



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

AGENDA

JUNE 10, 2019

Regular Meeting

7:00 PM

I. ROLL CALL

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - June 3, 2019

IV. MAYOR'S REPORT

1. Certificates of Recognition for Fremd High School Girls Badminton State Championship
2. As Submitted

V. RECESS TO THE COMMITTEE OF THE WHOLE

VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. Consider an Ordinance Granting a Special Use to allow a rear yard setback reduction at 934 N. Arrowhead Drive. (Council District: Six)
2. Consider an Ordinance Granting a Special Use to allow a medical office at 231-233 E. Northwest Highway. (Council District: Six)
3. As Submitted

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider a Motion to Award a Contract for Phase II Engineering of the Kasuba Lift Station Force Main Replacement

2. Consider a Resolution Appropriating \$25,620 of Funds for the Replacement of the North Baldwin Road Structure over Buffalo Creek (Council District: Four)
3. As Submitted

C. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Purchase Three Cardiac Monitors
2. As Submitted

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

E. BUSINESS FINANCE & BUDGET COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted

F. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

VII. RECONVENE THE VILLAGE COUNCIL MEETING

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

1. Consider an Ordinance Granting a Special Use to allow a rear yard setback reduction at 934 N. Arrowhead Drive. (Council District: Six)
2. Consider an Ordinance Granting a Special Use to allow a medical office at 231-233 E. Northwest Highway. (Council District: Six)
3. Consider a Motion to Award a Contract for Phase II Engineering of the Kasuba Lift Station Force Main Replacement

4. Consider a Resolution Appropriating \$25,620 of Funds for the Replacement of the North Baldwin Road Structure over Buffalo Creek (Council District: Four)
5. Consider a Motion Authorizing the Village Manager to Purchase Three Cardiac Monitors

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

B. VILLAGE CLERK

1. As Submitted

C. VILLAGE ATTORNEY

1. As Submitted

XI. CLOSED SESSION AS REQUIRED

XII. RECOGNITION OF AUDIENCE

XIII.ADJOURNMENT



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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

JUNE 3, 2019

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Absent	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Village Attorney Nicholas Standiford, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Fire Chief Scott Andersen, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Community Services Harry Spila, Director of Human Resources Pam Jackson, Deputy Village Clerk Doris Sadik, and Police Chief Alan Stoeckel

II. PLEDGE TO THE FLAG – Time: 7:00 PM

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES – Time: 7:01 PM

- Village Council & Committee of the Whole - Special Meeting - May 20, 2019 - **Accepted**

Motion was to approve both meeting minutes from May 20, 2019.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

- Village Council & Committee of the Whole - Regular Meeting - May 20, 2019 - **Accepted**

Minutes Acceptance: Minutes of Jun 3, 2019 7:00 PM (APPROVAL OF MINUTES)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

IV. MAYOR'S REPORT – Time: 7:01 PM

1. Certificates of Recognition - Eagle Scouts -

Mayor Schwantz presented Certificates of Recognition for achieving the rank of Eagle Scout, the highest honor attainable in Scouts, to:

Troop 69: Representative Mary Hoy
Jefferson Gehrke

Troop 182: Scoutmaster Tim Stepp
Joseph Ahlgrim

Troop 188: Scoutmaster Mark Haasser
Gabriel Barontini

Troop 209: Scoutmaster Mike Blanck
Quinn Booker
Zachary Szczupaj
Carson Vitosh
Ryan Spitzer
Henry Lechowicz
Timothy O'Reilly

2. Certificates of Recognition - Immanuel Lutheran School Varsity Girls Basketball Team -

Mayor Schwantz presented Certificates of Recognition to the coaches and members of Immanuel Lutheran Varsity Girls Basketball Team for winning first place in both the Lutheran Sports Association Illinois State Tournament and the Lutheran Basketball Association of America National Tournament.

3. As Submitted -

Mayor Schwantz announced upcoming events:

Thursday June 6: 5:30PM-8PM
Thirsty Thursday Summer Kickoff Fundraiser for Palatine Township Senior Citizens Council
Twin Lakes Tent

Friday June 7: 7PM-8:30PM

Beer Tasting
Twin Lakes Tent

Every Saturday 7AM – 1PM through October
Palatine Summer Farmers' Market
Palatine Train Station Parking Lot

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:19 PM

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:19 PM

DOUG MYSLINSKI, CHAIRMAN

1. Consider an Ordinance Granting a Special Use for a Rear Yard Setback at 824 W. Dorset Avenue - **Motion Carried by Voice Vote** (Council District: One)

Planning & Zoning Director Ben Vyverberg presented the petitioner's proposal to construct a first-floor addition onto an existing single-story residence, currently with a non-conforming rear yard, with a request for a Special Use to permit a rear yard setback of 11 feet (minimum required is 40 feet) eliminating the existing carport and deck, and constructing a new 2-car garage, master bedroom and bath, and a second bedroom and bath. The petitioner will submit a grading plan acceptable to the Village Engineer. The Zoning Board of Appeals voted 6-0 to approve, and staff concurs.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Jim Schwantz, Mayor
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

2. Consider an Ordinance Granting a Variation to Permit Lot Coverage to Exceed the Maximum Permitted at 1157 W. Chatham Drive - **Motion Carried by Voice Vote** (Council District: One)

Minutes Acceptance: Minutes of Jun 3, 2019 7:00 PM (APPROVAL OF MINUTES)

Planning & Zoning Director Ben Vyverberg presented the petitioner's proposal to expand an existing driveway/patio area on a property that is currently, with the 2018 detached garage addition, at its maximum lot coverage of 40% and, therefore, is requesting a variation to permit lot coverage to be 41.7%. After review, the Village Engineer does not have any stormwater or drainage concerns. The ZBA voted unanimously to recommend approval, staff recommends action at the discretion of the Village Council.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

3. Consider an Ordinance Granting Variations to Allow a Driveway Expansion at 1133 S. Vermont Street - **Motion Failed by Roll Call** (Council District: Two)

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for a variation to permit a proposed circular residential driveway with a width at the lot line of 33 feet instead of the maximum 25 feet and a variation to permit a maximum total 33 foot width instead of the required 30 feet. The property is a licensed community integrated living arrangement (CILA) home operated by St. Coletta of Wisconsin for seven (7) persons with disabilities. The new garage will be used to store the existing handicap van with lift used to transport residents. The property, with proposed addition, will be in compliance with Code requirements. The ZBA voted 6-0 to recommend, and staff concurs.

In response to Councilman Lamerand, Vyverberg stated staff and neighbors will enforce parking on site in circular driveway. Village engineering will oversee the site plan engineering to avoid flooding.

Village Manager Reid Ottesen stated sanitary sewers are more than 250 feet away, and thus, septic will be built.

Andrea Hancock, Lake Geneva, Wisconsin, representing St. Collette, stated one vehicle is assigned to the home and occasionally a van with a maximum of three vehicles temporarily. Staffing has been restructured with two house managers.

Councilman Lamerand noted that the street is sub-standard and not suited for on-street parking. Parking is prohibited on Vermont.

Ottesen noted that 2012 Village Code was not in place when St. Collette opened this group home in 2002. With this variation, parking code would be in effect requiring employees to park on the property.

Jim Kaziukewicz, 1166 S. Vermont, noted overcrowding, unmaintained

parking, failing septic, fire department is there 6 times per month. Owners claim it is a commercial building with 8 residents and 4 care-takers. He asked about the septic run off, emitting septic smell. He stated that he is concerned for the well-being of the residents of the home as well as neighbors with potentially contaminated "gray" water. Landscaping is poorly graded and maintained. He asked if there is a permit for institutional use.

Village Manager Reid Ottesen stated that before the Council this evening is a request for a driveway variation. The home is operating with 7 residents as an existing non-conforming use. The County does septic inspections, but the Village engineer will review the County inspection to verify that there will be no ill effect on neighbors. The petitioner replaced their request for a garage with the proposed circular drive which has less impact on storm water run-off. Ottesen reviewed the process the petitioner has worked through with Village staff to reduce impact on the neighborhood, relocating the new garage, maintaining proper setback, and to request the circular driveway to better serve the residents, the neighbors and to eliminate the need for on-street parking.

Annie O'Donnell-Kaziukewicz, 1166 S. Vermont, noted that the home was originally approved for 4 residents plus staff. Lift in garage does not work, trying to make house successful, always 3 cars parked in street. Mr. Behnke at the Zoning Board of Appeals Meeting, stated the home has been in existence since 2002, but Mr. Kalmar stated the home has been there for 7 years. She confirmed, on-site parking was promised, with no more than 1 commercial vehicle on site. There have been two 9-passenger vans on site. She asked about the green space remaining after circular driveway takes up 90% of the front yard. She does not want to live across the street from a business. Five of the seven ladies are confined to wheel chairs. Off-street loading will be located on-site. Annie continued to cite Code and infractions as she saw them. Non-compliance with variations and exceeding the number of approved residents she claimed adversely impact neighbors.

Ottesen stated the parking in the driveway will be allowed. The home is an existing, non-conforming use and has always had 7 residents and not the 4 stated by the resident. Other issues raised do not apply to the narrow issue of the driveway requested this evening. Commercial vehicles were defined as vehicles with commercial signage by Code. The state approved 7 residents.

