



Meeting Members:
Anna Newell, Chairman
Karen Mills, Vice Chairman
Gary Pilafas, Trustee
Gary Stanton, Trustee
Karen Arnet, Trustee
Patrick Kinnane, Trustee
William McLeod, Mayor

Village of Hoffman Estates

Public Works and Utilities Committee Meeting Agenda

July 17, 2023

Immediately following the Finance Committee

Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

-
- I. Roll Call
 - II. Approval of Minutes - June 26, 2023
 - III. Public Comment

NEW BUSINESS

1. Request authorization to award contract for design engineering services for the Batavia Lane Storm Sewer, Water Main, and Street Reconstruction Project to Ciorba Group, Inc., of Chicago, IL, in an amount not to exceed \$98,779.
2. Request authorization to award a three-year contract for janitorial maintenance services at select Village facilities to Eco-Clean Maintenance Inc., Elmhurst, IL, in a total amount not to exceed \$281,710.

REPORTS (INFORMATION ONLY)

1. Department of Public Works Monthly Report
 2. Engineering Division Monthly Report
- IV. President's Report
 - V. Other
 - VI. Items in Review
 - VII. Adjournment

**PUBLIC WORKS & UTILITIES COMMITTEE
MEETING MINUTES**

June 26, 2023

I. Roll call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Rachel Musiala, Finance Director
Kasia Cawley, Police Chief
Alan Wax, Fire Chief
Monica Saavedra, Director of HHS
Patrick Seger, Director HRM
Alan Wenderski, Dir. Engineering
Darek Raszka, Director of IT
Joe Nebel, Director of Public Works
Pete Gugliotta, Dir. Dev Services
Bev Romanoff, Village Clerk
Suzanne Ostrovsky, Asst. Village Mgr.
Ric Signorella, Multimedia Manager
Sarah Marcucci, EMA Coordinator**

The Public Works and Utilities meeting was called to order at 7:30 p.m.

II. Approval of Minutes – May 22, 2023

Motion by Trustee Arnet, seconded by Mayor McLeod, to approve the Public Works and Utilities Committee Meeting minutes from May 22, 2023. Voice vote taken. (one abstention: Kinnane). All ayes. Motion carried.

III. Public Comment

None.

NEW BUSINESS

- 1. Request authorization of a supplement to the contract for engineering services for Street Lighting on Village Collector Streets to Ciorba Group, Inc., of Chicago, IL, in an amount of \$36,194 for a total cost not to exceed cost of \$104,108.**

An item summary sheet from Alan Wenderski was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to supplement the contract for engineering services for Street Lighting on Village Collector Streets to Ciorba Group, Inc., of Chicago, IL, in an amount of \$36,194 for a total cost not to exceed cost of \$104,108. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to award a three-year contract for roadway pavement markings to Preform Traffic Control, Ltd., Elk Grove Village, IL, (low bid), in an amount not to exceed \$\$208,800.**

An item summary sheet from Joe Nebel and John Kovaka was presented to Committee.

Motion by Trustee Stanton, seconded by Trustee Arnet, to award a three-year contract for roadway pavement markings to Preform Traffic Control, Ltd., Elk Grove Village, IL, (low bid), in an amount not to exceed \$\$208,800. Voice 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**

Mayor McLeod and Trustee Stanton inquired about the status of Dunkin Donuts and Popeye's Chicken restaurants. Mr. Wenderski provided an update.

The Engineering Division Monthly Report was received and filed.

III. President's Report

IV. Other – Thank you letters read to Public Works team on behalf of Amber Meadows.

V. Items in Review**VI. Adjournment**

Motion by Trustee Arnet, seconded by Mayor McLeod, to adjourn the meeting at 7:46 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for design engineering services for the Batavia Lane Storm Sewer, Water Main, and Street Reconstruction Project to Ciorba Group, Inc., of Chicago, IL, in an amount not to exceed \$98,779

MEETING DATE: July 17, 2023

COMMITTEE: Public Works & Utilities

FROM: Alan Wenderski, Director of Engineering

PURPOSE: Recommend approval of award of contract for design engineering services for the Batavia Lane project.

BACKGROUND: The project is located along Batavia Lane (Bradley Lane – Ash Road) with proposed scope of work including storm sewer installation, water main replacement, sanitary sewer rehabilitation, and street reconstruction. An existing 48-inch rear yard storm sewer on Batavia Lane was identified as deficient in a 2016 inspection and was recommended for replacement. The storm sewer improvement has been included in future years of the CIP. The existing water main is not looped to the adjacent system and is a substandard size. Batavia Lane is also currently in poor condition and is on the future street reconstruction list. While the project scope includes improvements to the storm sewer, sanitary sewer, water main, and street, the replacement and relocation of the existing storm sewer is the basis for the project need. The additional improvements are included to resolve other long term needs in the most cohesive and cost effective manner.

In February 2023, the Village was notified that a \$250,000 appropriation from the State's 2019 Capital Bill was available for eligible infrastructure improvements, including culvert replacement, pending the completion of grant application documents and subsequent IGA approval. The grant application has been completed and is currently under review by State DCEO. Under terms of the grant, construction is required to be completed in 2024. While the IGA has not yet been finalized it is necessary to begin design engineering to prepare for 2024 construction. Grant funds will be utilized only for a portion of the construction costs.

DISCUSSION:

Utilizing the prequalified engineering services short list, an RFP was sent to six firms (Baxter & Woodman, CBBEL, Ciorba, Hey & Associates, HR Green, and V3). Four proposals were received (Ciorba, Hey & Assoc., HR Green, and V3) and reviewed by staff. The proposals were evaluated based on project approach and understanding, personnel assigned to the project, experience on comparable projects, and project schedule.

Upon review, it was determined that Ciorba provided the best overall proposal based on the evaluation criteria above. The proposed scope and hours for Ciorba was reviewed by staff and revised per staff comments. The general scope of services includes analyzing the proposed routing of the storm sewer, design of storm sewer and water main replacements, design of street reconstruction, and preparation of bidding documents. The design engineering is to be completed by February 2024, which would allow construction to occur in spring 2024. The contract with full scope, hours, and fees is attached. The full scope will be completed at a not to exceed cost of \$98,779.

FINANCIAL IMPACT:

Due to the uncertainty of the timing of the State releasing the grant funding, funds were not budgeted specifically for this project in 2023.

As the main component of the project is stormwater improvements, the 2023 budget included \$50,000 for engineering costs related to stormwater improvement projects from the Stormwater Utility Fund. While the proposed total not to exceed cost of \$98,779 exceeds the budgeted amount of \$50,000, a portion of the costs will be expended in 2024. Funding for the balance of the contract amount (\$48,779) will be identified in the 2024 CIP/Budget.

Construction costs are estimated at \$750,000 which roughly includes \$350,000 for the storm sewer, \$200,000 for water main replacement, and \$200,000 for street reconstruction. Construction is scheduled to occur in 2024 and funding for the project will be included in the proposed 2024 CIP/budget.

RECOMMENDATION:

Request authorization to award contract for design engineering services for the Batavia Lane Storm Sewer, Water Main, and Street Reconstruction Project to Ciorba Group, Inc., of Chicago, IL, in an amount not to exceed \$98,779.

Attachments

Agreement for Engineering Services
Village of Hoffman Estates
Batavia Lane Infrastructure Improvements
Ciorba Project Number 21718.01

This AGREEMENT, made effective this _____ day of _____, 20__ by and between the Village of Hoffman Estates (hereinafter referred to as the "CLIENT"), and CIORBA GROUP, INC. located at 8725 W. Higgins Road, Suite 600 in Chicago, Illinois, a firm of Consultants (hereinafter referred to as "CIORBA"), with regard to providing certain engineering services as set forth below in Exhibit A in connection with the Batavia Lane Infrastructure Improvements (hereinafter referred to as the "PROJECT") as detailed in the attached scope of work.

NOW THEREFORE, the CLIENT and CIORBA, in consideration of the mutual covenants hereinafter set forth, agree to as follows:

Basic Agreements of Ciorba

1. CIORBA, in signing this AGREEMENT, certifies that it is in compliance with the state law relating to professional registration of individuals and to corporate practice for rendering such services. CIORBA further certifies that 362525351 is its correct Federal Taxpayer Identification Number and that it is doing business as a corporation.
2. CIORBA represents that it has complied with applicable Federal, State, and local laws pertaining to labor, equal employment opportunity and contract procurement and knows of no violations thereof, and such representation shall survive until time of completion of the project.
3. CIORBA agrees to perform certain enumerated services in connection with the PROJECT hereinafter stated as described in EXHIBIT A—SCOPE OF SERVICES.
4. The work shall commence within five (5) days of receiving written authorization to proceed from the CLIENT. Services shall be completed in accordance with the PROJECT SCHEDULE shown in EXHIBIT C. Time to complete the services excludes from consideration periods of delay caused by CLIENT, circumstances beyond the control of CIORBA and, if applicable, review time by any necessary State and Federal agencies.
5. CIORBA agrees to maintain insurance coverage in the following minimum amounts:

Professional Liability	\$2,000,000 per claim/aggregate
General Liability	\$1,000,000 Each Occurrence - Bodily Injury \$1,000,000 Each Occurrence - Property Damage \$2,000,000 Aggregate
Automotive Liability - including non-ownership and hired car coverage	\$1,000,000 Per Person/Per Accident
Employer's Liability	\$500,000 Each Occurrence
Worker's Compensation	Per Statutory Amount

6. CIORBA shall file with the CLIENT a Certificate of Insurance showing complete coverage of all insurance being furnished, signed by the insurance companies or their authorized agents. CIORBA shall name the CLIENT as an additional insured for general liability and automotive liability for limits stated above and per its insurers' standard additional insured endorsements. CIORBA shall require all of its subcontractors and subconsultants to carry insurance in the amounts stated above. Additional insured endorsements shall be attached to the Certificate of Insurance.
7. CLIENT agrees to maintain its own General Liability, Automotive Liability, Employer's Liability with amounts no less than that shown for CIORBA. CLIENT also agrees to maintain Workers Compensation insurance with statutory limits. CLIENT agrees to require its other consultants and contractors to maintain similar coverage.
8. CIORBA shall perform its services consistent with the prevailing practices and customs of like firms performing similar services.
9. All plans and other documents furnished by CIORBA pursuant to this AGREEMENT will be endorsed by CIORBA and show the requisite professional seal where such is required by law.

Basic Agreements of the Client

1. The CLIENT'S and CIORBA'S designated representatives for this project shall be:

CLIENT	
Name:	Alan Wenderski
Title:	Director of Engineering
Email:	Alan.wenderski@vohe.org
Phone:	847-252-5802
Address:	1900 Hassell Road Hoffman Estates, IL 60169

CIORBA	
Name:	Tony Wolff
Title:	Vice President - Water Resources
Email:	twolff@ciorba.com
Phone:	773-355-2961
Address:	8725 W Higgins Rd, Suite 600 Chicago, IL 60631

Such representatives shall have authority to act on behalf of their respective principals and render decisions efficiently. Either party may change its designated representative by a writing sent to the other.

2. The CLIENT will pay CIORBA for the performance of the contract as indicated in Exhibit B - PROJECT FEE:
 - a. On a monthly basis upon receipt of an invoice based on the actual cost of work completed. "Actual Cost" is defined as the direct labor costs associated with the personnel used for the work times a direct labor multiplier (DLM) of 3.0 to cover profit, overhead, payroll burden and fringe benefits, plus direct costs.
 - b. Direct costs are travel, shipping, and other out-of-pocket company expenses as well as outside costs. Direct costs will be reimbursed to CIORBA at their cost with no additional service charge.
 - c. The upper limit of compensation shall not exceed \$98,778.72 and is detailed in Exhibit B.
 - d. If the CLIENT identifies an item in the invoice which appears to be in error, the CLIENT may withhold the payment for that but shall pay the balance of the invoiced amount and provide CIORBA with a statement concerning the questioned item. Alternatively, the CLIENT may pay the full amount of the invoice, provide a statement of the questioned item, and adjustment, if appropriate, will be made in the next subsequent invoice submitted by CIORBA, all pending further discussion between the parties.
3. The CLIENT agrees to furnish CIORBA with all available plans, utility atlases and survey data useful to the work to be done by CIORBA. CIORBA shall have the right to rely on the accuracy of any information provided by the CLIENT or CLIENT other consultants. CIORBA shall not be responsible for the negligent acts or omissions of the CLIENT other consultants, or any other person or entity performing work on the PROJECT who are not under the direct control or authority of CIORBA.
4. The CLIENT agrees that, should the CLIENT require Extra Work, the CLIENT will pay CIORBA for such Extra Work. Extra Work is defined as any engineering services required beyond the Scope of Services identified in the BASIC AGREEMENTS OF CIORBA. Extra Work shall not commence

until written authorization is received from the CLIENT. Extra Work will be paid on the basis of "Actual Cost" being defined in paragraph 2. of the BASIC AGREEMENTS OF THE CLIENT. The compensation for these changes could be limited to an amount mutually agreed to by the CLIENT and CIORBA.

