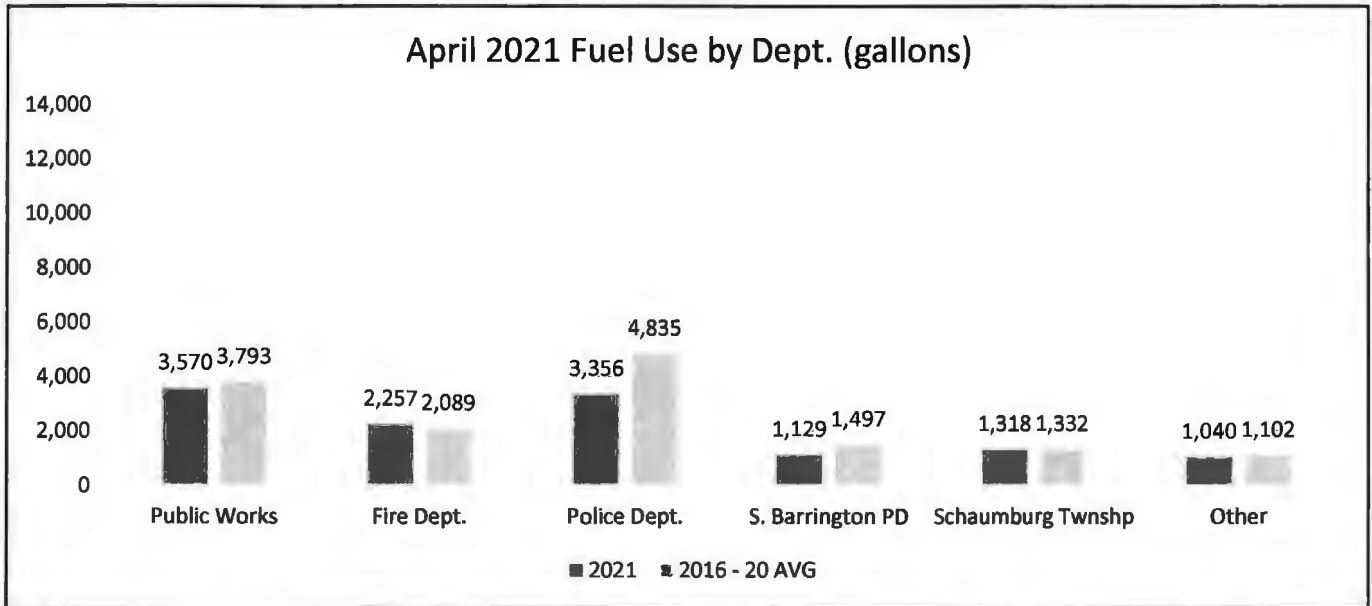
**Sewer Lines Flushed (feet)**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1,200	1,300	4,880	15,000									22,380

**Sanitary Main Inspections (feet)**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
200	350	740	250									1,540

## Fuel Use Report





**VILLAGE OF HOFFMAN ESTATES  
DEPARTMENT OF DEVELOPMENT SERVICES  
ENGINEERING DIVISION MONTHLY REPORT**

**SUBMITTED TO: PUBLIC WORKS & UTILITIES COMMITTEE**  
BY: Alan Wenderski, P.E. Director of Engineering 

**May 2021**

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**VILLAGE PROJECT UPDATES**

**2020 Street Revitalization Project**

Project complete. Punch list re-inspection complete. Remainder of punch list work scheduled to be completed by early June.

**2021 Street Revitalization Project**

Work ongoing, see attached project update.

**2021 Surface Transportation Program (STP) – Jones Road/Salem Drive Resurfacing**

Contract awarded by IDOT to Schroeder Asphalt on May 7<sup>th</sup>. Construction scheduled from mid-June to mid-August. V3 contracted for construction engineering services.

**Almond/Audubon Culvert Replacement**

A Lamp scheduled to begin week of May 24<sup>th</sup> and be completed by early July. Full closure of Audubon/IL 72 and Almond/IL 72 expected for approximately two weeks to allow for culvert replacement.

**Annual Pavement Ratings**

Pavement ratings complete.

**Drainage Project**

Staff updating cost estimates for potential project locations. Project scheduled for bid opening in late summer.

**Preventative Maintenance Project**

Project locations identified during annual pavement ratings. Schedule for late June bid opening. Design ongoing.

**COMMERCIAL PROJECT UPDATES**

**1225-1249 N Barrington Rd (Formerly 2595 W Golf Rd)**

Site water, sanitary, and storm sewer substantially complete. Site work has resumed and completion of underground utilities and on-site pavement is ongoing.