Councilman Helms duly noted the testimony this evening. This is an attempt to get cars off the street. There is concern for a well head near the driveway regarding safety issues. Other matters should be addressed at another time.

Councilman Lamerand noted that our Code was made into law 4 years ago, since the opening of this group home. Some neighbor complaints are being addressed with the proposed driveway. Other issues should be addressed in the future. He would like to have other issues be addressed before approving

this driveway.

Ottesen added another condition to limit one van in drive. Condition 4: Upon the issuance of a certificate of occupancy, the Petitioner shall be allowed to park one van within the newly constructed garage on the north side of the residence. Motion-maker and seconder agreed with Condition 4.

Petitioner Hancock stated that he speaks for the residents who cannot speak for themselves since 2005. No lift exists in the garage. They have a ramp for the 3 wheelchair bound residents to get into the van. They meet the state requirements. We are a 7 bed CILA.

Ms. O'Donnell stated that since 2000, they were never noticed about the group home going in across the street from their home.

Ottesen clarified that in 2002 the state allowed 8 people with no necessity for notice of neighbors. It was a by-right use.

Russ Schaefer, 1542 Shire Circle, Inverness, asked for definition of commercial vehicle. To the right of the subject property is a commercial landscaper.

Ottesen said a vehicle with business name on it equals a commercial vehicle. Director of Public Works, Matt Barry confirmed Councilman Solberg's position that some vehicles without business name may be commercial vehicles.

Jim Kaziukewicz stated that a landscaper was commercial.

RESULT:	MOTION FAILED BY ROLL CALL [3 TO 3]
MOVER:	Greg Solberg, District 4 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Myslinski, Solberg
NAYS:	Schwantz, Lamerand, Helms
ABSENT:	Kozlowski

4. 2015 N. Rand Road (Council District: Three):

The motion was for approval of both A. and B.

Village Manager Reid Ottesen presented City Limits Harley-Davidson's request for approvals for their remaining planned events in 2019. Each of these events includes requests for a waiver of the Village's Sound Amplification Ordinance, for the proposed dates: Saturday, June 15; Saturday, July 20; Saturday, August 17; and Saturday, September 28. All of the events will occur from 11 AM - 4 PM, with the requested Sound Waiver from Noon-3 PM. In conjunction with these events, Alley 64 (located next door) is also seeking a temporary adjustment to their licensed premise to allow for the sale of alcohol at the events. Approval is at the discretion of the Committee.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

- A. Consider a Motion to Approve a Waiver of the Village's Amplified Sound Ordinance for the Proposed 2019 Special Events at City Limits Harley-Davidson, 2015 N. Rand Road - **Approved** (Council District: Three)
- B. Consider a Motion Granting a Temporary Amendment to Alley 64's Licensed Premises in Conjunction with 2019 Proposed Events at City Limits Harley-Davidson, 2015 N. Rand Road - **Approved** (Council District: Three)

5. 1170 E. Dundee Road (Council District: Four):

The motion was for approval of both A. and B.

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for approval to locate a banquet facility, Excellence Banquets, in Plaza La Rosita. The petitioner is proposing to re-occupy the tenant space most recently used by Rosa Bella Banquet Hall. Therefore, the petitioner is requesting a Special Use for a Banquet Facility including the service of food, liquor, and live entertainment.

This tenant space has been used as a banquet facility on and off over the past 10 years. The proposed tenant has significant experience in managing banquet halls and also has met with the Police Department and reviewed the proposed banquet event security processes. Based upon this meeting and review of the security plan, staff does not have any specific operational concerns at this time. The previous banquet hall uses had a maximum close time of 2 AM on Saturday/Sunday (1 AM Monday-Friday) and the petitioner intends to maintain this requirement. The ZBA voted 6-0 to recommend approval of the request and staff concurs.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, District 4 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

- A. Consider an Ordinance Granting a Special Use to Permit a Banquet Facility at 1170 E. Dundee Road - **Motion Carried by Voice Vote** (Council District: Four)
- B. Consider an Ordinance Increasing the Number of Class H-Banquet Liquor Licenses for Excellence Banquets at 1170 E. Dundee Road - **Motion Carried by Voice Vote** (Council District: Four)

6. As Submitted -

Nothing was submitted.

B. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:

8:09 PM

TIM MILLAR, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Execute an Agreement with the Knollwood Townhome Association to Enforce Traffic Ordinances on Knollwood Drive - **Approved by Voice Vote** (Council District: One)

Director of Public Works Matt Barry presented Knollwood Townhome Association's request for traffic regulation and enforcement on Knollwood Drive, which is a private road. The Association has agreed to the Village's establishment and enforcement of vehicle traffic regulations in accordance with the Illinois Vehicle Code, Village Code of Ordinances, and any other regulations. The Public Works Department will install new, compliant speed limit signs, stop signs, and any other required signs with the Association reimbursing the Village for all associated material and labor costs. The Agreement is for a five-year period, with renewal options for three additional five-year periods. Staff recommends authorizing the Village Manager to execute the agreement between the Village and the Knollwood Townhome Association for regulation of traffic ordinances on Knollwood Drive.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, District 4 Councilman
SECONDER:	Jim Schwantz, Mayor
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

2. Consider a Motion Authorizing the Village Manager to Waive Night Construction Restrictions for Crack Sealing on Rand Road - **Approved by Voice Vote**

Director of Public Works Matt Barry reported the Illinois Department of Transportation (IDOT) has awarded a contract to Freehill Asphalt, Incorporated (contractor) for crack sealing on Rand Road (from Ela Road in Lake Zurich to Golf Road in Des Plaines). Work is scheduled to start the week of June 10 and the contractor is requesting relief from the Village's night construction restrictions. Palatine's Code prohibits any construction between the hours of 8 P.M. and 7 A.M., with the exception of Sundays when operations may not commence before noon if construction activities generate loud or annoying noises. In order to accommodate the construction schedule as proposed by the contractor, to limit the inconvenience to the motoring public, and to limit the duration this project would impact the community, the contractor has requested relief from the Code. Staff recommends authorizing the Village Manager to waive Section 6-32 regarding night operations.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Jim Schwantz, Mayor
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

3. Consider a Motion Authorizing the Village Manager to Enter Into an Agreement with Tyler Technologies for a Time and Attendance Solution - **Approved by Voice Vote**

Director of Information Technology Larry Schroth explained as part of the 2019 Capital Budget process, the request for a time and attendance system with advanced scheduling capabilities was included. This system will automate manual processes for scheduling, time entry, shift trades, vacation requests, and many other attendance processes within the organization. An RFP was published resulting in four responses. Executime solution was selected as the best fit for or needs. The approved budget to implement this project was \$92,000. Licensing and implementation fees for Executime are \$74,206, with an additional anticipated cost of roughly \$5,800 for associated training/travel. Following implementation, the annual maintenance costs will be roughly \$9,700. Staff recommends approval of the motion authorizing the Village Manager to enter into an agreement with Tyler Technologies for \$74,206.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

4. Consider an Ordinance Authorizing the Village Manager to Grant Administrative Approval for Certain Items Recommended for Approval by the Zoning Board of Appeals - **Motion Carried by Voice Vote**

Village Manager Reid Ottesen explained in order to accommodate a reasonable turn around for requests heard by the Zoning Board of Appeals (ZBA) at their June 11, June 25, and July 9, 2019 meetings, staff recommends authorizing the Village Manager to administratively approve petitions that are both recommended by staff and unanimously recommended by the ZBA. This will prevent a potential 30 day delay for Village Council review and allow any active petitioners to apply for building permit review. Staff recommends approval of the ordinance authorizing the Village Manager to administratively approve petitions from the Zoning Board of Appeals meetings on June 11, June 25, and July 9, 2019, which are both recommended by staff and the Zoning Board of Appeal.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

5. Consider a Motion Authorizing the Village Manager to Sign the July 1, 2019 Warrant - **Approved by Voice Vote**

Village Manager Reid Ottesen explained with the Village Council holding only one meeting in July, adjustments would need to be made to the Village's bill payment schedule. In order to avoid any potential negative impacts by not following a regular bill payment schedule, staff is requesting the Village Manager be authorized to sign the warrant on July 1, 2019. All items on the warrant will be budgeted expenditures and have been through the established review and approval process. The July 1, 2019 warrant would be placed on the July 15, 2019 Consent Agenda, allowing the Mayor and Council to review the items paid. Staff recommends approval of a motion authorizing the Village Manager to sign the July 1, 2019 warrant.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

6. As Submitted -

Nothing was submitted.

C. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 8:13 PM

KOLLIN KOZLOWSKI, CHAIRMAN

In the absence of Chairman Kozlowski, Vice-Chairman Helms opened the Infrastructure & Environment Committee Meeting

1. Consider an Ordinance Adopting a Recapture for the Pommern Subdivision Sanitary Sewer Extension - **Motion Carried by Voice Vote** (Council District: One)

Public Works Director Matt Barry explained the Village of Palatine permitted KF Walter Homes Incorporated, of Palatine, Illinois, to connect two potential development lots (312 & 322 S. Crescent Avenue) to the Village's sanitary sewer system. The improvement consisted of an 8-inch sanitary sewer main extension to benefit the lots listed above and one additional property to the north of the development at 912 N. Dorchester Road. The final construction cost for the sanitary sewer is \$22,500. This recapture ordinance is proposed to expire 15 years after final construction. Staff recommends approval of the recapture ordinance.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

2. As Submitted -

Nothing was submitted.

D. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 8:15 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted -

Nothing was submitted.

E. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 8:15 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

Nothing was submitted.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 8:15 PM

BRAD HELMS, CHAIRMAN

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING

Reconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

Mayor Schwantz asked to remove #19 for review and revision, and noted that #3, 1133 S. Vermont is removed to Standing Committee.

Motion was to approve Amended Consent Agenda Items 1-2 and 4-18.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Brad Helms, District 6 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

1. Consider a Motion to Approve 2019 Warrant #11 - **Approved**
2. Consider an Ordinance Granting a Special Use for a Rear Yard Setback at 824 W. Dorset Avenue - **Approved** (Council District: One)

Ordinance #O-47-19

3. 5391 : 1133 S. Vermont Street - Variation for Driveway - Removed from Consent Agenda -

This item will be heard at the Police Policy & Code Services Committee.

4. Consider a Motion to Approve a Waiver of the Village's Amplified Sound Ordinance for the Proposed 2019 Special Events at City Limits Harley-Davidson, 2015 N. Rand Road - **Approved** (Council District: Three)
5. Consider a Motion Granting a Temporary Amendment to Alley 64's Licensed Premises in Conjunction with 2019 Proposed Events at City Limits Harley-Davidson, 2015 N. Rand Road - **Approved** (Council District: Three)
6. Consider an Ordinance Granting a Special Use to Permit a Banquet Facility at 1170 E. Dundee Road - **Approved** (Council District: Four)

Ordinance #O-49-19

7. Consider an Ordinance Increasing the Number of Class H-Banquet Liquor Licenses for Excellence Banquets at 1170 E. Dundee Road - **Approved** (Council District: Four)

Ordinance #O-50-19

8. Consider a Motion Authorizing the Village Manager to Execute an Agreement with the Knollwood Townhome Association to Enforce Traffic Ordinances on Knollwood Drive - **Approved** (Council District: One)
9. Consider a Motion Authorizing the Village Manager to Waive Night Construction Restrictions for Crack Sealing on Rand Road - **Approved**
10. Consider a Motion Authorizing the Village Manager to Enter Into an Agreement with Tyler Technologies for a Time and Attendance Solution - **Approved**
11. Consider an Ordinance Authorizing the Village Manager to Grant Administrative Approval for Certain Items Recommended for Approval by the Zoning Board of Appeals - **Approved**

Ordinance #O-48-19
12. Consider a Motion Authorizing the Village Manager to Sign the July 1, 2019 Warrant - **Approved**
13. Consider an Ordinance Adopting a Recapture for the Pommern Subdivision Sanitary Sewer Extension - **Approved** (Council District: One)

Ordinance #O-51-19
14. Consider an Ordinance Transferring Special Use #O-92-97 to Permit the Continued Operation of a Restaurant at 1202 E. Dundee Road - **Approved** (Council District: Four)

Ordinance #O-52-19
15. Consider an Ordinance Transferring Special Use #O-239-02 to Permit the Continued Operation of a Restaurant at 1268 E. Dundee Road - **Approved** (Council District: Five)

Ordinance #O-54-19
16. Consider an Ordinance Transferring Special Use Ordinance #O-120-18 to Permit the Continued Operation of a Restaurant at 1280 E. Dundee Road - **Approved** (Council District: Five)

Ordinance #O-55-19
17. Consider an Ordinance Granting a Minor Variation and Special Uses to Allow a Shed at 152 N. Dean Drive - **Approved** (Council District: Four)

Ordinance #O-53-19
18. Consider an Ordinance Granting a Minor Administrative Variation for a Deck at 1209 N. Lakeview Drive - **Approved** (Council District: One)

Ordinance #O-56-19

19. Consider an Ordinance Amending Chapter 11 - License, Permits, and Business Regulations, Article IV-Division 3 Cigarette and Tobacco Dealers -

This item was removed from the Consent Agenda.

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:

8:17 PM

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 8:17 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 8:17 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 8:17 PM

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 8:17 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 8:17 PM

DOUG MYSLINSKI, CHAIRMAN

Minutes Acceptance: Minutes of Jun 3, 2019 7:00 PM (APPROVAL OF MINUTES)

1. Consider an Ordinance Granting a Variation to Permit Lot Coverage to Exceed the Maximum Permitted at 1157 W. Chatham Drive - **Motion Carried by Roll Call** (Council District: One)

The Chatham Drive request was discussed and unanimously approved in Committee.

RESULT:	MOTION CARRIED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

2. Consider an Ordinance Granting Variations to Allow a Driveway Expansion at 1133 S. Vermont Street - **Continued** (Council District: Two)

The initial motion was to approve the Variation as amended in Committee with Condition 4.

Paula Carmody, 432 Abbey Hill Lane, Palatine, stated their daughter has lived at St. Colletta's home on Vermont since 2002, where she is well provided for by staff, parents and paramedics when necessary.

Mayor Schwantz assured the audience that no one is calling into question the care that is given at St. Colletta.

Gayle Schaefer, 1542 Shire Circle, Inverness, explained the need for the residents to access the van at the door and for the van to exit the driveway moving forward. Backing out into traffic is prohibited. We have selected this home for our daughters to be near their families who are involved in their lives, and assured that safety is a major factor. Mrs. Schaefer noted that the old van is inoperable, but will be removed very soon.

Councilman Millar asked if more landscaping would bring more support for this proposal. Councilman Helms agreed, it would.

Andrea Hancock asked if continuance would be an option.

Village Manager Reid Ottesen stated that if the curb cuts were reduced by 24 inches, it would not require a Variation. There are options.

Walt Ferrell, Cunningham Drive, stated that this is a safety issue for the residents.

Councilman Helms, seconded by Councilman Solberg, offered a substitute motion to continue to June 17th Village Council Meeting.

RESULT:	CONTINUED [UNANIMOUS]	Next: 6/17/2019 7:00 PM
MOVER:	Brad Helms, District 6 Councilman	
SECONDER:	Greg Solberg, District 4 Councilman	
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms	
ABSENT:	Kozlowski	

3. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted -

No Report

B. VILLAGE CLERK

1. As Submitted -

No Report

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED – Time: 8:39 PM

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 8:40 PM

Lynn Ferrell, 45 East Cunningham Drive, reported serious drainage problems in the Cunningham area. She asked the Village to please take action and stay in contact with the Heatherlea Neighborhood Association.

XIII.ADJOURNMENT – Time: 8:41 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms
ABSENT:	Kozlowski

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Jun 3, 2019 7:00 PM (APPROVAL OF MINUTES)

Certificates of Recognition for Fremd High School Girls Badminton State Championship

4.1

BACKGROUND:

Fremd High School Girls Badminton Team claimed the IHSA state girls' badminton championship on Saturday, May 11, 2019 at Eastern Illinois University under the coaching staff of Head Coach Bob Hanson and Assistant Coaches Ralph Cortez and Steven Patton. The State title is the third in the sport for Fremd, winning state titles in 2007 and 2009. Fremd also won the 2019 MSL Championship.

Here tonight to accept Certificates of Recognition are team members Kellie Liu, Rachel Ye, Jenny Li, Hannah Chen, Sharon Wu, Maggie Wu, Shravya Chanamolu, Sheets Praysad, Sunjana Manne, and Sukriti Rai.

Consider an Ordinance Granting a Special Use to allow a rear yard setback reduction at 934 N. Arrowhead Drive.

BACKGROUND:

The Petitioner is proposing to build an addition that encroaches into the required rear yard setback. Therefore the Petitioner is requesting is requesting:

Special Use to permit a rear yard setback of 22 feet instead of the minimum required 40 feet.

SITE ANALYSIS:

- The Subject Property is zoned R-2 Single Family Residential. The Petitioner would like to build a single-story building addition onto the rear of the property. A patio presently exists in the location of the proposed addition.
- The existing rear yard setback is legally non-conforming, with an approximately 35-foot rear yard setback (40 feet is required). The property is a corner lot with an irregular shape.
- The building plans indicate that the entire concrete patio area in the rear will be removed to allow for the addition.
- The proposed sun room addition is 13.92 feet X 14.83 feet, approximately 207 square feet and would be set back approximately 22.75 feet from the rear lot line.
- Excepting the setback, the one-story addition otherwise meets code.
- Both building and lot coverage meet code (approximately 16% and 20%).

ALTERNATIVES:

1. Approve the Special Use to allow a rear yard setback reduction.
2. Do not approve the Special Use to allow a rear yard setback reduction.

RECOMMENDATION:

Public Hearing:	ZBA meeting - May 28, 2019
Residents testifying:	None
Vote:	The ZBA voted 6-0 to recommend approval of the request and Staff concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use to allow a rear yard setback reduction for the property located at 934 N. Arrowhead Drive.