5. Notwithstanding the foregoing, should CIORBA receive subpoenas or be subject to court orders arising from the Work, CIORBA shall upon notice to the CLIENT be compensated for compliance with said subpoenas or orders by CLIENT at CIORBA'S then prevailing hourly rates.
6. That, should the CLIENT require changes in any of the detailed reports, studies or estimates after they have been approved by the CLIENT, the CLIENT will pay CIORBA for such changes on the basis of the "Actual Cost" being defined in paragraph 2. of the BASIC AGREEMENTS OF THE CLIENT and calculated at CIORBA's then prevailing hourly rates. The compensation for these changes could be limited to an amount mutually agreed to by the CLIENT and CIORBA.

General Conditions

1. This contract shall constitute the entire agreement and understanding by and between the parties hereto, and it shall not be considered modified, altered, changed, or amended in any respect unless done so in writing with signatures by both the CLIENT and CIORBA.
2. The CLIENT and CIORBA each bind themselves and their partners, successors, executors, administrators and assign to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto. Both CLIENT and CIORBA agree that neither shall take any action to assert any claims or lawsuits against an individual officer, employee, agent, owners of the other. This AGREEMENT shall not be construed as giving any rights or benefits hereunder to anyone other than the CLIENT and CIORBA. No third-party beneficiaries are created by this AGREEMENT.
3. Copies of tracings, plans, reports, estimates, maps, survey notes, computations, electronic data files and other documents prepared by CIORBA in accordance with this AGREEMENT shall upon request be delivered to the CLIENT per Exhibit A.
4. That none of the services to be furnished by CIORBA, other than those shown in EXHIBIT A, shall be sublet, assigned, or transferred to any other party or parties without written consent of the CLIENT. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by CIORBA shall not be construed to relieve CIORBA of the responsibility for the fulfillment of this AGREEMENT. Further, CLIENT agrees it shall not assign or transfer this Agreement except upon the written consent of CIORBA. Any such consent by CIORBA shall not be construed to relieve CLIENT of the obligations hereunder.
5. CIORBA assumes no responsibility for the detection or removal of any hazardous substances or archeological finds found at the job site.
6. Any difference between CIORBA and the CLIENT concerning their interpretation of the provisions of this AGREEMENT shall, before any litigation is commenced, be referred to a mediation committee as a condition precedent to litigation. The committee shall consist of one member appointed by CIORBA, one member appointed by the CLIENT and a third member appointed by the two other members.
7. LIMITATIONS - Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of substantial completion of construction for acts or failures to act occurring prior to substantial completion or the date of issuance of the final Certificate of Payment for acts or failures to act occurring after substantial completion.
8. This AGREEMENT may be terminated by the CLIENT upon giving notice in writing to CIORBA at the address indicated in this agreement. Upon such termination, and upon payment in full to CIORBA, CIORBA shall cause to be delivered to the CLIENT all surveys, permits, agreements, reports, drawings, partial and completed estimates and data, if any, from soil survey and subsurface investigations, with the understanding that all such material becomes the property of the CLIENT subject to CIORBA retaining all intellectual property rights including common law, statutory, copyright, and other reserved rights in the instruments of service.
9. The CLIENT agrees that, should the Project or any part thereof be abandoned or terminated at any time after CIORBA has performed any part of the services provided for in this AGREEMENT;

and prior to the completion of such services, the CLIENT shall reimburse CIORBA for their actual costs, incurred up to the time they are notified in writing of such abandonment or termination, Actual Cost being defined in paragraph 2. Under "BASIC AGREEMENTS OF THE CLIENT".

10. In accepting and utilizing any drawings, reports, documentation, and other technical submissions (in any form including electronic media) generated and furnished by CIORBA, the CLIENT agrees that these are all instruments of service of CIORBA, who shall be deemed the author, and shall retain all common law, statutory law, and other rights, including copyrights.

The CLIENT agrees not to reuse any drawings, reports, documentation, and other technical submissions (in any form including electronic media), in whole or in part, for any purpose other than for the Project. The CLIENT agrees not to transfer the drawings, reports, documentation, and other technical submissions (in any form including electronic media) to others without the prior written consent of CIORBA. The CLIENT further agrees to waive all claims against CIORBA resulting in any way from any unauthorized changes to or reuse of any drawings, reports, documentation, and other technical submissions (in any form including electronic media) for any other project by anyone other than CIORBA.

In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CIORBA, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than CIORBA or from any unauthorized reuse of any drawings, reports, documentation and other technical submissions (in any form including electronic media) without the prior written consent of CIORBA.

Under no circumstances shall delivery of any drawings, reports, documentation, and other technical submissions (in any form including electronic media) for use by the CLIENT be deemed a sale by CIORBA, and CIORBA makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall CIORBA be liable for indirect or consequential damages as a result of the CLIENT'S reuse of the any drawings, reports, documentation and other technical submissions (in any form including electronic media).

Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party, including any contractors, subcontractors, design professionals, or subsequent users.

11. Electronic files furnished by either party shall be subject to an acceptance period of 30 days during which the receiving party agrees to perform appropriate acceptance tests. Ciorba shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and Ciorba shall have no obligations to correct errors or maintain electronic files.
12. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by CIORBA and electronic files, the signed or sealed hard-copy construction documents shall govern.
13. This AGREEMENT and the enforcement therefore shall be governed, construed and controlled in all respect by the laws of the state where the Project is located.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed on the date first above written.

Executed by the:

Village of Hoffman Estates of the State of Illinois, acting by and through its Board of Trustees.

By: _____
Name: Village President
Title: _____
Date: _____

Attest: _____
Name: _____
Title: _____
Date: _____

Ciorba Group, Inc.

By: *Duane O'Laughlin*
Name: Duane O'Laughlin
Title: Chief Operating Officer
Date: July 12, 2023

Attest: *M. Anthony Wolff*
Name: M. Anthony Wolff
Title: Vice President - Water Resources
Date: July 12, 2023

Scope of Services

BATAVIA LANE INFRASTRUCTURE IMPROVEMENTS DESIGN

1. **Meetings, Coordination, and Data Collection** – Prior to commencing project design, Ciorba will meet with the Village to review the understanding and objectives and refine the scope of work. Additional meetings will be held with the Village as needed throughout the design development process to review results, discuss potential concept design modifications, and review project design submittals.

Ciorba will request and review available GIS data from the Village, as well as previous documentation and studies related to the project.

Ciorba will also obtain utility atlases from all private companies and public agencies and will coordinate with them on potential conflicts and how to resolve them.

2. **Topographic Survey** – Ciorba will review the topographic survey previously conducted by the Village to determine the need for any supplemental survey. For the purposes of this scope and fee, it is assumed that one-half day of supplemental survey time will be necessary.

It is assumed that all improvements will be conducted within existing ROW and easements. If additional easements are needed, the associated work can be included for an additional fee.

3. **Environmental Investigations** – Ciorba's subconsultant, 2IM Group, will obtain two (2) soil samples for pH testing and prepare the LPC-662 form (source site certification by owner or operator) for Village signature.

4. **Geotechnical Investigation** – Ciorba's subconsultant, Rubino Engineering, will complete three (3) 15-foot-deep soil borings with pavement cores. Rubino will prepare a geotechnical report.

5. **Concept Design** – After compiling all available data and information related to the project, the Ciorba team will refine the concept plan proposed by the Village, looking in more detail at proposed alignments of the storm sewer and water main. Limiting impacts to residents' properties will be a priority in the design refinement. Modeling the proposed storm sewer is not included in the scope, since it is adding capacity to the system already in place and is providing conveyance for a much larger area than just this project area. Instead, the design will be based on optimizing slope and alignment to provide maximum capacity, as well as investigating the need for catch basins on Batavia Lane.

Based on recent sanitary sewer televising results, it is expected that sanitary manholes will be replaced, and a sanitary sewer spot repair will be needed. These improvements will be included in the plans.

Roadway design will include evaluation of the Batavia Lane profile and consider modification to improve pavement drainage and eliminate any unintended low points in the gutters which

could cause ponding during more frequent storm events. Sidewalks will be replaced where needed due to poor condition or utility installation restoration. Based on existing conditions and typical standards being sufficient, ADA ramp details will not be provided.

Cost estimates will be prepared for alternatives and weighed against other factors that will be important to the Village such as construction time, tree conservation, and disturbance to residents.

6. Concept Design Memo - Ciorba will prepare a brief Concept Design Memo summarizing the concept design process, including storm sewer, water main, sanitary sewer, and roadway alternatives analysis and recommendations; utility conflicts; geotechnical and environmental considerations; and project cost.

7. Preliminary Construction Cost Estimates – Perform preliminary quantity estimates and prepare cost estimates for the proposed plan, including contingencies.

8. Plans, Specifications and Estimates – Design documents will be submitted at the Preliminary (60%), Pre-Final (90%), and Final (100%) design levels. Design elements for the project are anticipated to include storm sewer, water main, and roadway reconstruction on Batavia Lane. Quantities will be prepared for all pay items included in the plans. Construction cost estimates will be prepared using historical unit prices for similar work. Specifications will be based on the IDOT Standard Specifications for Road and Bridge Construction with supporting Special Provisions, along with any special provisions provided by the Village. The Village will provide front-end contract documents.

Plans will include the following sheets:

- Title Sheet (1 sheet)
- General Notes/Index/Highway Standards (1 sheet)
- Summary of Quantities (3 sheets)
- Schedule of Quantities
 - Earthwork Schedule (1 sheet)
- Existing and Proposed Typical Sections (1 sheet)
- Alignment, Ties, and Benchmarks (2 sheets)
 - Batavia Lane and side yard (1 sheet)
 - Bradley Lane and Ash Road (1 sheet)
- Existing Condition and Removal Plan (2 sheets, single plan, 1" = 20')
 - Batavia Lane and side yard (1 sheet)
 - Bradley Lane and Ash Road (1 sheet)
- Proposed Roadway Plan and Profile (2 sheets, 1" = 20')
 - Batavia Lane (1 sheet)
 - Bradley Lane and Ash Road (1 sheet)
- Maintenance of Traffic
 - General Notes and Standards (1 sheet)
- Proposed Drainage Plan and Profile (2 sheets, 1" = 20')
 - Batavia Lane and side yard (1 sheet)
 - Bradley Lane and Ash Road (1 sheet)

- Water Main Plan and Profile (1 sheet, 1" = 20')
 - Batavia Lane (1 sheet)
- Erosion Control and Landscaping Plans (2 sheets, single plan, 1" = 20')
 - Batavia Lane and side yard (1 sheet)
 - Bradley Lane and Ash Road (1 sheet)
- Miscellaneous Details
 - Drainage Details (1 sheet)
 - Water Main and Sanitary Sewer Details (1 sheet)
 - Erosion Control Details (1 sheet)
- Cross Sections (50' spacing)
 - Batavia Lane (8 cross sections + 6 driveways)

9. **Permitting** - Ciorba will assemble and submit the required MWRD NRI and IEPA water construction permit applications.

10. **Bidding Assistance** – Ciorba will respond to bidders' written questions and issue an addendum (if necessary). Ciorba will review and tabulate the bids and make a recommendation to the Village for the award of the project.

11. **Quality Assurance / Quality Control** – The project will be completed in accordance with the Ciorba QA/QC plan. The QA/QC plan is available upon request.

12. **Deliverables** – Deliverables will be electronic plans, specifications, and cost estimates.