**Bell Works East Entrance – 2000 Center Dr**

Permit issued, work ongoing.

**Birch Park (Hoffman Estates Park District) – 1045 Ash Rd**

MWRD permit issued on May 6<sup>th</sup>. Awaiting issuance of permit and start of work.

**BMO – 1199 W Higgins Rd (Formerly 1400 Gannon Dr)**

New building complete, temporary occupancy granted. Awaiting submittal for existing building demolition and as-built plans.

**Bystronic/Eagle Way Extension – 2200 Central Rd**

Punch list work complete. Awaiting MWRD final inspection approval for north lot grading. Request for public acceptance expected in June.

**ComEd – 2480 Pembroke Ave**

MWRD final inspection complete. Awaiting submittal of as-built plans.

**Fountain Crossing Lot 7b – 2951-2999 N Barrington Rd**

Mass grading on site underway.

**Hoffman Plaza – Higgins Rd & Roselle Rd**

Phase 1: Completion of detention basin expected to be completed during week of May 24<sup>th</sup>.

Outlot 3 – Banfield: Village Board approval received on December 21<sup>st</sup>. Awaiting issuance of permit. Construction expected to begin in spring 2021.

**Mariano's Gas Station – 2581 W Golf Rd**

Site construction ongoing.

**Microsoft Data Center – 2190-2200 Lakewood Boulevard**

Village Board approval received on May 17<sup>th</sup> for onsite work. Awaiting issuance of land development permit. Site work expected to begin in June. Design of off-site sanitary sewer improvements is ongoing.

**Roselle TIF Culvert Replacement**

Meetings held with W-T Group on April 1<sup>st</sup> and April 14<sup>th</sup> to discuss results of stormwater modeling and preliminary design. W-T Group expects to submit plans for review by June 2021.

**South Ridge Park (Hoffman Estates Park District) – 1450 Freeman Rd**

Awaiting completion of punch list items from MWRD final inspection.

**Ziegler – 1051 W Higgins Rd**

Construction began in April 2021 and is ongoing.

**RESIDENTIAL PROJECT UPDATES****Amber Meadows – NE Corner of Essex Dr & Beacon Pointe Dr**

Lennar completed punch list items. Awaiting receipt of bill of sale and maintenance guarantee. Request for public acceptance expected in June.

**Devonshire Woods – SW Corner of Shoe Factory Rd & Essex Dr**

Final inspections completed in April 2021. Waiting for Lennar to complete remaining punch list items. Work expected to be completed by early June.

**Walnut Pond Estates – NE Corner of Rohrssen Rd & McDonough Rd (Formerly Airdrie Estates)**

Construction on Lot 2 ongoing. Staff completed review of revised submittal for required sidewalk construction on McDonough Drive and Rohrssen Road. Staff reviewed permit submittal for Lot 7.







## 2021 Street Revitalization Project Schedule Update: (Week of May 17, 2021)

RECONSTRUCTION STREETS	Start Date <sup>1</sup>	Pre-Construction			Construction													Landscaping		Percent Complete	
		Layout	Tree Root Pruning	Sawcutting	Concrete Removal	Asphalt Removal	Earth Excavation	Sub base Backfill	Storm Sewer	Curb & Gutter	Driveway Aprons	Sidewalks	Fine Grading	Asphalt Binder	Asphalt Surface	Striping	Backfill Topsoil	Sod & Seed			
1. ALPINE LANE Ash Rd to Arizona Blvd	7/6/2021																				10%
2. BEACON COURT Westbury Dr to End of Street	6/1/2021																				0%
3. CARTHAGE LANE Cumberland St to Arizona Blvd	6/28/2021																				0%
4. COCHISE STREET Chandler Ln to Arizona Blvd	6/21/2021																				0%
5. CRAB ORCHARD DRIVE Thornbark Dr to Downing Dr	6/1/2021																				0%
6. DEVONSHIRE LANE Kingsdale Rd to Glen Lake Rd	7/12/2021																				0%
7. EDGEFIELD LANE Kenwood Rd to End of Street	7/19/2021																				0%
8. FLAGSTAFF LANE Washington Blvd to Grand Canyon St	6/14/2021																				0%
9. GREYSTONE PLACE Holbrook Ln to End of Street	7/26/2021																				0%
<sup>1</sup> Tentative / Actual														Completed		In Progress					