ATTACHMENTS:

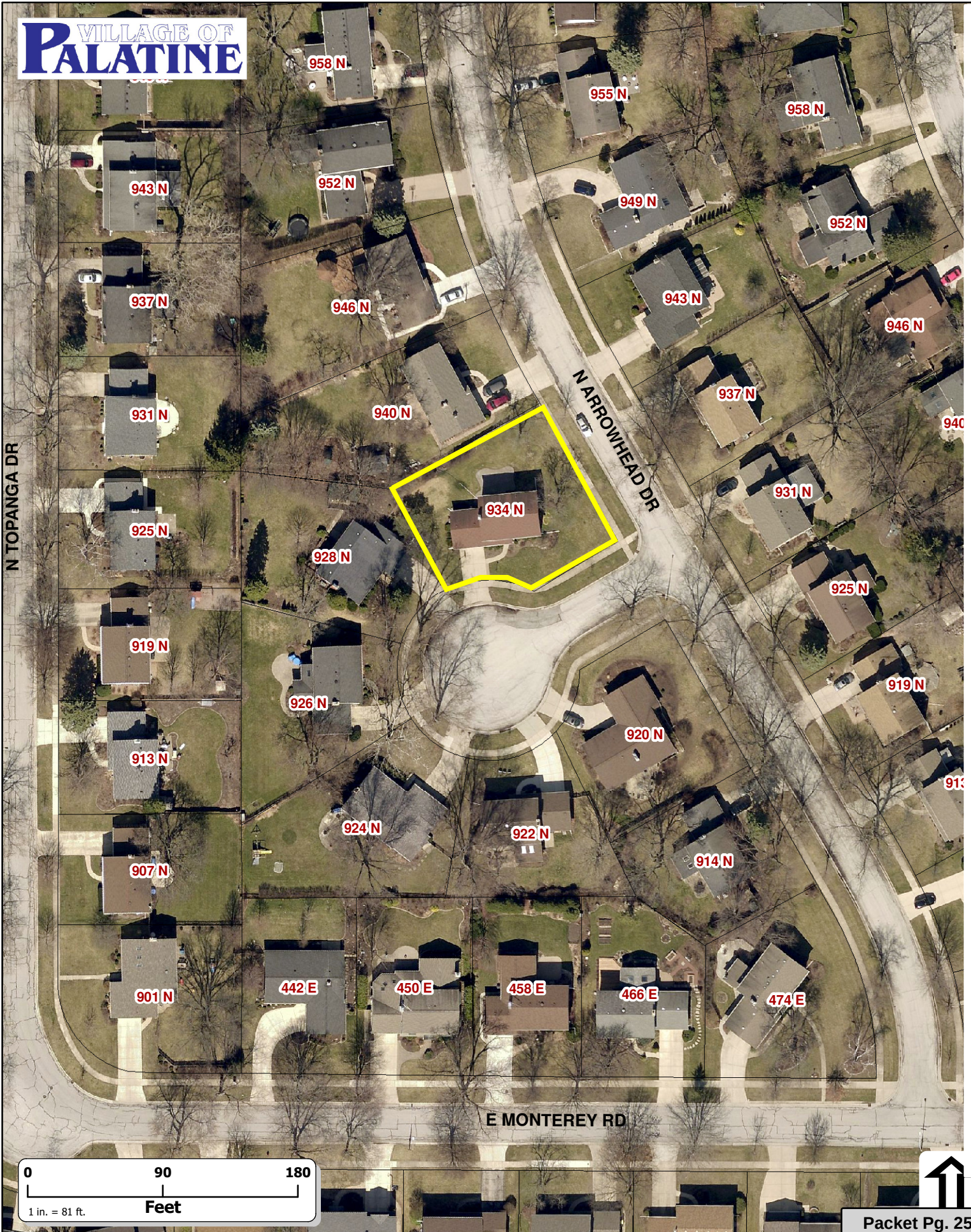
- Aerial map - 934 N. Arrowhead Drive
- ORD SU 934 N. Arrowhead Drive

- EXHIBIT - Site Plan
- EXHIBIT - Elevations and floorplans
- Plat of Survey
- Application
- Draft ZBA Minutes 5-28-19
- Public Notice

934 N. Arrowhead Drive

6.A.1.a

VILLAGE OF
PALATINE



Attachment: Aerial map - 934 N. Arrowhead Drive (934 N. Arrowhead Drive - SU Setback)

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE
934 N. ARROWHEAD DRIVE**

WHEREAS, pursuant to a petition and public hearing on May 28, 2019, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for Special Use to permit a rear yard setback of 22 feet instead of the minimum required 40 feet, pursuant to Section 10.06 (c) (13) of the Palatine Zoning Ordinance, on the following legally described property:

LOT 47 IN RESEDA BEING A SUBDIVISION IN THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

commonly known as 934 N. Arrowhead Drive (02-11-403-024-0000).

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: Special Use to permit a rear yard setback of 22 feet instead of the minimum required 40 feet, pursuant to Section 10.06 (c) (13) of the Palatine Zoning

Attachment: ORD SU 934 N. Arrowhead Drive (934 N. Arrowhead Drive - SU Setback)

Ordinance, is hereby granted, subject to the following condition:

1. The Special Use shall substantially conform to the site plan prepared by Thomas Buckley Architect dated 2/1/19, except as such plans may be changed to conform to Village codes and Ordinances.

SECTION 2: That a copy of the public notice is attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2019

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

APPROVED by me this _____ day of _____, 2019

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2019

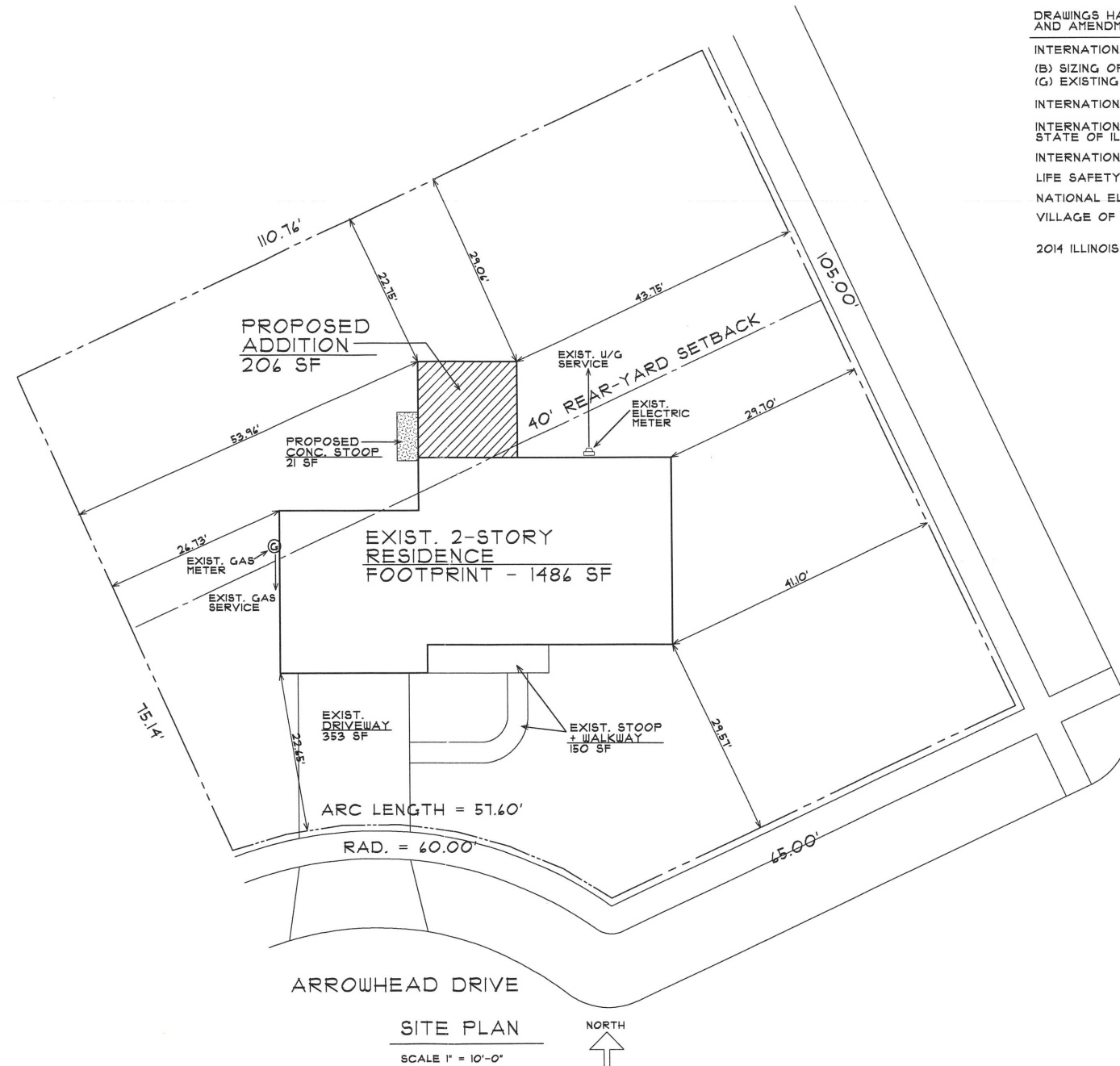
Village Clerk

Attachment: ORD SU 934 N. Arrowhead Drive (934 N. Arrowhead Drive - SU Setback)