EXHIBIT B

Cost Estimate of
Consultant Services
(Direct Labor Multiple)

Firm Ciorba Group, Inc
Project Batavia Lane Infrastructure Improvements
Project Number 21718.01

Date 07/10/23

ITEM	MANHOURS (A)	PAYROLL (B)	(3+R) TIMES PAYROLL (C)	DIRECT COSTS (D)	SERVICES BY OTHERS (E)	TOTAL (C+D+E)	% OF GRAND TOTAL
Meetings, Data Collection & Coordination	40	\$ 2,684.09	\$ 8,052.28	\$ 41.92		\$ 8,094.20	8%
Survey	17	\$ 769.28	\$ 2,307.85	\$ 32.50		\$ 2,340.35	2%
Water Resources	205	\$ 10,591.91	\$ 31,775.74	\$ -		\$ 31,775.74	32%
Engineering Studies/Plans	162	\$ 7,905.52	\$ 23,716.55	\$ -		\$ 23,716.55	24%
Quantity, Specifications & Estimates	69	\$ 4,215.92	\$ 12,647.76	\$ -		\$ 12,647.76	13%
Construction Engineering / Administration	12	\$ 818.81	\$ 2,456.44	\$ -		\$ 2,456.44	2%
QC / QA	16	\$ 1,510.45	\$ 4,531.34	\$ -		\$ 4,531.34	5%
Project Management & Administration	16	\$ 1,510.45	\$ 4,531.34	\$ -		\$ 4,531.34	5%
Rubino Engineering					\$ 5,985.00	\$ 5,985.00	6%
ZIM Group					\$ 2,700.00	\$ 2,700.00	3%
TOTALS	537	\$ 30,006.43	\$ 90,019.30	\$ 74.42	\$ 8,685.00	\$ 98,778.72	100%

Activity		Grand Total	Project Manager	Sr. Project Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician
TOTAL		537	56	115	64	79	157	29	37
1.	Meetings, Data Collection & Coordination	Task Total:	40	12	12	2	4	10	
	0100 Meetings	Meetings	16	8	8				
	Meetings with Village Staff (Kickoff mtg and 3 review mtgs)		16	8	8				
	0120 Coordination	Subtotal:	16	4	4	2	6		
	Coordination with Village		8	4	4				
	Coordination with Utilities		8			2	6		
	0130 Data Collection	Subtotal:	8			4	4		
	Obtain Utility Atlases		2				2		
	Field Checks		6			4	2		
2.	Survey	Task Total:	17					4	13
	0210 Field Survey	Subtotal:	8					4	4
	Supplemental Survey		8					4	4
	0220 Process Survey	Subtotal:	9						9
	Down Loading Total Station		1						1
	Drafting Existing Conditions		2						2
	Add Utilities to Existing Conditions		4						4
	Create Digital Terrain Model		2						2
3.	Water Resources	Task Total:	205	35	50	48	72		
	0310 Preliminary Analysis	Subtotal:	36	8	16	4	8		
	Concept Storm Sewer and Water Main Layout and Exhibit		24	4	8	4	8		
	Alternatives Analysis		12	4	8				
	0320 Stormwater Reports	Subtotal:	16	4	8	4			
	Concept Design Memo		16	4	8	4			
	0330 Stormwater Facility Design	Subtotal:	84	2	26		56		
	Inlet Spacing		8		4		4		
	Identify & Report Utility Conflict Locations		6		2		4		
	Storm Sewer Design		12		4		8		
	Drainage Sheets		36	2	10		24		
	Drainage Details		6		2		4		
	Erosion Control and Landscaping Plans		16		4		12		
	0340 Sanitary Sewer	Subtotal:	8	3		5			
	Sanitary Sewer Design (structure replacements and sewer spot repair)		5	2		3			
	Sanitary Sewer Details		3	1		2			
	0350 Water Main System	Subtotal:	44	12		24	8		
	Identify & Report Conflict Locations		6	2		4			
	Water Main Design		12	4		8			
	Water Main Sheets		20	4		8	8		
	Water Main Details		6	2		4			
	0360 Permits	Subtotal:	17	6		11			
	Permit - IEPA (Water Main Construction)		12	4		8			
	Permit- MWRDGC (NRI)		5	2		3			
4.	Engineering Studies/Plans	Task Total:	162	2	35	2	19	58	22
	0530 Geometric Studies	Subtotal:	4		1		3		
	Vertical Geometry Study		4		1		3		
	0560 Contract Plans	Subtotal:	68	2	16	2		16	8
	TITLE Sheet		4	2				2	
	Alignment, Ties and Benchmarks		24						24
	Typical Sections		16	4			6	6	
	General Notes/Index/Highway Standards		4	2			2		
	Summary of Quantities		4	2			2		
	Schedule of Quantities (Earthwork)		8	2			6		
	Disposition of Comments		8	2	4	2			
	0570 Roadway Plans	Subtotal:	90		18		16	42	14
	MOT General Notes		6	2			4		
	Proposed Plan and Profile Sheets (1"=20')		24	4			12	8	
	Removal Sheet/Existing Conditions		16	4			6	6	
	Cross Sections		44	8		16	20		

Activity		Grand Total	Project Manager	Sr. Project Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician
5.	Quantity, Specifications & Estimates	Task Total:	69	6	29	10	8	13	3
	0700 Quantity, Specifications and Estimates	Subtotal:	69	6	29	10	8	13	3
	Quantity Calculations (Removals)		4	2			2		
	Quantity Calculations (Earthwork)		10	2		8			
	Quantity Calculations (Proposed Plan)		9	3			3	3	
	Quantity Calculations (Water Resources)		12		4		8		
	Specifications (Roadway and General)		16	4	12				
	Specifications (Water Resources)		6	2	4				
	Estimate of Time		4	2	2				
	Estimate of Cost		8	4	4				
6.	Construction Engineering / Administration	Task Total:	12	4	4		4		
	0840 Construction Assistance	Subtotal:	12	4	4		4		
	Assistance During Bidding		12	4	4		4		
7.	QC / QA	Task Total:	16	16					
	0900 QC / QA	Subtotal:	16	16					
	Water Resources QC/QA		8	8					
	Roadway QC/QA		8	8					
8.	Project Management & Administration	Task Total:	16	16					
	1000 Project Management & Administration	Subtotal:	16	16					
	Project Administration		8	8					
	Project Management		8	8					

EXHIBIT B

Direct Cost Item	Unit	Cost per Unit	Item #
Vehicle (mileage)	mile	\$ 0.655	521.00
Vehicle (day)	day	\$ 65.000	522.10
FedEx	each	\$ 25.00	526.00
Travel,Meals & Lodging	day	\$ 70.00	529.20
Equipment Rental	day	\$ 1.00	529.40
Reproductions - Outside	set	\$ 1.00	529.50
Other Outside Direct Cost	dollar	\$ 20.00	

Meetings, Data Collection & Coordination

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.655	64	\$ 41.92
Vehicle (day)	day	\$ 65.00		\$ -
FedEx	each	\$ 25.00		\$ -
Travel,Meals & Lodging	day	\$ 70.00		\$ -
Equipment Rental	day	\$ 1.00		\$ -
Reproductions - Outside	set	\$ 1.00		\$ -
Other Outside Direct Cost	dollar	\$ 20.00		\$ -
				\$ 41.92 Total

Survey

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.655		\$ -
Vehicle (day)	day	\$ 65.00	0.5	\$ 32.50
FedEx	each	\$ 25.00		\$ -
Travel,Meals & Lodging	day	\$ 70.00		\$ -
Equipment Rental	day	\$ 1.00		\$ -
Reproductions - Outside	set	\$ 1.00		\$ -
Other Outside Direct Cost	dollar	\$ 20.00		\$ -
				\$ 32.50 Total

Ciorba Group is aware of the schedule constraints related to the Department of Commerce and Economic Opportunity (DCEO) funding requirements. We are accustomed to working on accelerated timeframes to comply with grant requirements or other emergency situations. We will prioritize this project to ensure the schedule is adhered to and funding requirements are met.

Tasks	2023							2024					
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Award of Project		7/17/23											
Kick-Off Meeting			8/1/23										
Field Investigations			8/2/23 to 8/16/23										
Concept (30%) Design Memo			8/17/23 to 9/7/23										
Village Review				9/7/23 to 9/21/23									
Preliminary (60%) Plan Preparation				9/22/23 to 10/20/23									
Village Review					10/23/23 to 11/3/23								
Permit Application Submittals						11/6/23 to 11/22/23							
Prefinal (90%) PS&E Preparation						11/6/23 to 12/1/23							
Village Review							12/4/23 to 12/15/23						
Final (100%) PS&E Preparation							12/18/23 to 1/5/24						
Bid Plans and Contract Documents								1/12/24					
Project Bidding								1/15/24 to 2/5/24					
Construction										3/4/24 to 6/30/24			



**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award a three-year contract for janitorial maintenance services at select Village facilities to Eco-Clean Maintenance Inc., Elmhurst, IL, in a total amount not to exceed \$281,710.

MEETING DATE: July 17, 2023

COMMITTEE: Public Works & Utilities

FROM: Joseph Nebel, Director of Public Works
Paul Petrenko, Superintendent of Facilities and Arena Maintenance

BACKGROUND: The scope of this contract includes daily, weekly, and monthly janitorial maintenance services for the Village Hall, Police Station, Public Works Center, and Fleet Services Building. The lobby of Fire Station #24 is also included on an as-requested basis (typically no more than six times per year). Pricing is also requested for optional additional services, such as light fixture cleaning, intensive carpet cleaning, floor waxing, window cleaning, and other services requested by the Village or, in some cases, recommended by the service provider. The Village emphasizes the use of environmentally sustainable cleaning supplies and/or methods with this contract.

The Village's current janitorial maintenance contract expires on July 31, 2023. In June 2023, an RFP was issued and Staff hosted a mandatory pre-proposal site tour, allowing participants the opportunity to become familiar with the facilities and the Village's expectations. While ten firms attended the site tour, five proposals were received for consideration. A tabulation of each firm's proposed labor hours and cost is included as an appendix to this memorandum.

This request is for three service years (2023/24, 2024/25, and 2025/26), each year beginning in August and concluding the following July.

DISCUSSION: The proposals were evaluated utilizing the following factors: proposed services and service levels, "green" certifications and/or experience with "green" products and methods, references, and finally cost. Following a thorough evaluation, it was determined that Eco-Clean provided the most complete proposal, the best qualifications, and value. A description of Eco-Clean's proposed service level is also included as an appendix.

Eco-Clean is the Village's current janitorial maintenance provider and Staff has been generally satisfied with their performance over the past six years. However, Eco-Clean has been asked to provide elevated service levels from the expiring/previous contract to address some noted deficiencies regarding vacuuming and the cleaning of restrooms, particularly at Village Hall. Staff is confident that Eco-Clean can improve service delivery to meet the Village's standards.

FINANCIAL IMPACT:

There is a combined total of \$85,500 in the 2023 General Fund operating budget for this service. There is also \$7,500 for optional additional services at the facilities included under this contract. Staff's recommendation includes Eco-Clean's base bid amount, six service calls to clean the lobby at Fire Station #24 each year, and the \$7,500 for optional additional services. This request is for \$89,710 in 2023/24, \$93,840 in 2024/25, and \$98,160 in 2025/26, for a three year not-to-exceed amount of \$281,710.

RECOMMENDATION:

Request authorization to award a 3-year contract for janitorial maintenance services at select Village facilities to Eco-Clean Maintenance Inc., Elmhurst, IL, in a total amount not to exceed \$281,710.