**Definition of Construction Steps:**

- Layout:** Village engineers evaluate existing conditions, determine removals, and complete construction staking.
- Tree Root Pruning:** A circular saw machine cuts tree roots to reduce damage to the tree during construction.
- Saw Cutting:** A circular saw machine cuts the concrete and asphalt at construction joints.
- Concrete Removal:** The contractor removes existing sidewalk, curb and gutter, and driveway aprons that will be replaced.
- Asphalt Removal:** The contractor either uses a backhoe or milling machine to remove existing asphalt layers.
- Earth Excavation:** Removal of the all materials located below the existing road to a stabilized subgrade.
- Sub base Backfill:** The installation of stone to a depth of 8"-12" with a layer of geotextile fabric.
- Storm Sewer:** Repair and replacement of existing storm sewer structures and pipes.
- Curb & Gutter:** The installation of concrete curb & gutter utilizing mechanical equipment or hand tools.
- Driveway Aprons:** The replacement of asphalt and concrete driveway aprons
- Sidewalks:** The replacement of concrete public sidewalks.
- Fine Grading:** The shaping of the stone sub base to ensure drainage, compaction, and elevation.
- Asphalt Binder:** The first layer of asphalt
- Asphalt Patching:** Repair of localized pavement failures on resurfacing streets.
- Asphalt Surface:** The final layer of asphalt.
- Striping** Completion of permanent pavement striping.
- Backfill Topsoil:** Placement of topsoil to areas that have been disturbed during construction.
- Sod & Seed:** Placement of sod and seed to areas that have been disturbed during construction.

## 2021 Street Revitalization Project Schedule Update: (Week of May 17, 2021)

RESURFACING STREETS	Start Date <sup>1</sup>	Pre-Construction		Construction											Landscaping		Percent Complete	
		Layout	Sawcutting	Concrete Removal	Asphalt Removal	Storm Sewer	Curb & Gutter	Driveway Aprons	Sidewalks	Asphalt Binder	Asphalt Patching	Asphalt Surface	Striping	Backfill Topsoil	Sod & Seed			
1. BERKLEY LANE W Western St to Washington Blvd	4/20/2021																	95%
2. CHARLEMAGNE DRIVE N Versailles Rd to Freeman Rd	6/1/2021																	0%
3. DENNISON ROAD Cambridge Ln to Durham Ln	4/14/2021																	99%
4. DOVINGTON DRIVE W Chatsworth Ln to Gannon Dr	5/17/2021																	5%
5. DOWNEY STREET Bode Rd to End of Street	5/5/2021																	60%
6. DURHAM LANE Ashley Rd to Highland Blvd	4/13/2021																	99%
7. ESSEX DRIVE Shoe Factory Rd to Beacon Pointe Dr	4/9/2021									n/a								100%
8. ESSEX DRIVE Caribou Ln to Shoe Factory Rd	4/5/2021									n/a								100%
9. HOLLY LANE Aspen St to End of Street	5/13/2021			n/a		n/a	n/a	n/a	n/a									50%
10. HUNDLEY STREET N Hundley St to End of Street	5/5/2021																	60%
11. HUNDLEY STREET W Hundley St N to Downey St	5/5/2021																	60%
12. HUNDLEY WAY Bode Rd to Hundley St	5/5/2021																	60%
13. HUNTERS RIDGE WEST Fox Path Ln to Falcon Ln	4/5/2021									n/a	n/a							96%
14. KELBERG AVENUE Delaney Dr to Canterbury Ln	4/9/2021																	100%
15. KELLEY DRIVE Elliott Dr to Landers Dr	4/9/2021																	100%
16. KINGSDALE ROAD Golf Rd to Darlington Cir W	5/4/2021																	60%
17. KINGSTON DRIVE Chambers Dr to Bradwell Rd	5/18/2021																	5%
<sup>1</sup> Tentative / Actual											Completed		In Progress					

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RESURFACING STREETS	Start Date	Pre-Construction		Construction											Landscaping		Percent Complete	
		Layout	Sawcutting	Concrete Removal	Asphalt Removal	Storm Sewer	Curb & Gutter	Driveway Aprons	Sidewalks	Asphalt Binder	Asphalt Patching	Asphalt Surface	Striping	Backfill Topsoil	Sod & Seed			
18. LINCOLNSHIRE LANE Partridge Hill Dr to Partridge Hill Dr	5/4/2021							n/a				n/a						75%
19. MALLARD LANE Hunters Ridge W to 1405 Mallard Ln	4/5/2021							n/a				n/a		n/a				100%
20. MAYWOOD LANE Milton Ln to Washington Blvd	4/26/2021											n/a						66%
21. OLIVE STREET Berkley Ln (W) to Alcoa Ln	4/20/2021																	66%
22. OLMSTEAD DRIVE Mumford Dr to Palatine Rd	5/20/2021																	5%
23. TOPAZ DRIVE Opal Dr to Mumford Dr	5/26/2021																	0%
<i>Tentative / Actual</i>											Completed		In Progress					