DELEON RESIDENCE

934 ARROWHEAD DRIVE

PALATINE, ILLINOIS

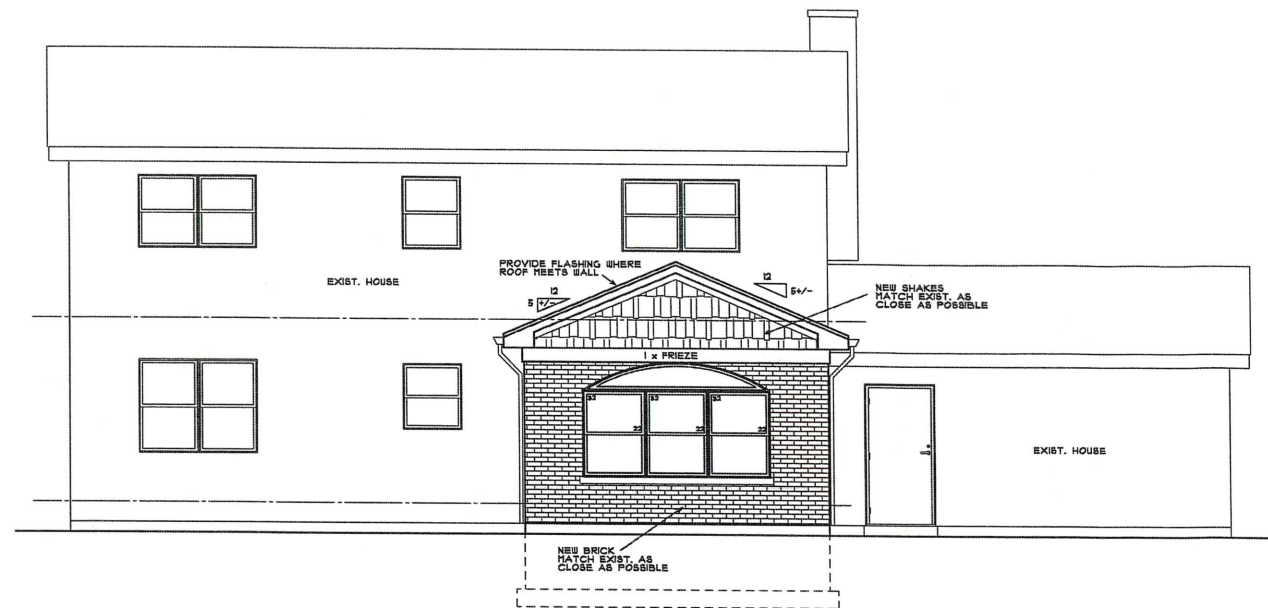


DRAWINGS HAVE BEEN PREPARED IN ACCORDANCE W/ THE VILLAGE OF PALATINE AND AMENDMENTS AS LISTED BELOW.

- INTERNATIONAL RESIDENTIAL CODE, 2009 EDITION (WITH AMENDMENTS)
- (B) SIZING OF VENTING SYSTEMS, APPENDIX B
- (G) EXISTING BUILDINGS AND STRUCTURES, APPENDIX J
- INTERNATIONAL MECHANICAL CODE, 2009 SEDATION (WITH AMENDMENTS)
- INTERNATIONAL ENERGY CONSERVATION CODE, 2015 EDITION
- STATE OF ILLINOIS AMENDMENTS
- INTERNATIONAL FIRE CODE, 2009 EDITION (WITH AMENDMENTS).
- LIFE SAFETY CODE, NFPA 101, 2000 EDITION
- NATIONAL ELECTRICAL CODE, 2011 EDITION (WITH AMENDMENTS).
- VILLAGE OF PALATINE CODE OF ORDINANCES
- 2014 ILLINOIS PLUMBING CODE WITH VILLAGE OF PALATINE AMENDMENTS

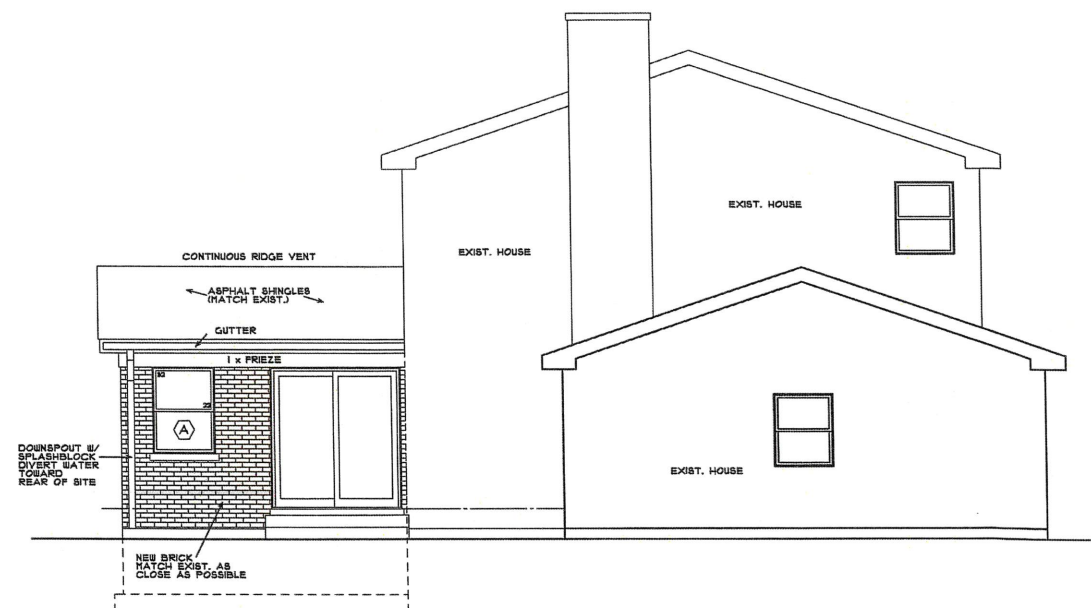
INDEX OF DRAWINGS	
SHEET	DESCRIPTION
G-1	SITE PLAN + GENERAL NOTES
A-1	CONSTRUCTION PLANS
A-2	EXTERIOR ELEVATIONS + WALL SECTIONS
PME-1	PLUMBING, MECHANICAL, + ELECTRICAL PLANS + NOTES

PROPOSED ONE-STORY ROOM ADDITION	2-1-19 RELEASED FOR OWNER REVIEW	DELEON RESIDENCE
THOMAS BUCKLEY ARCHITECT P.O. BOX 15424 HOFFMAN ESTATES, IL 60145 TEL. 847-310-1530 e-mail: tom@thomasbuckleyarchitect.com	ARCHITECT'S CERTIFICATION HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY DIRECTION AND THAT TO THE BEST OF MY KNOWLEDGE, THEY COMPLY WITH ALL APPLICABLE CODES AND ORDINANCES. CERT. NO. 000000123 DATE 1-30-20	934 ARROWHEAD DR. PALATINE, ILLINOIS 2018-042 JF TB 6-9 2



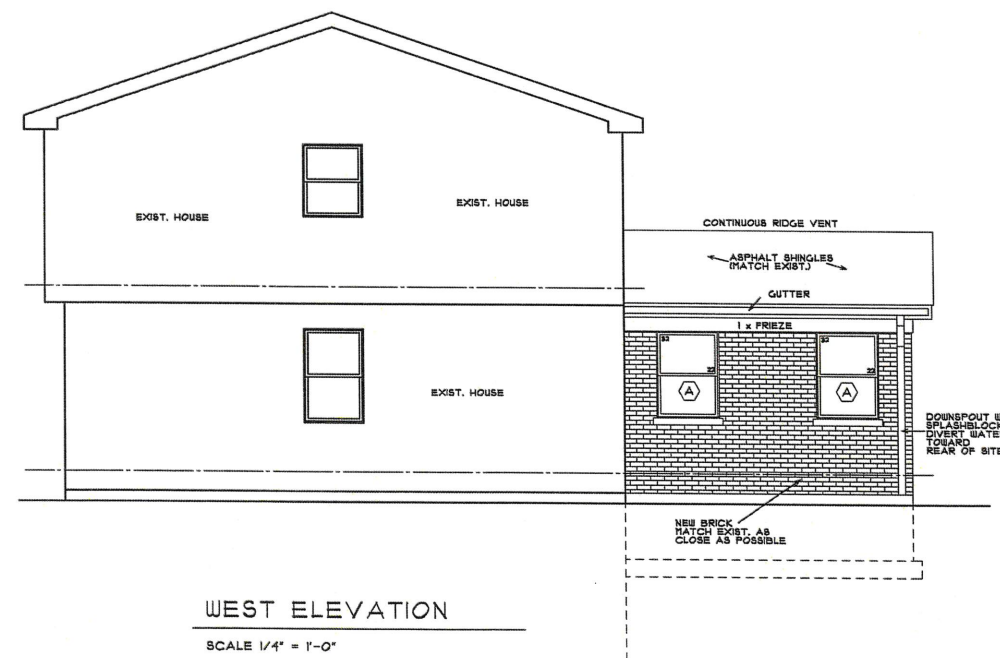
SOUTH ELEVATION

SCALE 1/4" = 1'-0"