APPENDIX A – tabulation of proposed labor hours and cost

Firm Name	Proposed Labor Hours/Day	Annual Cost
Best Quality Cleaning	22	\$66,240
Crystal Maintenance Plus	34 or as needed	\$75,300
Eco Clean Maintenance	30	\$81,216
Perfect Cleaning Service	21.5	\$125,652
Speedy Cleaning	Not Provided	\$211,044

APPENDIX B – Eco-Clean Proposal**AUGUST 1, 2023 - JULY 31, 2024**

- Village Hall (5 days/week) \$ 3,431.00 per month
- Police Department (6 days/week) \$ 1,813.00 per month
- Public Works & Fleet Building (5 days/week) \$ 1,524.00 per month
- Fire Station#24 (per call) \$ 165.00 per visit

AUGUST 1, 2024 – JULY 31, 2025

- Village Hall (5 days/week) \$ 3,602.00 per month
- Police Department (6 days/week) \$ 1,905.00 per month
- Public Works & Fleet Building (5 days/week) \$ 1,600.00 per month
- Fire Station#24 (per call) \$ 175.00 per visit

AUGUST 1, 2025 – JULY 31, 2026

- Village Hall (5 days/week) \$ 3,782.00 per month
- Police Department (6 days/week) \$ 2,000.00 per month
- Public Works & Fleet Building (5 days/week) \$ 1,680.00 per month
- Fire Station#24 (per call) \$ 185.00 per visit



VILLAGE OF HOFFMAN ESTATES PROFESSIONAL SERVICE AGREEMENT

This Professional Services Agreement (the "Agreement") is made and entered into this DAY of MONTH, YEAR, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL ("Village") and NAME OF FIRM, with a principle place of business at VENDOR ADDRESS ("Contractor") and sets forth the terms and conditions under which Contractor agrees to perform DESCRIPTION OF SERVICES as set forth below.

This Agreement is made pursuant to Hoffman Estates RFP dated June 2, 2023 and Contractor's Proposal date June 16, 2023 attached hereto as Exhibit A and incorporated herein by reference.

1. SERVICES

Contractor will complete services as outlined in Exhibit A.

Other than what is provided in Paragraph 3 below, Village shall not be responsible for the cost of materials and equipment necessary for the performance of Services.

No claim for services furnished by Contractor, not specifically provided for in this Agreement, shall be allowed by Village nor shall Contractor perform any services or furnish any material not covered by the Agreement without prior written approval by Village. Such approval shall be considered a modification of this Agreement.

2. TERMS AND TERMINATION

The services shall commence on August 1, 2023 and the initial term shall terminate on July 31, 2024 with options to renew the contract from August 1, 2024 through July 31, 2025 and from August 1, 2025 through July 31, 2026, at the Village's discretion. The Village may terminate the agreement for breach at any time with 60 days written notice to Contractor.

3. FEES AND PAYMENT TERMS

The fees for Services are outlined in Exhibit A.

Any fee for additional services must be agreed to in writing by Village.

Contractor shall not incur any expenses or costs on behalf of Village or in performing the Services, other than what is provided above, unless Village specifically authorizes in advance such expenses or costs in writing. Such additional expenses may include, but are not limited to, travel and lodging expenses.

4. RELATIONSHIP OF THE PARTIES

In performing Services hereunder, Contractor shall at all times act as an independent contractor and not as an agent or employee of Village. The Services shall be completed to the satisfaction of Village; however, the actual details of the Services shall be under Contractor's control. Contractor agrees to comply with all applicable state and federal statutes and the Municipal Code of the Village. Contractor further agrees to indemnify and hold Village harmless for any and all claims made arising out of the Contractor's breach of the obligations contained in this paragraph.

Contractor is in no way authorized to make any agreement, warranty, or representation on behalf of Village or to incur any expense or implied obligation on behalf of Village without first obtaining Village's prior written consent.

5. STANDARD OF PERFORMANCE

The Services provided hereunder shall be consistent with the requirements of the Village's RFP dated June 2, 2023 and attached hereto in Exhibit A. Failure to provide services to the standards outlined in Exhibit A shall constitute a breach of this Agreement and may result in termination by the Village pursuant to paragraph 2 of this Agreement.

6. INSURANCE

At Contractor's expense, Contractor shall be required to maintain at all times insurance of such types and such amounts, as are necessary to cover responsibilities and liabilities on a project of the character contemplated under this proposal. The Contractor shall meet all insurance requirements as stated in Article 107.27 of the "Standard Specifications for Road and Bridge Construction" adopted January 1, 2022. All insurance policies obtained for the project shall include the Village of Hoffman Estates and its duly authorized representatives as an additional insured.

Village shall be named as an additional insured and the address for certificate holder must read exactly as:

Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL

7. INDEMNIFICATION

Contractor shall indemnify and hold harmless the Village, and all of its officers, directors, partners, officers, agents, representatives, and employees of the foregoing from and against any and all losses, claims, liabilities, damages, costs, and expenses (including, without limitation, reasonable attorneys' fees and court costs) arising out of, in connection with, or resulting from: (i) the failure to comply with any applicable law or regulation or breach of this Agreement by Contractor or any of its employees, agents, or contractors; (ii) performance of Services by Contractor or any of its employees, agents, or contractors; (iii) the acts or omissions, including negligence or willful misconduct, of FIRM NAME or any of its employees, agents, or contractors. Nothing in this Section shall be construed as a waiver of Village's rights to choose its own counsel to defend any claim arising under this Agreement. This Section shall survive the expiration or earlier termination of this Agreement.

8. ASSIGNMENT AND SUBCONTRACTING

This Agreement shall not be assigned by Contractor without prior written approval of the Village, subject to such conditions and provisions as the Village may deem necessary in its sole and absolute discretion. No such approval by the Village of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Village in addition to the total agreed upon price. Approval by the Village of an assignment shall not be deemed a waiver of any right accrued or accruing against the Contractor. No assignee of Contractor shall assign this Agreement without prior written approval of the Village. This Agreement shall be binding upon the parties and their respective heirs, successors, and assigns. Furthermore, Contractor shall not enter into a subcontract with any agency or individual with respect to the performance of Services under this Agreement without the written consent of the Village. Such consent Village may grant, condition, or withhold in Village's sole discretion.

9. NOTICE

All notices and other communications required to be given under the Agreement shall be in writing and shall be deemed to have been given (i) when personally delivered; (ii) three (3) business days after sending certified mail; or (iii) sending via email to the addresses below.

If to Village: Village of Hoffman Estates
Eric Palm, Village Manager
1900 Hassell Road
Hoffman Estates, IL 60169

If to Contractor: REPRESENTATIVE NAME AND TITLE
BUSINESS NAME
STREET ADDRESS
CITY, STATE, ZIP CODE

10. GOVERNING LAW AND VENUE

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies, or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court in Cook Village, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

11. COMPLIANCE WITH LAWS

Each party hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations.

12. SEVERABILITY

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph, or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs, or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were committed and the remainder construed so as to give them meaningful and valid effect. It is the intention of both parties that if any particular provision of this Agreement is capable

of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

13. WAIVER

Either Party's failure to insist upon strict compliance with any provision hereof or its failure to enforce any rights or remedy in any instance shall not be constitute or be deemed to be a waiver of any provision, right, or remedy.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with regard to the subject matter contained herein and supersedes all prior agreements and understandings between the parties dealing with such subject matter, whether written or oral. No agreement hereafter made between the parties shall be binding on either party unless reduced in writing and signed by the party sought to be bound thereby.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

The Village of Hoffman Estates

VENDOR NAME

By: _____

By: *Stanislaw Gabor*

Printed Name: _____

Printed Name: STANISLAW GABOR

Title: _____

Title: President

Date: _____

Date: 7/14/23



VILLAGE OF HOFFMAN ESTATES

Department of Public Works

REQUEST FOR PROPOSALS

JANITORIAL MAINTENANCE SERVICES (2023/24, 2024/25, and 2025/26)

RELEASE DATE: June 2, 2023

DUE DATE: June 16, 2023

PROJECT

The Village of Hoffman Estates is seeking proposals from qualified janitorial maintenance Service Providers for the contract cleaning of five municipal buildings, listed in the table below. Respondents should be capable of delivering all professional services called for within the scope of this project.

Facility	Address	Approx. Square Feet
Village Hall	1900 Hassell Road	68,000
Police Department	411 W. Higgins Road	40,000
Public Works Center	2305 Pembroke Ave.	10,000
Vehicle Maintenance Building	2405 Pembroke Ave.	5,000
Fire Station #24	5775 Beacon Pointe	1,500

The Village has implemented a Green Building initiative and is requiring the use of Green-certified and environmentally-friendly cleaning products along with the practice of Green cleaning methods.

Please note that all buildings have been designated as no-smoking zones.

SUBMISSION DEADLINE

Proposals shall be submitted via email to Paul Petrenko, Superintendent of Facilities and Arena Maintenance, at paul.petrenko@vohe.org no later than 4:00pm on June 16, 2023. All questions shall be submitted via email prior to June 14, 2023.

The Village of Hoffman Estates reserves the right to reject any and all proposals and to accept that proposal which it deems most favorable to the Village of Hoffman Estates. All proposals become the property of the Village of Hoffman Estates.



RFP TIMELINE

The following is the anticipated timeline for the selection process associated with this RFP. This timeline is subject to change.

Target Date	Event
June 2, 2023	Request for Proposals published
June 8, 2023	Pre-proposal mandatory meeting & walk-thru, 9:00 a.m.
June 16, 2023	Submittal due back to Village, 4:00 p.m.
June 20, 2023	Staff review of submittals completed
June 26, 2023	Staff recommendation to Public Works & Utilities Committee
July 3, 2023	Village Board action
August 1, 2023	Contract cleaning begins

MANDATORY PRE-PROPOSAL MEETING

All interested firms must attend a guided building tour scheduled for Tuesday, June 8, 2023 at 9:00am at Village Hall, 1900 Hassell Road, Hoffman Estates, IL to familiarize themselves with the facilities and pose questions or request additional information. Representatives should meet in the foyer of the Village Hall in advance of the tour start time. Village staff reserve the right to exclude any firm/representative that arrives late for this tour.

Service Providers shall familiarize themselves with all documents, conditions, and job locations specified within this RFP. The Service Provider shall make all investigations required to become thoroughly familiar with the scope of work, worksites, and services to be provided in accordance with this proposal. No plea of ignorance by the Service Provider of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Service Provider will be accepted.

SUBMISSION REQUIREMENTS

All proposals, including the required security deposit, shall be submitted in a sealed envelope with the following information clearly presented on the outside of the face of the envelope:

- Vendor's Name
- Vendor's Address
- Title of Proposal ("2023 Janitorial Maintenance Services")
- RFP Submission Deadline ("6/23/2023")

All proposals will be reviewed by staff and evaluated based on the information below. To assist in the review process, please use the headings provided to structure your proposal.

1. ABOUT US:
 - a. Provide information about the firm including its size, history, the number of years the firm has conducted business in the State of Illinois, general operations/services provided, the total number of staff employed by the firm with support staff and janitorial staff differentiated, and mission statement. List the name of the owners and/or company officers. List any awards, certifications, and professional affiliations.
2. PROPOSED SERVICES:
 - a. State the total number of janitors that shall perform daily services specified under the terms of this RFP.
 - b. Indicate the total approximate number of labor hours which shall be expended delivering the specified services each day for each facility.
3. MATERIALS AND EQUIPMENT:
 - a. List all materials and equipment types which shall be used to deliver services for each building within the scope of this project (a list for each facility). The equipment list shall differentiate between equipment that will be stored at the jobsite and equipment that will be removed from the jobsite between periods of use.
 - b. Note: only materials intended for commercial/industrial use should be proposed. All materials, power tools, machines, and equipment necessary to perform the specified work are to be approved by the Village prior to their use.
4. GREEN EXPERIENCE:
 - a. List any experience with Green/environmentally-friendly products and cleaning methods.
5. GREEN PRODUCTS AND METHODS:
 - a. Provide a recommendation for Green-certified and eco-friendly cleaning products and methods that should be utilized in the contract facilities and describe how their use will be monitored for compliance.
6. PROGRESS REPORTING:
 - a. Provide an overview statement of how your firm monitors work in progress and the reporting system/method to be used. Include examples of actual progress reports and controls utilized on other projects.
7. QUALITY ASSURANCE:
 - a. Provide a written copy of your Quality Assurance Plan.
8. SERVICE PROVIDER STATEMENTS:
 - a. State if your firm has, in the past 5 years, been involved in any litigation or arbitration with any past client.
 - b. Provide a statement demonstrating that your janitorial firm is qualified, sufficiently staffed, and capable of performing the required services.
9. SERVICE PROVIDER OPERATIONS:
 - a. Provide the total square footage of facilities current under contract for like-services with your firm as well as your current total number of cleaning staff. Provide assurances that you have sufficient staff to perform the required work or provide a plan to increase staff, if necessary.
 - b. Outline the frequency and type of training provided by your company to your staff inclusive of cleaning technology, regulatory compliance, blood borne pathogens, and work safety.
10. REFERENCES:
 - a. Provide a minimum of 5 references starting from the most recent date. References should be from contracts of a similar size and scope with a preference for municipal contracts.
11. PROPOSED CONTRACT COST:
 - a. In a sealed envelope (submitted within the proposal envelope, not as a separate submittal), provide a monthly cost/fee per facility for the proposed services for years 2023/24, 2024/25, and 2025/26. This should exclude paper goods (see specifications).