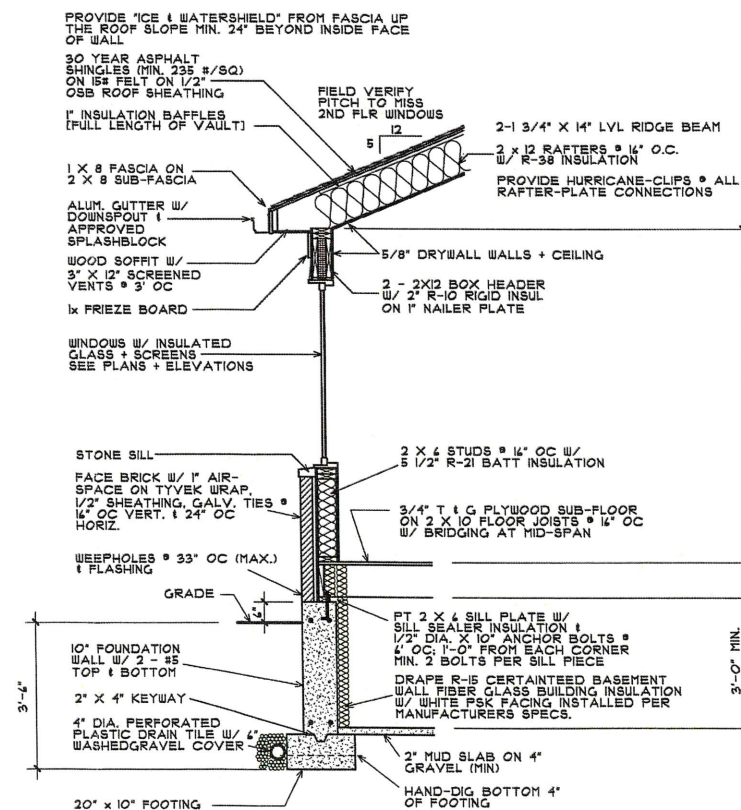
EAST ELEVATION

SCALE 1/4" = 1'-0"



WEST ELEVATION

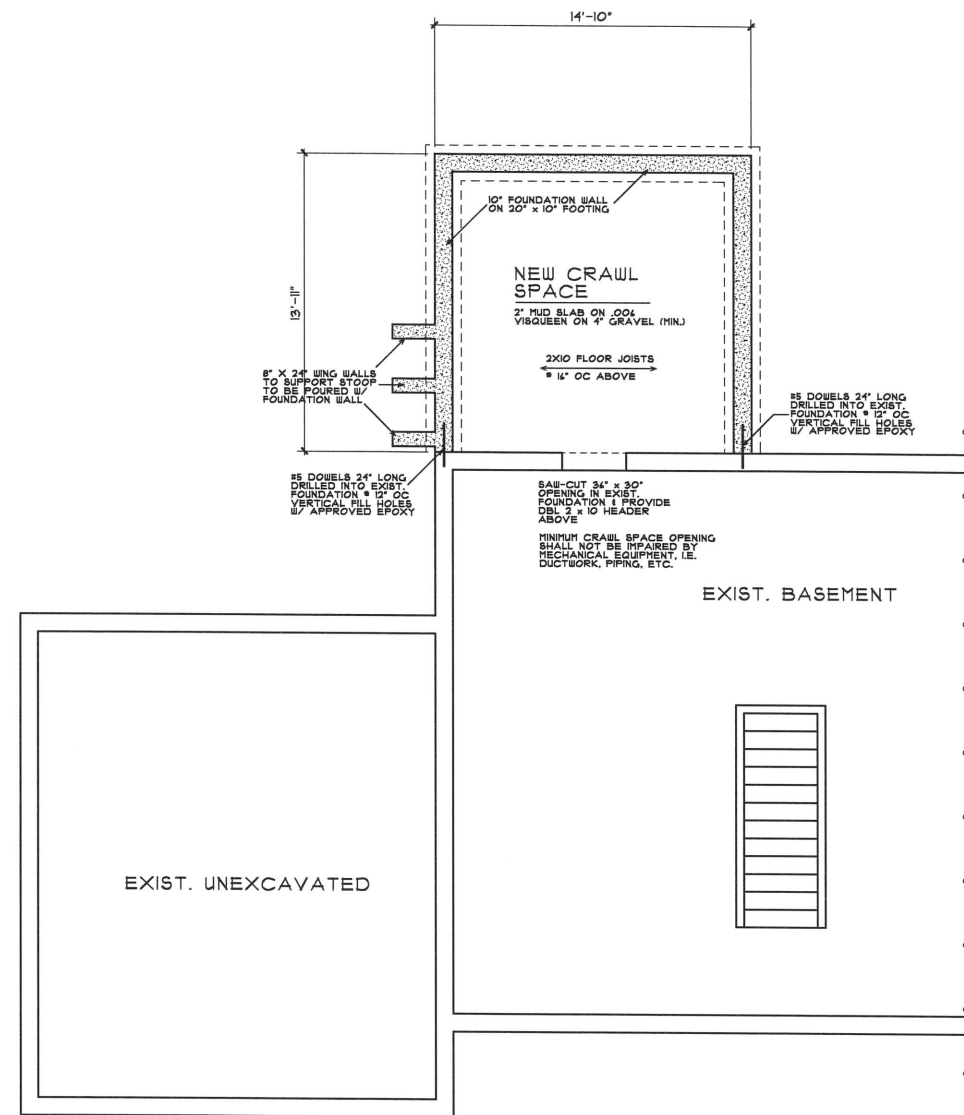
SCALE 1/4" = 1'-0"



1 WALL SECTION

SCALE 1/2" = 1'-0"

PROPOSED ONE-STORY ROOM ADDITION	2-1-19 RELEASED FOR OWNER REVIEW	DELEON RESIDENCE
THOMAS BUCKLEY ARCHITECT P.O. BOX 156224 HOFFMAN ESTATES, IL 60115 TEL. 847-310-1530 e-mail: tom@thomasbuckleyarchitect.com		934 ARROWHEAD DR. PALATINE, ILLINOIS
		2018-043 JF TB
		A-2 2-1-19



FOUNDATION PLAN

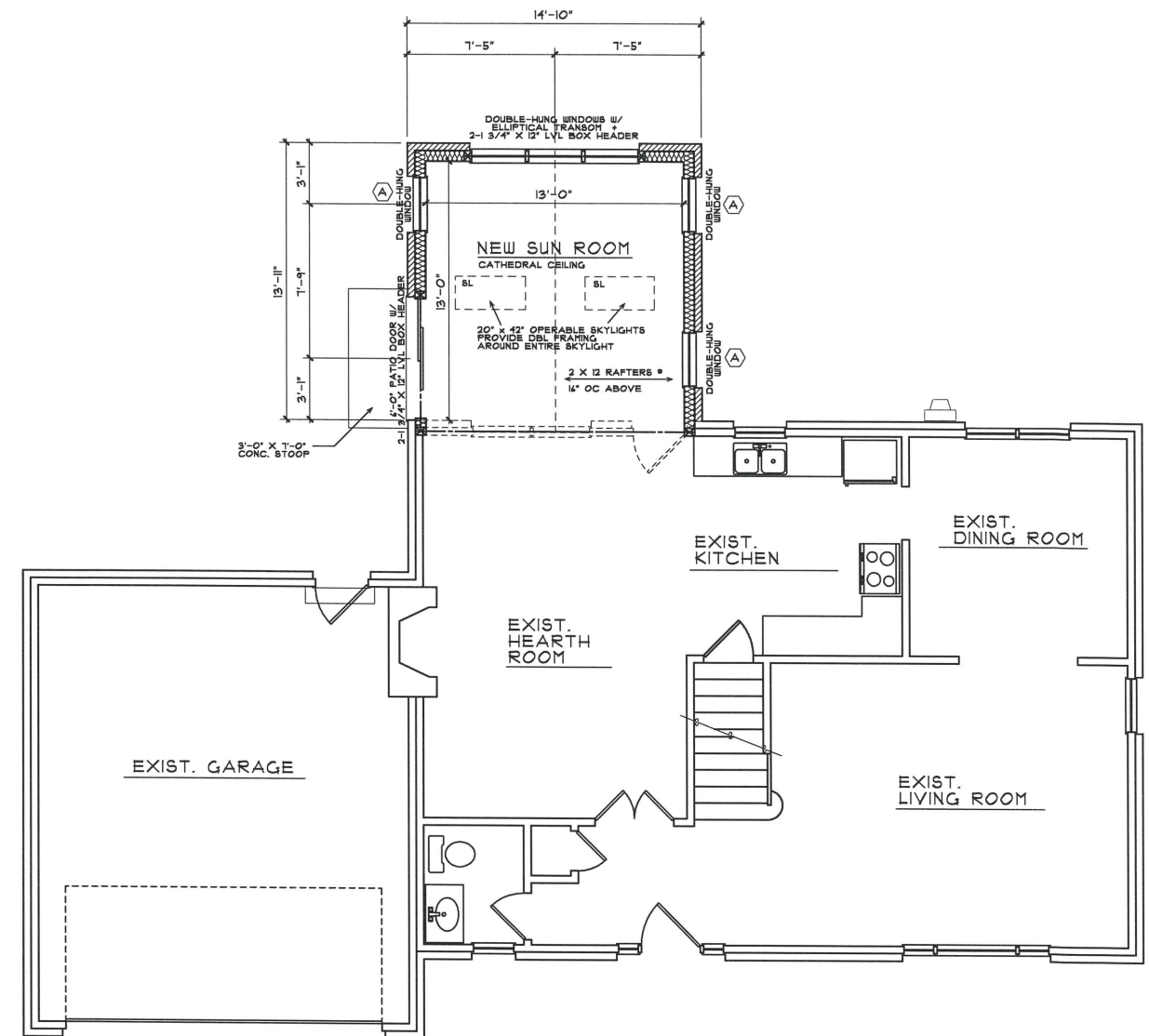
SCALE 1/4" = 1'-0"



WALL LEGEND - 1ST FLOOR				
LOCATION	UL NO.	FIRE RATING	CONSTRUCTION	DESCRIPTION
EXTERIOR (1)	---	---		FACE BRICK W/ 1" AIR-SPACE ON 2X4 WOOD STUDS 16" OC W/ 5/8" DRYWALL (INT) GBS (EXT) (R-2) CAVITY INSULATION
EXISTING WALLS TO REMAIN				EXISTING WALL CONSTRUCTION
EXISTING WALLS TO BE REMOVED				EXISTING WALL CONSTRUCTION

WALL LEGEND - SUB-LEVEL				
LOCATION	UL NO.	FIRE RATING	CONSTRUCTION	DESCRIPTION
EXTERIOR (1)	---	---		10" CONCRETE FOUNDATION WALL W/ 2" EPS TOP + BOTTOM ON 20" x 10" CONCRETE FOOTING

WINDOW SCHEDULE						
	TYPE	U-VALUE	APPROX. SIZE	GLASS OPNG.	VENT OPNG.	REMARKS
(A)	DOUBLE-HUNG	0.32 (MAX)	2'-8" X 4'-4"	8.84	4.43	ANDERSEN OR EQUAL 400 SERIES T12842
NOTES						
1. VERIFY WINDOW ROUGH OPENINGS WITH MANUFACTURER						



FIRST FLOOR PLAN

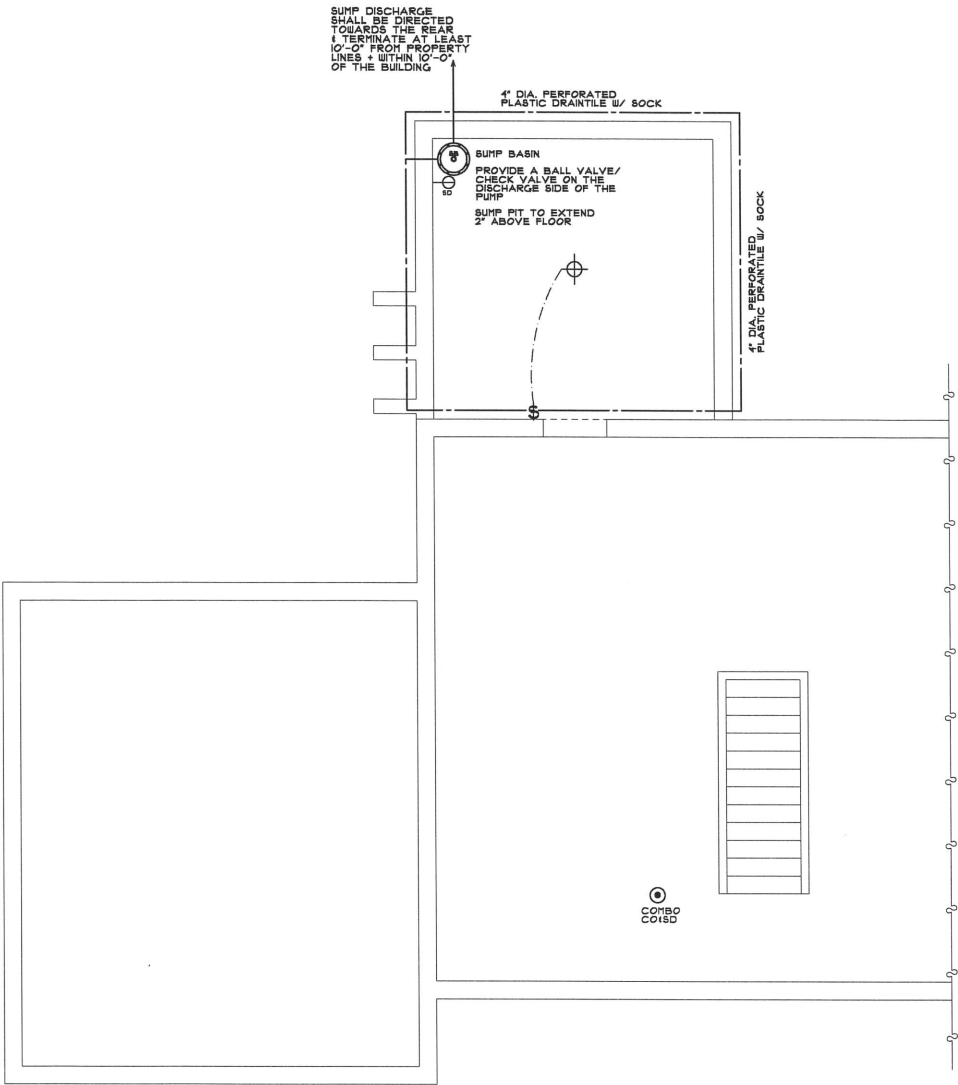
SCALE 1/4" = 1'-0"



PRICING NOTES:

1. WINDOW TO BE WHITE VINYL
2. MATCH EXISTING SOFFIT, FASCIA, GUTTERS, + DOWNSPOUTS.
3. SOFFITS + FASCIAS TO BE WOOD
4. MATCH EXISTING TRIM COLOR

PROPOSED ONE-STORY ROOM ADDITION	2-1-19 RELEASED FOR OWNER REVIEW	DELEON RESIDENCE
THOMAS DUCKLEY ARCHITECT P.O. BOX 15424 HOFFMAN ESTATES, IL 60115 TEL. 847-310-1530 e-mail: tom@thomasduckleyarchitect.com		934 ARROWHEAD DR. PALATINE, ILLINOIS
		2018-042 JF 15
		2-



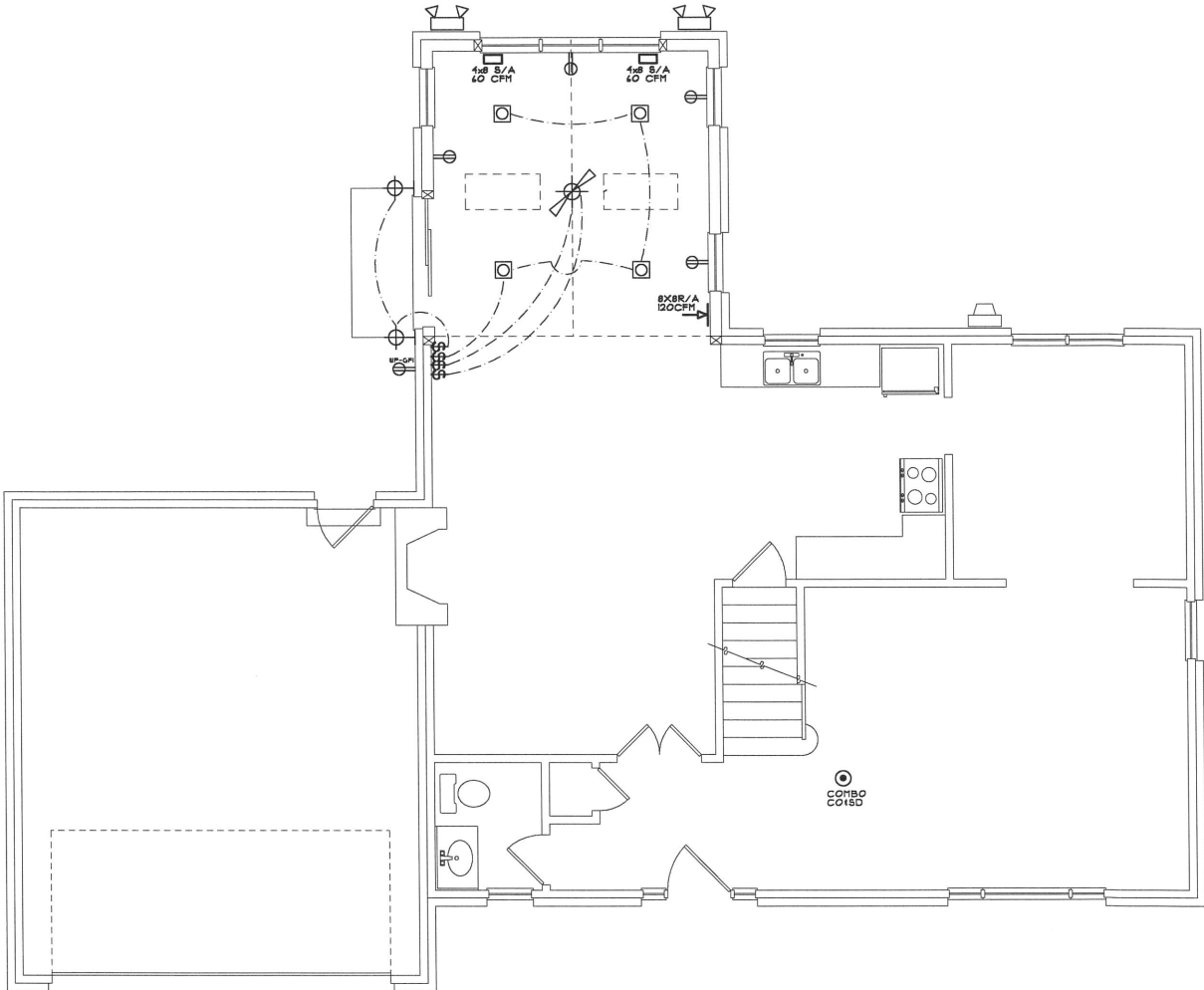
BASEMENT PLUMBING, MECHANICAL, + ELECTRICAL PLANS

SCALE 1/4" = 1'-0"