- b. Provide a separate list of extra services including their cost. These extras should include light fixture cleaning, carpet cleaning, window cleaning, special floor cleaning, and any other services deemed appropriate by the Service Provider. The cost for extra services should also be in a sealed envelope.
- c. Provide a single visit lump-sum service cost for cleaning Fire Station #24 lower level area, as listed in the scope of services. This cost should also be in a sealed envelope as detailed above.

The Village assumes no responsibility for any misunderstanding or misrepresentations made by the Service Provider's officers, employees, and/or representatives prior to the execution of any contract unless such understanding or representation is specifically incorporated into the contract. No additional allowance will be granted due to lack of knowledge or such conditions.

INSURANCE

In submission of this proposal, the Service Provider is certifying that the firm has all insurance coverages required by law or would typically be expected for a firm conducting this type of business. In addition, the Service Provider is certifying that they have at least the following coverages:

<u>Type of Insurance</u>	<u>Liability Limits</u>	
	<u>Occurrence</u>	<u>Each</u>
GENERAL LIABILITY		<u>Aggregate</u>
Bodily Injury	\$1,000,000	\$3,000,000
Property Damage	\$1,000,000	\$3,000,000
Contractual Insurance-Broad Form	\$1,000,000	\$3,000,000
AUTOMOBILE LIABILITY		
Bodily Injury	\$1,000,000	\$1,000,000
Property Damage	\$1,000,000	\$1,000,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKMEN'S COMPENSATION & OCCUPATIONAL DISEASES: Statutory for Illinois
Employers Liability Coverage: \$1,000,000 per accident

NOTE: The specifications may require higher limits or additional types of insurance coverages than shown above and the contractor will be required to furnish a certificate of proof of insurance coverages.

The Service Provider further agrees to indemnify the Village and save it "harmless" against and from all loss, damage, expense, liability or claim of liability arising out of the performance of the contractor, any subcontractors, or their employees in connection with the contract. Contractors and subcontractors are to grant the Village an "additionally insured" status on all applicable insurance policies and provide the Village with original endorsements affecting coverage required by this clause. Said policies will not be canceled unless the Village is provided a thirty (30) day written notice. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses. Nothing contained in the insurance requirement shall be construed as limiting the extent of the contractor's responsibilities for payment of damages resulting from their operations under this agreement.

ADDITIONAL REQUIRED FORMS

The successful Service Provider must complete the following required forms and provide them to the Village prior to award of the contract:

1. Signed contract – the signed contract will be countersigned by the Village upon award. A copy will be provided to the contracted firm.
2. Substance Abuse Prevention Program Certificate
3. The successful firm shall have or obtain, at their own expense, a Village of Hoffman Estates Contractor's License.
4. The successful firm shall have or obtain, at their own expense, an annual performance bond for the full contract amount.

CONTRACT PERIOD

The proposed services shall commence on August 1, 2023 and the contract shall terminate on July 31, 2024 with options to renew the contract from August 1, 2024 through July 31, 2025 and from August 1, 2025 through July 31, 2026, at the Village's discretion.

SERVICE DETAILS

TOOL AND EQUIPMENT REQUIREMENTS

Firms shall furnish all tools and equipment necessary for the proper performance of the janitorial services. All vacuum machines are required to contain HEPA filters. The Service Provider shall not use any tool or equipment that would be unsuitable for the intended purpose, at the discretion of the Village. The Village reserves the right to inspect the Service Provider's equipment and/or tools at any time and to direct the removal of improper or unsafe equipment and/or tools.

PRODUCT REQUIREMENTS

The Service Provider shall, if practical and available, use only eco-friendly cleaning products as certified by Green Seal or other nationally recognized third-party certifiers of environmentally-friendly products.

The Village must pre-approve all products used within the facilities and be provided all pertinent documentation concerning the products and their proper use.

The Service Provider shall, at their expense, provide the following products in sufficient quantities in pre-measured ready-to-use form. The vendor shall deliver to the Village a Material Safety Data Sheet (MSDS) for each product prior to delivering or using the product. If, at any time, the product container label is removed or becomes illegible, it shall be properly relabeled or removed from the premises.

The Village reserves the right to reject any products that leave unwanted residue, offensive odors, or cause damage to the Village's property, at any time. Any damage caused by the Service Provider shall be the responsibility of the Service Provider to correct, at their expense, to the sole satisfaction of the Village.

The following product list is provided as a reference and may not be all-inclusive for the length of the contract.

- Chrome and Glass Cleaner

- All-Purpose Cleaner: product should be mild enough to spray on painted surfaces without removing paint or causing discoloration.
- Disinfectant: at a minimum, must be effective at killing staphylococcus, salmonella, pseudomonas, influenza, herpes 1 and 2, and HIV viruses.
- Toilet Bowl Cleaner (non-acid)
- Neutral Floor Cleaner (no-rinse): product shall not leave streaks or spots and shall have a Ph of 7 to 8. Product shall be safe for all surfaces and shall be pleasantly scented. The dilution rate of the product shall be conspicuously displayed in the area where the product is stored. The product shall be stored in a locked room where access to water is available.
- Stainless Steel Cleaner: safe for use on kitchen equipment, drinking fountains, elevators, and stainless steel door hardware.
- Furnisher Polish (no-wax)
- Spot and Stain Remover for Carpeting: must be consistent with the carpet manufacturer's recommendations for care and cleaning. The Service Provider should coordinate product purchase with the Village.
- Rubber Floor Cleaner
- Other Products: the Service Provider may, from time to time, be required to add products to their inventory in order to adequately provide the level of cleanliness required by the Village.

All products not specifically mentioned in this section of the specifications must be approved by the Village before they are used on the premises.

CLEANING STANDARDS AND WORKMANSHIP

The following list of cleaning standards and workmanship is provided as reference and may not ultimately be all-inclusive of the standards or expectations of the Service Provider.

- Vacuum Carpet:** carpets should not have dust or dirt in corners, under desks, behind doors or furniture, etc.
- Clean And Sanitize:** remove all dirt, grease smudges, and soil from designated areas or surfaces with an appropriate all-purpose cleaning product. Once an area is visibly clean, a sufficient amount of disinfectant shall be applied, following manufacturer's recommendations, to kill germs.
- Toilet Bowl Sanitize:** use an appropriate toilet bowl cleaner and swab or brush to remove visible stains and rust. The finished toilet will be clean and free of odors.
- Spot Clean Carpet:** use eco-friendly products and techniques to address stains and discoloration.
- Sweep and Mop Resilient Floors:** wet mopping will present a clean floor free of streaks, smears, and dried dirt. Safe all-purpose detergents will be used on all resilient flooring. Cleaning agents shall be compatible with all flooring within the job location. The Service Provider shall use wet floor signs at all times when a hazard is present. Note that additional sweeping/mopping may be necessary in the winter months to achieve the required level of service.
- Floor Mopping Order:** the following chronological order shall be observed to minimize the transfer of germs while mopping: conference rooms, private offices, and other employee-occupied spaces shall be mopped first; lobbies, entrances, hallways, and stairwells

shall be mopped second; kitchens and break areas shall be mopped third; and all other areas, including bathrooms, shall be mopped last.

Waxing: accomplished through the use of a thin coat evenly layered. Floors will be bright and clean under furniture as well as in walking areas. No wax or polish should be allowed to dry on wall bases or furniture.

Trash Removal: empty all trash and visually inspect the inside of each receptacle/container. If present, clean liquid or residue from the receptacle/container prior to replacing the can liner and returning it to its original location. The Service Provider shall consolidate trash from each building in drip-proof trash collection barrels lined with an appropriately sized plastic bag. The barrel will be taken directly to the outside dumpster before it is tied closed and transferred to the dumpster. The Service Provider shall not consolidate trash into bags and allow them to be staged or sit on the floors or carpeted areas throughout the facilities.

QUALITY CONTROL

- **Initial and Final Inspections:** the Service Provider and Village shall conduct a joint inspection of all building included within the scope of this RFP to identify damage to floors, walls, doors, fixtures, and finishes throughout the service area.
 - Initial Inspection shall be done to identify preexisting conditions.
 - Final Inspection shall be done as close to the end of the contract term as possible to identify any damage that exists at the end of the contract term. Any damage found during the final inspection that was not identified during the initial inspection shall be the responsibility of the Service Provider to correct at their expense.
- **Routine Inspections:** shall be performed by the Village. Inspections shall be done a minimum of one time per month and will be maintained as the basis for determining if the Service Provider is performing sufficiently. The Contract Administrator shall provide notice to the Service Provider at any time that a routine inspection item is marked unsatisfactory.
- **Reporting Discrepancies:** the Service Provider shall report any building defects or maintenance-related problems that they discover during the performance of their work to the Village. The Service Provider and Contract Administrator shall agree on the best method for relaying information concerning building defects.
- **Method of Evaluation:** the Service Provider's performance shall be gauged by physical inspections and the quantity and severity of any service complaints received. The quality of the service will also be evaluated by the Service Provider's ability to complete service requests in a timely manner.

VENDOR RESPONSIBILITIES

SANITATION AND DISEASE CONTROL

All duties described in this section shall be performed a minimum of one time during each required day of service. Any words or phrases that appear in *italics* shall indicate a technique or procedure that is further defined in the general conditions.

- **Elevators:** *clean and sanitize* the interior and exterior of the elevator cars and security pads, call buttons, and wall surfaces around these devices.
- **Trash:** *remove trash* from all receptacles throughout the facilities.
- **Restrooms, Locker Rooms, and Showers:** *clean and sanitize* all push plates and pulls on door hardware, light switches and cover plates, grab bars, toilet seats, dispensers, faucets and shower

controls, shower curtains, doors, sinks, countertops, partitions, hand driers, changing tables, and any other contact surface throughout the restrooms, locker rooms, and shower areas. All hardware, dispensers, and fixtures are made of stainless steel and shall be treated with a stainless steel cleaner. *Sweep and mop resilient floors* in respective areas. Visually inspect urinals and toilets each day of service to ensure they are clean inside and out, are free of spots and stains, and are rust and odor free. The use of toilet bowl cleaner for any other purpose than cleaning the inside of toilets or urinals is strictly prohibited. Damage resulting from misuse of toilet bowl cleaner shall be the responsibility of the Service Provider to repair or replace to the satisfaction of the Village.

- Kitchens and Coffee Bars: *clean and sanitize* all countertops, food preparation surfaces, sinks, and faucets in the kitchens and coffee bars throughout the buildings. *Sweep and mop resilient floors* or *vacuum carpet* at each location. *Spot clean carpet* if spots or discoloration are noticed.
- Lunchrooms and Break Areas: *clean and sanitize* all table tops, counters, food preparation surfaces, and exterior surfaces of ovens, microwaves, and refrigerators. *Sweep and mop resilient floors* in respective areas.
- Lobbies, Interview Rooms, and Customer Service Areas: *clean and sanitize* all contact surfaces including, but not limited to: door handles; push plates; pulls; transactions tops; desks or table tops; light switches and cover plates; arm rests; pay phones and enclosures; drinking fountains; literature racks; and any other items that may potentially transfer germs from one person to another.
- Mop and Towel Maintenance: thoroughly rinse out mop heads, cleaning rags, and towels after each use with fresh water. Each item shall be saturated completely with fresh water and wrung out thoroughly until water runs clean from the item. Items shall be suspended to air-dry over a sink, basin, or other suitable container. Do not allow any item to drip on a walkway or floor surface. Wash every mop head, cleaning rag, or towel in hot water with bleach not less than one time per week at the Service Provider's facility. The Village reserves the right to reject tattered or unserviceable mops, rags, or towels or any item that causes odors.

GENERAL CUSTODIAL SERVICES

The Service Provider shall provide those general custodial services defined in this section of the contract at all locations covered under the agreement as often as necessary in order to maintain clean, like new appearance on all finishes, normal wear and tear accepted.

RESILIENT FLOOR CARE: inspect resilient floors frequently and provide sweeping, spot mopping, and/or wet mopping services as often as needed to keep floors visibly clean, spot free, stain free, and maintain the level of luster. The case and cleaning of vinyl base or baseboards shall be considered an integral part of this work. The Village will periodically inform/advise the Service Provider when buffing, spray buffing, stripping, waxing, or repairs are necessary and such work shall be performed no less than on a quarterly basis.

CARPET CARE: vacuum high-traffic carpeted areas nightly and spot vacuum all other areas as often as necessary to maintain the color, fullness of the knap, and the overall appearance in a like-new condition for as long as possible, normal wear and tear accepted. The Service Provider shall regularly inspect all carpeted areas for spots, stains, discoloration, or visible traffic patterns, and shall act as quickly as possible to remove or correct them.

The Service Provider shall furnish all labor and materials necessary to effectively remove spots, stains, and clean small areas (less than (9) square feet). The Service Provider shall provide chemicals and cleaning procedures that are consistent with the carpet manufacturer's recommendations. The Service Provider will demonstrate all cleaning procedures to the Contract Administrator before the Service Provider is permitted

to use them on Village property. Any damages caused by the Service Provider shall be the responsibility of the Service Provider to correct to the sole satisfaction of the Village.

DUSTING: routinely/regularly remove dust from all horizontal surfaces within reach of the average adult using a long-handle duster (approximately (8) feet from the floor). Dusting shall include, but is not limited to, desks, window sills, window blinds, shelves and counter tops, picture frames, wall sconces, door frames, binder bins, file cabinets, lockers, and wood and masonry accents.

METAL POLISHING: perform metal polishing often enough to maintain all visible metal surfaces in like-new condition. The surfaces should be sanitary and visibly free of dirt or smudges. Stainless steel and brushed stainless steel surfaces shall also be treated with an acceptable stainless steel cleaner to mask fingerprints.

WOOD AND FINE FURNITURE: all natural wood furniture, laminate, doors, window sills, trim, and any other wood products shall be cleaned with a small amount of mild soap (Ivory, Lux, or Joy) in warm water and a clean soft cloth. After cleaning, the surface should be allowed sufficient drying time. The Service Provider may, at their discretion, polish the surface by applying a small amount of polish to a soft cloth and wiping the surface to restore the appearance to a like new condition.

GLASS CLEANING: remove visibly noticeable spots, smudges, or haze on glass and mirrored surfaces. Include interior office windows and sidelights, entrance and vestibule doors, doors with glass viewing windows, display cases, bathroom mirrors, and framed artwork.

DOOR AND WALL CLEANING: clean doors and door frames and contact surfaces around elevator call buttons and card readers as often as necessary to remove scuffs, visible dirt, and smudges. Clean walls, baseboards, and other contact surfaces around transaction tops where shoe scuffs, hand prints, and other marks can commonly be found.

RESUPPLY DISPENSERS: physically inspect the level of products, materials, and supplies in all dispensers and resupply them, as needed. Upon completion, each dispenser must contain enough product to adequately dispense until the next regularly scheduled service date. The units shall be stocked with the correct amount, size, and style of product so it will dispense effectively, one unit at a time with ease. Included in this work: toilet paper, c-fold towels, rolled towels, paper towels, hand soap, sanitary napkins, air fresheners, deodorizer, dishwashing liquid, and other kitchen and restroom supplies that may be provided by the Village from time to time.

SERVICE AREAS

AVAILABILITY AND SERVICE FREQUENCY

Village Hall work shall take place 5 days per week, Monday through Friday, after 11:00pm and before 5:00am, except for the holidays listed below.

Public Works Center and Vehicle Maintenance Building work shall take place 5 days per week, Monday through Friday, after 5:00pm and before 5:00am, except for the holidays listed below.

Police Facility work shall take place 6 days per week, Monday through Saturday, after 6:00pm and before 5:00am, except for the holidays listed below.

Fire Station work shall take place on a per-call basis, as determined by the Station Captain.

Village observed holidays consist of the following: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.

VILLAGE HALL – 1900 Hassell Road, Hoffman Estates, IL

Areas within the building that are to receive services under the terms of this RFP include the entire building except for the following: caged storage areas, maintenance tool room, mechanical rooms, HRM records room, service panel rooms, server room, and finance vault. The approximate area to receive service at this facility is 68,000 square feet.

Approximately 100 Village employees work within the building. Some of these employees (inspection staff) work within positions that require them to leave the building and then return to it again, several times per day. Village residents, and others who have business to conduct with the Village, also frequent the facility. Village Board of Trustee meetings, and numerous Commission meetings, are held weekly. On average, there are approximately 17 public meetings within the Council Chambers per month.

Cafeteria equipment is not typically utilized on a regular basis for large or small-scale food preparation and is therefore excluded from the scope of work.

VILLAGE HALL ACCESS

The facility shall be entered and exited by Service Provider staff only by way of the passage door located on the west side of the building near the truck loading dock.

VILLAGE HALL SERVICE AREAS

General offices, private offices, conference rooms, meeting rooms, training rooms, modular work stations, lobbies, lounges, locker rooms, fitness room, washrooms, coat rooms, council chambers, lunchrooms, vending area, coffee stations, and stairwells (including handrails).

VILLAGE HALL EXECUTIVE OFFICES

All services, and service frequencies, specified elsewhere within these specifications that are applicable to the above areas are also applicable to Executive Offices (see attached drawings for further details). The following offices shall be referred to as Executive Offices: entire General Government area; Trustee Offices; and Village Clerk's office.

Executive Offices shall receive extra service care and attention at an elevated service level which includes dusting trophies, plaques, pictures, photographs, and other office items/nick-knacks.

POLICE DEPARTMENT FACILITIES – 411 W. Higgins Road, Hoffman Estates, IL

The Police Department building is a LEED Gold certified facility. The building area to receive services under the terms of this proposal shall include the entire building with the following exceptions: property room, evidence technician room, evidence garage, underground parking garage, mechanical and electrical rooms, storage rooms, computer rooms, maintenance shop, vehicle maintenance officer room, gun range, and armory storage room. The approximate area to receive service at this facility is 40,000 square feet.

Approximately 70 Village employees work within this building. A large number of employees work within positions that require them to leave the building and then return to it again, several times per shift. Village

residents, and others who have business to conduct with the Village, also frequent the building. Meetings and/or training classes are sometimes held in the building.

POLICE DEPARTMENT ACCESS

The facility shall be entered and exited by Service Provider staff only by way of the lobby doors located on the south side of the building (the Police Department building front lobby entrance area). The Service Provider shall sign out a building access card and keys each evening. Access card and keys shall be signed back in every evening. The card shall be retained at the Police facility within their secure enclosure. Service Provider employees shall not leave the building with the Village's access card and/or keys.

The supervisor in charge of personnel who regularly perform daily services shall report in and out of the building at the Police Department Front Desk.

POLICE DEPARTMENT SERVICE AREAS

Adjudication, Children's Resource Center, lobbies, lounges, general offices, private offices, conference rooms, interview rooms, training rooms, records area, meeting and conference rooms, modular work stations, locker rooms and showers, fitness center, restrooms, lunchrooms, vending areas, coffee stations, elevators, Emergency Operations Center, breakout rooms, and stairwells (including handrails).

PUBLIC WORKS CENTER – 2305 Pembroke Avenue, Hoffman Estates, IL

The building area to receive services under the terms of this proposal shall be the administrative section and the personnel section. The combined total area within this building to receive service is approximately 10,000 square feet.

Approximately 10 Village employees work within the administrative building section. An additional 50 Public Works maintenance employees use the building section for pre and post-work staging areas. The great majority of the daily assignments for these individuals take place outside of the building personnel section.

A few of these individuals take their lunch break within the employee lunchroom/training room. During the late spring through summer months, approximately 10 seasonal employees are added. These part-time workers use the building personnel section as previously described for the 50 full-time employees.

PUBLIC WORKS CENTER ACCESS

The facility shall be entered and exited only by way of the employee vestibule located on the west side of the structure (south passage door).

PUBLIC WORKS SERVICE AREAS

Administration: Director of Public Works Office, Assistant Director Office, Assistant to the Director Office, Superintendent Offices, water/sewer control room, conference room, waiting area, all other general office administration work stations, passage hallways, counter/coffee area, restrooms, copier/work room, and file room.

Personnel: visitor's and employee lobbies, vestibules, passage corridor (between lobbies), supervisors' general office, crew leader's general office, lunchroom/training room, refreshment area, janitor's room, and restrooms/locker rooms.

PUBLIC WORKS SPECIAL SERVICES

Rubber floors shall be stripped and waxed at least twice per month with more frequent cycles in winter months, as may be directed. Carpet areas shall be spot cleaned quarterly, or as requested/necessary.
VEHICLE MAINTENANCE BUILDING – 2405 Pembroke Avenue, Hoffman Estates, IL

Building areas to receive services under the terms of this proposal shall be the Office and Personnel sections. The Office section contains 2 enclosed offices. The Personnel section consists of restrooms and locker rooms, lunchroom, building lobby, and connecting hallway. The combined total area to be serviced in this facility is approximately 5,000 square feet.

Approximately 7 Village employees work within the building. A majority of daily assignments for these individuals take place outside of the Personnel section. A few of these individuals spend their lunch break within the employee lunchroom.

VEHICLE MAINTENANCE BUILDING ACCESS

The facility shall be entered and exited by Service Provider staff only by way of the main vestibule located on the north side center of the structure.

VEHICLE MAINTENANCE BUILDING SERVICE AREAS

Office: Fleet Services Supervisor Office and Fleet Services Storeroom Office,

Exterior restroom located on the northeast corner of building.

Interior building: visitor's and employee lobby, vestibule, passage corridor, lunchroom, and restrooms/locker rooms.

FIRE STATION #24 – 5775 Beacon Pointe Drive, Hoffman Estates, IL

The building area to receive service under the terms of this proposal shall include the auxiliary Emergency Operations Center/Training Room, coffee bar, and restrooms located in the lower level of the facility. These services are to be performed on a per-call basis only as these service areas are occasionally used by internal and external groups for meetings and training.

SPECIAL PROVISIONS AND INSTRUCTIONS

PERFORMANCE BOND REQUIREMENTS

Prior to execution of the contract, the successful Service Provider shall furnish surety bonds covering the faithful performance of the contract and the payment of all obligations arising thereunder in the amount of 100% of the total RFP award. The cost of furnishing such bonds shall be included in the proposal.

PROFESSIONAL SERVICES AGREEMENT

The successful Service Provider will be required to enter into a contract/professional service agreement upon award. A blank copy of this service agreement is provided on the following page for reference only. A complete service agreement will be presented to the firm at a later date.

PROPOSAL FOR JANITORIAL SERVICES

EXCLUSIVELY PREPARED FOR
THE VILLAGE OF HOFFMAN ESTATES
August 1, 2023 – July 31, 2026

After a walkthrough of the area where Eco-Clean Maintenance, Inc. would provide janitorial services, we have estimated that the monthly fees of the following facilities located in Hoffman Estates, Illinois per attached specifications would amount to:

Years: August 1, 2023 - July 31, 2024

- Village Hall (5 days per week) \$ 3,431.00 per month
- Police Department (6 days per week) \$ 1,813.00 per month
- Public Works & Vehicle Maintenance Bldg. (5 days per week) \$ 1,524.00 per month
- Fire Station#24 (per call) \$ 165.00 per visit

Years: August 1, 2024 – July 31, 2025

- Village Hall (5 days per week) \$ 3,602.00 per month
- Police Department (6 days per week) \$ 1,905.00 per month
- Public Works & Vehicle Maintenance Bldg. (5 days per week) \$ 1,600.00 per month
- Fire Station#24 (per call) \$ 175.00 per visit

Years: August 1, 2025 – July 31, 2026

- Village Hall (5 days per week) \$ 3,782.00 per month
- Police Department (6 days per week) \$ 2,000.00 per month
- Public Works & Vehicle Maintenance Bldg. (5 days per week) \$ 1,680.00 per month
- Fire Station#24 (per call) \$ 185.00 per visit

ALL LABOR & MATERIALS are included in the above prices (excluding paper towels, toilet paper, can liners, soap for hand soap dispensers)



Signature

6/16/23
Date

Arkadiusz Grabowski, President
Eco-Clean Maintenance, Inc.
(Print Name, Title)

Should you require any additional information or have any questions, please do not hesitate to contact our office.

NOTE: Additional cleaning not included in the regular schedule will be charged at separate fee base on the particular needs and the requirements of the CLIENT.

Staffing Plan

Eco-Clean maintenance, Inc. will provide the following numbers of cleaning crew:

- Village Hall: 2-3 crew members and we estimate they will spend 6 hours per person per day cleaning this facility.
- Police Department: 2 crew members and we estimate they will spend 4 hours per person per day cleaning this facility.
- Public Works Center & Vehicle Maintenance Building: 2 crew member and we estimate they will spend 2 hours per person per day cleaning both facilities.
- Fire Station#24: 1 crew member and we estimate he will spend up to 1 hour cleaning this facility.

Also, we will train 2 additional cleaning members who will be ready to fulfill the duties in case of absenteeism of main cleaning crew.

PROPOSAL FOR ADDITIONAL SERVICES

EXCLUSIVELY PREPARED FOR
THE VILLAGE OF HOFFMAN ESTATES

Years: August 1, 2023 – July 31, 2024; August 1, 2024 – July 31, 2025;
August 1, 2025 – July 31, 2026

After a walkthrough of the area where Eco-Clean Maintenance, Inc. would provide janitorial services, we have estimated that the regular one time service of your facilities located in Hoffman Estates, Illinois per specification for the following services would amount to:

- Scrub of the floor \$ 0.25 per sq ft
- Strip and wax service of the floor \$ 0.35 per sq ft
- Carpet Shampoo \$ 0.25 per sq ft
- Windows Cleaning (in & out) \$ 4.00 per window
- Light Fixtures Cleaning \$ 19.00 per hr


The above referenced price includes:

ALL LABOR

ALL EQUIPMENT

ALL SUPERVISION


Signature


Date

Arkadiusz Grabowski, President
Eco-Clean Maintenance, Inc.
(Print Name, Title)

Should you required any additional information or have any questions, please do not hesitate to contact our office.

NOTE: Additional cleaning not included in the regular schedule will be charged at separate fee base on the particular needs and the requirements of the CLIENT.



VILLAGE OF HOFFMAN ESTATES

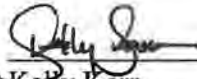
DEPARTMENT OF PUBLIC WORKS

June 2023 MONTHLY REPORT

SUBMITTED TO: Public Works Committee

July 2023

Joseph Nebel
Director of Public Works


Kelly Kerr
Assistant Director of Public Works

MAJOR PROJECT UPDATES

Village-wide Water Distribution System Leak Survey

Project Summary: M.E. Simpson has been awarded a contract to complete a system-wide leak detection survey with work to begin in late June/early July. The leak survey will begin in the south pressure zone, followed by the north pressure zone, and ending in the west pressure zone.

Monthly Update: A project kick-off meeting was held on June 28, 2023. Work began in the Golf Center area. A total of 5 suspected leaks have been located to date (3 on hydrants, 1 on a service line valve, and 1 on the water main). Additional investigation and repair work, if necessary, has been scheduled for these locations.

Current Status: The system-wide leak detection survey will continue in the south pressure zone, working primarily from east to west. Staff will coordinate water system repairs, as needed.

Engineering Study – Water System Evaluation

Project Summary: Baxter & Woodman is conducting an advanced engineering study for the Village with a focus on water system configuration and current conditions covering two key areas: the viability of existing or future wells as emergency backup water supplies; and condition assessment of existing water and sewer tollway utility crossings with the potential to install additional crossings in the future. This study will assist staff in planning related capital improvements.

Monthly Update: Staff is currently reviewing hydraulic model simulations for water demand for the existing Microsoft data center and the potential for a second data center.

Current Status: Staff continues to review reports and preliminary findings prepared by B&W. Staff feedback will be used to guide research and development of the final report and recommendations.

Engineering for Pfizer Lift Station Improvements

Project Summary: Ciorba Group is providing engineering services in preparation for the replacement of Pfizer Lift Station. Once complete, Ciorba will assist staff in preparing plans and bid documents for the selected course of action.

Monthly Update: Ciorba continues preparing plans and bid documents. Staff is obtaining quotes for installation of a temporary power service line in preparation for the work to be completed.

Current Status: Once a design has been approved by the Village, Ciorba will complete bid documents for the replacement of the lift station. Following staff review of received bids, a recommendation to award a construction contract will be made at a future meeting of the Public Works and Utilities Committee.

Water System Interconnect With Palatine

Project Summary: Baxter & Woodman is managing the engineering and construction of an emergency water system interconnect at the direction of the Village of Hoffman Estates and the Village of Palatine (via intergovernmental agreement). This work included water system improvements through Little City.

Monthly Update: Staff has received quotes for installation of the firewall for final SCADA connection.

Current Status: This project is substantially complete, pending installation of a gateway firewall.

Huntington Road Water Main Replacement

Project Summary: HR Green is providing engineering services in preparation for the replacement of approximately 2,500 feet of 16" transmission water main along Huntington Boulevard between Lakewood and Mundhank. The completed design and engineering plans recommend installation of 2,350 feet of 18" HDPE pipe, including valves and hydrants as needed.

Monthly Update: This project is on hold pending resolution of an easement with the Cook County Forest Preserve as well as pending grant funding.

Current Status: On-hold.

Water Tower Painting – T2 and T4

Project Summary: LC United Painting Company was contracted to paint the water towers located at Stonington Blvd (T2) and Huntington Boulevard (T4). The project at T4 was completed in 2021. Due to a contract dispute with LC United, the painting project at T2 is on hold. This project may be completed by LC United or re-bid, depending on the outcome of those discussions.

Monthly Update: No progress to report.

Current Status: The painting of T4 is complete. The painting of T2 is on hold.

2023 Sanitary Sewer Rehabilitation Program and MWRD Compliance

Project Summary: Annually, the Village is required to complete various sanitary sewer system improvements to remain in compliance with requirements established by MWRD. This work primarily includes sanitary sewer and manhole rehabilitation. In 2023, Smico Contracting Group was awarded the contract to complete this work.

Monthly Update: Rehabilitation work is scheduled to begin in July 2023.

Current Status: A preconstruction meeting was held in May and the Village has received the required MWRD permit to begin work.

SCADA System Upgrades

Project Summary: Gray Matter Systems was awarded the contract for professional services and equipment acquisition for software and hardware upgrades to the Village’s SCADA system.

Monthly Update: Initial installation and programming of the backup firewall continues. Staff is working with Gray Matter remotely to resolve these issues.

Current Status: This project is substantially complete pending final installation and programming of a backup firewall.

DIVISION UPDATES

ADMINISTRATION – Director of Public Works: Joseph Nebel

1. Assisted with coordination of the 2023 Northwest Fourth Fest and parade, including: event planning; site layout and setup; event staffing; and returning sites to their pre-event condition.

CUSTOMER SERVICE – Supervisor: Kevin McGraw

Fast Action Service Team (FAST):

Fast Action Service Team (FAST)												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
117	135	102	197	97	102							750

Water Customer Service:

Customer Service Team												
Water Billing - Customer Service Appointments												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
27	25	33	19	32	24							160
Finance-generated Water Meter Readings												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
69	102	97	126	91	93							578

Delinquent Water Accounts												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
77	95	103	118	129	121							643
New Construction Inspections												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	2	1	0	1	2							7
Customer Service Requests - Gov Q&A/Meter Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
6	7	7	5	13	14							52
B-box Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4	1	2	3	7	6							23
MIU Installations/Replacements												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3	5	7	7	4	7							33

Utility Locates:

1. Continued assisting with the 2023 Road Reconstruction Program.

Utility Locates Team												
JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
223	252	385	624	871	687							3,042
Emergency JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
23	25	20	47	58	52							225
Utility Joint Meets												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2	6	12	16	12	9							57

FACILITIES – Superintendent: Paul Petrenko

1. Continued coordinating projects at the NOW Arena, including suite remodeling, floor rehabilitation, and concourse painting.
2. Completed flooring and painting project in the northwest stairwell at Village Hall.
3. Installed conduit and pulled wiring for new chiller controls at Village Hall.

Facilities												
Preventative Maintenance Program - Staff Hours												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
86	50	156	110	125	53							580

FLEET SERVICES – Supervisor: Joe Capiga

1. Continued preparing new/replacement vehicles for up-fitting.
2. Continued repairs on fire apparatus and police vehicles.

Fleet Services												
Preventative Maintenance Program - Number of Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
33	23	23	27	24	28							158
Vehicles Sent for Warranty Repair												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2	4	2	1	2	0							11

FORESTRY – Supervisor: Nick Lackowski

1. Continued assessing current condition of the Village's silver maple population.
2. Prepared records for the upcoming contract tree trimming program.
3. Conducted increased watering of trees in select locations to combat the effects of drought.

Forestry												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3	23	20	26	46	54							172

MAINTENANCE AND CONSTRUCTION – Supervisor: Tyler Wintz

Storm Sewers:

Storm Sewer Team												
Feet of Storm Sewer Flushed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1,832	3,078	2,730	0	0								7,640
Catch Basin Rebuilds												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	0	0								0

Underground Construction:

1. Concluded the annual hydrant flushing program.
2. Continued repairing hydrants identified for service during the annual flushing program.

Construction/Maintenance Team												
B-box Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	1	1	2	2	1							8
Hydrant Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	1	2	0	1	0							5
Valve Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2	1	2	0	1	1							7
Water Main/Service Line Leak Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	3	9	4	7	5							29

TRAFFIC OPERATIONS – Supervisor: John Kovaka

Pavement Maintenance:

1. Continued in-house pavement striping.
2. Assisted with Road Reconstruction Program driveway repairs and saw cutting for underground utility excavations.

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	20.5	40.5	24.5							85.5
Tons of Cold Asphalt Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
7.5	7.5	5.0	1.3	0.5	1.3							23.0

Sign Shop:

1. Installed temporary lane closure delineators on Prairie Stone Parkway to allow roadside parking for the Village Green.
2. Fabricated various signs for the 2023 Northwest Fourth Fest.

Sign Team												
Repaired/Replaced Signs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
9	4	4	3	3	3							26
Signs Fabricated and Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
59	41	125	536	191	217							1,169

Street Lights:

1. Coordinated contract street sweeping at select locations.
2. Installed summer seasonal banners.
3. Removed street light pole at 631 Wainsford to install new anchor.

Street Light Team												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	1	3	0	1	2							8
Street Lights Repaired												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
16	6	5	6	12	13							58

WATER OPERATIONS – Supervisor: Jeremy Jahnke

Operations Team:

1. Installed wiring, control cabinet, and SCADA equipment for the new Westbury lift station generator.
2. Coordinated installation of Westbury Lift Station generator and fuel tank and completed start up and stress test.
3. Replaced floats at Pfizer Lift Station.
4. Repaired and sealed generator connection box at Well #18.
5. Coordinated repairs for University Lift Station variable frequency drive.
6. Repaired electrical panels at Fire Stations #21 and #22.

Operations Team												
Resident Water Quality Tests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4	0	3	4	3	2							16

Sewer Flow Management:

1. Continued hydrogen sulfide treatments at University lift station. Treatments at WDA lift station are pending completion of an additional study.
2. Applied microbe treatments at various lift stations to break down fats, oils, and grease.

Sanitary Sewer Flow Management Team												
Sewer Lines Flushed (feet)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
5,000	7,950	19,500	11,750	18,365	26,000							88,565
Sanitary Main Inspections (feet)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
350	0	220	150	200	150							1,070

ROW Permit Tracking:

Location	Company/Contractor	Description of Work	Est. Start Date	Status
Perry Ln & Pleasant St	Nicor/NPL	New gas service line.	7/10/23	In progress.
Autumn Way/Seasons Apartment Complex	Nicor	New gas service in apartment complex.	6/14/23	Tracking progress through JULIE locates.
Bedford, Cambridge, Dennison	ComEd	Install 2 new poles, 700' of underground cable, replace 2 poles, and install devices on 4 existing poles.	7/24/23	Permit submitted.
Belle Tire – 4801 Hoffman Blvd	Nicor/Pipestrong	New gas service for Belle Tire.	6/12/23	Permit submitted.
2500 W. Higgins Rd	AT&T/Pitano Construction	Bore and replace 953' of conduit and pull new fiber.	4/30/23	Pending site meet.
760 to 400 Alcoa Ln	ComEd/Intren	Replacing poles and adding underground electric.	4/1/23	In progress.
Trillium Blvd and Prairie Stone Parkway	Everstream/All Source Directional	Installation of 493' of 2" HDPE conduit, 593' of fiber optic cable, and one communication handhole via directional bore.	4/17/23	Pending POA approval.
Pebble Beach Dr area	ComED/Intren	Replace 6,665' of underground electric cable and abandon existing cable.	3/23/23	Pending restoration work.
Beverly Rd and Trillium Blvd	ComEd/Intren	Replace 9,910' of underground electric cable and abandon existing cable.	4/5/23	In progress.
2500 W. Higgins Rd	ComEd/Intren	Replace 4,925' of underground electric cable and abandon old cable.	3/21/23	Pending site meet.
ROW and rear lot of W. Berkley Ln and west of Spring Mill Rd	ComEd/Intren	Spacer cable installation and tie-in to improve reliability.	2/27/23	In progress.
Olmstead Dr rear easement (Opal Dr, Topaz Dr)	ComEd/Intren	Replace 1,740' of underground electric cable and abandon old cable.	1/30/23	In progress.



VILLAGE OF HOFFMAN ESTATES
Public Works Department

MEMORANDUM

Date: June 5, 2023
To: J. Nebel, K. Kerr, H. Xiao, P. Petrenko
From: Beth Kramer-Major
Subject: Compliment for Eric Race

Mary Lou Anton of 375 W Newport Rd, called to compliment Eric Race for helping her on Saturday, June 3rd. Ms. Anton was at Fleet to gather some wood chips for herself and Eric assisted her gathering the chips as well as loading them into her car. Ms. Anton reports that he was so courteous and it was such a nice gesture. She called because she wanted to make sure Eric's supervisor knew how helpful he had been and how much she appreciated it.

Beth Kramer-Major, Administrative Assistant

cc: John Kovaka
Eric Race
Employee File



VILLAGE OF HOFFMAN ESTATES
Public Works Department

MEMORANDUM

Date: June 12, 2023

To: J. Nebel, K. Kerr, H. Xiao, P. Petrenko

From: Kathy Hnilica

Subject: Compliment for N. Alford, C. Gatts, S. McKittrick, B. Palmer, B. Wayton, T. Wintz

Mr. Paul Cvitkovich of 575 Harvard Ln. left a voicemail compliment for Maintenance and Construction Supervisor Tyler Wintz and his team of Nick Alford, Chris Gatts, Steve McKittrick, Brian Palmer, and Brian Wayton about the great job they did repairing the water main in front of his home.

There were many visits to this address for leak investigation, a complicated leak detection, the digging and actual repair of the water main, plus the restoration of the parkway area so Mr. Cvitkovich had much time to observe the team in action.

Kathy Hnilica

Kathy Hnilica, Public Works Office Manager

cc: N. Alford
C. Gatts
S. McKittrick
B. Palmer
B. Wayton
T. Wintz
Employee Files

From: Karl Hipchen
Sent: Thursday, June 15, 2023 3:05 PM
To: Joseph Nebel <Joseph.Nebel@vohe.org>
Subject: Email from online visitor

Saw your crew out trimming bushes along Algonquin Road along side the paved bike trail, I actually rode by them twice today. Just wanted to say THANKS! I ride on that trail several times a week and they always get gnarly in the spring so it's great seeing the problem being resolved!

Karl Hipchen | J6 Polymer Sales |





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

July 2023

VILLAGE PROJECT UPDATES

2022 Street Revitalization

Punch list work in various locations is ongoing.

2023 Preventative Maintenance

Scope includes crack sealing on 27 streets. Contract awarded to Denler, Inc. on July 3. Awaiting execution of contracts and scheduling of preconstruction meeting.

2023 Storm Sewer Rehabilitation Project

Bid opening held on July 11. Recommendation to award contract to Inliner Solutions, LLC scheduled for July 17 Public Works & Utilities Committee.

2023 Street Revitalization

Work ongoing. See attached update.

Barrington Square Town Center Sanitary Sewer

Alternative analysis report under staff review. Expected completion of design engineering in May 2024. V3 contracted for design engineering services.

Batavia Lane (Rebuild Illinois Funds)

Project includes storm sewer replacement, water main replacement, and street reconstruction on Batavia Lane. Staff completed and submitted Illinois DCEO grant application, awaiting DCEO review and approval. Staff completed review of proposals for design engineering. Recommendation to award contract for design engineering to Ciorba Group scheduled for July 17 Public Works & Utilities Committee.

Beverly Road Path & Resurfacing (Beacon Pointe Drive – Prairie Stone Parkway) (STP-L funding)

IDOT completed review of pre-final plans. Civiltech working on revisions to address IDOT review comments. Draft Engineering Services Agreement and IDOT Joint Funding Agreement submitted to IDOT for review. Project scheduled for a November 2023 IDOT letting. Civiltech contracted for design and construction engineering.

Bridge Inspections (2021-2022)

Awaiting final reports for review. Civiltech contracted for inspection services.

Collector Street Lighting

Preliminary engineering completed. Kick-off meeting for design engineering with Ciorba Group held on July 7. Design engineering scheduled to be completed in late fall 2023. Ciorba Group contracted for design engineering services.

Floodplain Elevation Surveying Services

Site survey work complete. Preparation of Elevation Certificates underway. Project scheduled to be completed by end of July 2023. V3 contracted for surveying services.

Gannon Drive (Golf Road – Higgins Road)

Kick-off meeting with IDOT held on April 7. Staff reviewing supplemental scope submitted by TranSystems per guidance from IDOT kick-off meeting. Completion of Phase 1 and design approval expected in May 2024. TranSystems contracted for preliminary engineering services.

General Surveying Services

Webster, McGrath & Ahlberg, Ltd (WMA) contracted for surveying services. Survey work complete and under staff review. RFP for additional survey work for 2024/2025 Capital projects being drafted and expected to be released by the end of July.

Hoffman Boulevard Bridge Deck Resurfacing

Staff released RFP for design engineering services for bridge deck resurfacing and general maintenance on July 7.

COMMERCIAL PROJECT UPDATES**Belle Tire – 4801 Hoffman Boulevard**

Pavement work ongoing. Underground utilities substantially complete. Building work ongoing.

BMO – 1199 W Higgins Road (Formerly 1400 Gannon Drive)

As-Built plans received and approved. Awaiting MWRD final inspection.

BP – 2598 W Higgins Road

Project complete awaiting completion of punch list items from MWRD final inspection.

ComEd Substation Expansion – 2480 Pembroke Avenue

Site work ongoing.

Dunkin Donuts – 1670 Algonquin Road

Underground utility installation substantially complete, building work ongoing. Pavement work ongoing.

H90 – 2685 Eagle Way

Site work substantially complete. Staff reviewing as-built plans.

Microsoft Data Center – 2190-2200 Lakewood Boulevard

Onsite paving and restoration ongoing. Site utility connections complete. Lakewood Boulevard right-of-way improvements complete. MWRD final inspection complete. Staff reviewing site as-builts.

Popeye's – 65 E Golf Road

Building work ongoing. Utility installation substantially complete. Paving work ongoing.

Roselle TIF Culvert Replacement

All work east of Roselle Road complete. Improvements west of Roselle Road scheduled to begin in early August 2023.

RESIDENTIAL PROJECT UPDATES**Seasons – SE Corner of IL 72 & Moon Lake Boulevard**

Site paving work ongoing. Building construction ongoing. Temporary Occupancy for the Clubhouse building expected by August 2023.

Walnut Pond Estates – NE Corner of Rohrsen Road & McDonough Road (Formerly Airdrie Estates)

Staff reviewing revised CCTV of underground utilities.

MISCELLANEOUS UPDATES**Meetings and Training Attended**

- Northwest Council of Mayors Methodology Working Group (July 6) – Alan Wenderski

Engineering Site Plan Reviews

- 4335 Haman Avenue – Whiteley School
- 2170-2190 W Higgins Road
- 4847 Hoffman Boulevard
- 1795 Barrington Road

Floodplain Inquiries

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	1	0	20	8	2	0	1	0	0	0	0	0	32
2023	0	1	2	1	0	1	0						5

Freedom of Information Requests

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	1	1	2	0	1	1	1	2	1	2	0	1	13
2023	1	0	2	0	0	0	0						3

Permit Inspections

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	19	20	32	44	64	83	48	46	69	71	59	27	582
2023	58	15	22	32	26	45	10						208

Permit Reviews

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	2	4	29	48	58	38	28	46	42	30	12	12	349
2023	5	11	15	27	41	37	6						142

Residential Drainage Investigations

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	0	0	10	11	19	13	1	6	5	1	2	0	68
2023	1	0	5	25	13	2	2						48

2023 Street Revitalization Project Schedule Update: (Week of July 10, 2023)

RECONSTRUCTION STREETS	Start Date ¹	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		
BRIGHTON LANE Kettering Rd to Hassell Rd	4/21/2023		N/A						N/A											99%
HASSELL COURT Hassell Rd to End of Street	4/19/2023																			90%
NAVAJO LANE Newton St to Nogales St	8/14/2023																	N/A		15%
PLEASANT STREET Washington Blvd to Paris Ln	8/14/2023																			15%
PRINCETON STREET Perry Ln to Orange Ln	4/26/2023																	N/A		80%
												In Progress			Completed					

¹Tentative / Actual

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.
- Sawcutting: 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 uses either a backhoe or milling machine to remove existing asphalt layers.
- Earth Excavation: Removal of 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 and 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.

2023 Street Revitalization Project Schedule Update: (Week of July 10, 2023)

RESURFACING STREETS	Start Date ¹	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		
ARROWWOOD LANE Whispering Trails Dr to Dogwood Dr	5/2/2023																99%
ASHLAND STREET Arizona Blvd to End of Street	6/12/2023																15%
BARBERRY COURT Whispering Trails Dr to End of Street	5/4/2023					N/A											99%
BARCROFT DRIVE Castaway Ln to Bradwell Rd	8/7/2023																0%
BISON LANE Providence Dr to Caribou Ln	4/21/2023								N/A		N/A		N/A				100%
BROOKSIDE DRIVE Moon Lake Blvd to 1596 Brookside Dr	4/21/2023											N/A					99%
BROOKSIDE LANE 1895 Brookside Ln to Brookside Dr	4/21/2023											N/A					99%
CANTERBURY LANE End of Street to Kelberg Ave	4/20/2023																99%
CARIBOU LANE Bison Ln to Red Oak Dr	4/21/2023								N/A		N/A		N/A				100%
CARNATION LANE Apricot St to Bluebonnet Ln	6/8/2023			N/A			N/A	N/A	N/A								97%
DENNISON ROAD Frederick Ln to Highland Blvd	5/2/2023																99%
DEXTER LANE Dovington Dr to Gannon Dr	4/25/2023											N/A					99%
DOGWOOD COURT Dogwood Dr to End of Street	4/28/2023												N/A				100%
DOGWOOD DRIVE Whispering Trls Dr to Whispering Trls Dr	5/2/2023																99%
FAIRFIELD LANE Glen Lake Rd to Glen Lake Rd	4/25/2023																99%
HALLORAN LANE Maureen Dr to Kelberg Ave	4/21/2023																99%
HAWTHORN LANE Apple St to Basswood St	6/9/2023			N/A			N/A	N/A	N/A								97%
HUTTNER COURT Brookside Dr to End of Street	4/21/2023												N/A				100%
PARIS LANE Pleasant St to Illinois Blvd	8/14/2023																0%
PHEASANT TRAIL COURT Mallard Ln to End of Street	4/21/2023									N/A		N/A		N/A			100%
SHOREWOOD DRIVE Weetbury Dr to Huntington Blvd	8/7/2023																0%
SUMAC TRAIL Olmstead Dr to Downing Dr	8/7/2023																0%
TAMARACK DRIVE Thornbark Dr to Thornbark Dr	8/7/2023																0%
WAINSFORD DRIVE Bode Rd to Bode Rd	4/26/2023											N/A					99%
WINSTON DRIVE Charleston Ln to Freeman Rd	7/10/2023																0%

¹Tentative / Actual

In Progress	Completed
-------------	-----------