MECHANICAL LEGEND	
SYMBOL	DESCRIPTION
	SUPPLY-AIR REGISTER
	RETURN-AIR GRILLE

ELECTRICAL LEGEND	
SYMBOL	DESCRIPTION
	LED CEILING FIXTURE W/ FAN-APPROVED JUNCTION BOX
	RECESSED LED LIGHT FIXTURE (IC-RATED)
	WALL-MOUNTED LED LIGHT FIXTURE
	SINGLE POLE SWITCH
	DUPLEX RECEPTACLE
	DUPLEX RECEPTACLE WEATHERPROOF + GROUND-FAULT CIRCUIT INTERRUPTED
	SINGLE DEDICATED RECEPTACLE
	110V COMBO C.O. + SMOKE DETECTOR INTERCONNECTED W/ BATTERY BACK-UP
	CEILING FAN W/ FAN-APPROVED JUNCTION BOX FOR FANS IN EXCESS OF 35#
	DIRECTIONAL SPOT-LIGHT (EXTERIOR GRADE)

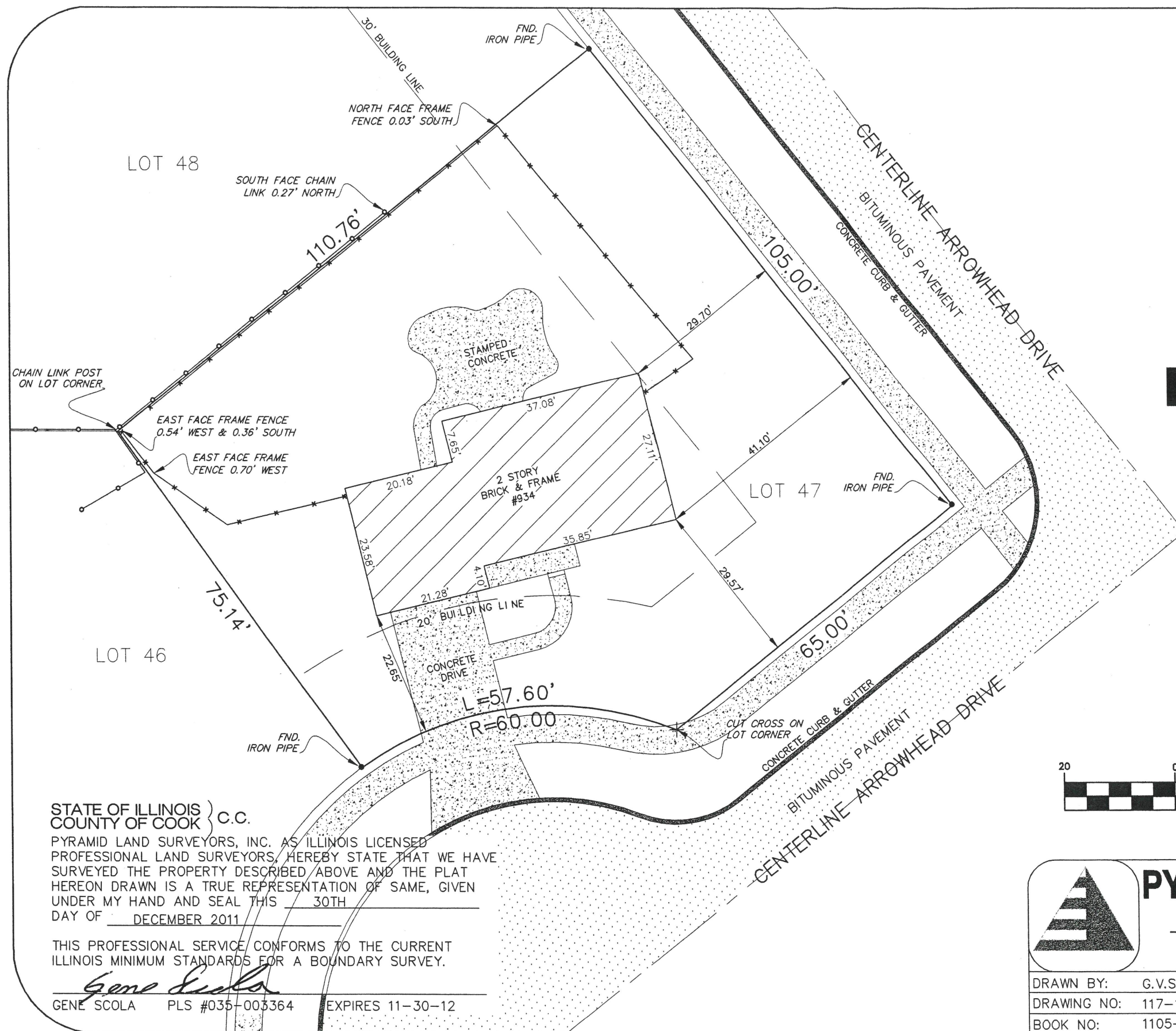


FIRST FLOOR MECHANICAL, + ELECTRICAL PLANS

SCALE 1/4" = 1'-0"



PROPOSED ONE-STORY ROOM ADDITION	2-1-19 RELEASED FOR OWNER REVIEW	DELEON RESIDENCE
THOMAS BUCKLEY ARCHITECT P.O. BOX 15424 HOFFMAN ESTATES, IL 60115 TEL. 847-310-1530 e-mail: tom@thomasbuckleyarchitect.com		934 ARROWHEAD DR. PALATINE, ILLINOIS 2018-042 JF TB 2



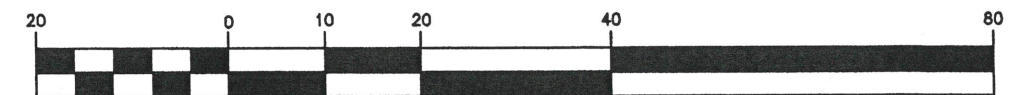
PLAT OF SURVEY of

LOT 47 IN RESEDA, BEING A SUBDIVISION IN THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 934 ARROWHEAD DRIVE

10,730.85 SQUARE FEET

GRAPHIC SCALE



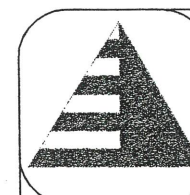
(IN FEET)
1 inch = 20 ft. DESIGN FIRM: #184-002898

STATE OF ILLINOIS } C.C.
COUNTY OF COOK }

PYRAMID LAND SURVEYORS, INC. AS ILLINOIS LICENSED PROFESSIONAL LAND SURVEYORS, HEREBY STATE THAT WE HAVE SURVEYED THE PROPERTY DESCRIBED ABOVE AND THE PLAT HEREON DRAWN IS A TRUE REPRESENTATION OF SAME, GIVEN UNDER MY HAND AND SEAL THIS 30TH DAY OF DECEMBER 2011

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

Gene Scola
GENE SCOLA PLS #035-003364 EXPIRES 11-30-12



PYRAMID LAND SURVEYORS, INC.
Land Surveyors Illinois and Wisconsin

108 GREY FOX COURT, STREAMWOOD ILLINOIS 60107
PHONE 630-497-1832 FAX 630-497-5340

DRAWN BY: G.V.S.	FIELD WORK COMPLETED: JUNE 9, 2011
DRAWING NO: 117-110609	SCALE: 1"=20'
BOOK NO: 1105-39TDS	ORDERED BY: W. TERPINAS



SPECIAL USE & VARIATION APPLICATION

Department of Planning & Zoning
 200 E. Wood Street • Palatine, IL • 60067-5339
 Telephone: (847) 359-9047 • Fax (847) 963-6247

Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S) John Deleon		Business Name (if applicable)	
	Subject Property Address 934 Arrowhead Dr, Palatine, IL 60074			
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
	Address		City/State/Zip Code	
	Telephone	Fax	Email	
	Relationship to Petitioner (contractor, architect, etc.)			
	TYPE OF APPLICATION (check one) ☒ Special Use ☐ Special Use Amendment ☐ Variation			
	Existing Zoning District	Existing Land Use	Proposed Land Use	
	Generally describe your request: Add a 206 sf single story room addition onto the back of the house.			

Attachment: Application (934 N. Arrowhead Drive - SU Setback)



SPECIAL USE

Required Materials

- ☐ Filing Fee of \$ _____
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☐ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- ☐ Business Plan (if applicable; including, but not limited to nature of business, hours of operation, number of employees, and menu)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Variation only, you do not need to answer these items.***

1. The use is deemed necessary for the public convenience at that location

N/A

2. The use is designed, located, and proposed to be operated that the public health, safety and welfare will be protected

The public health, safety and welfare will be protected

3. The use will not cause substantial injury to nearby property values

None

4. With respect to live entertainment uses, the use shall not:
- a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
 - b. Impose undue health, sanitation or safety burdens on the village
 - c. Create excessive demands on the Village of Palatine Police Department
 - d. Be of a nature otherwise prohibited by law or village ordinance
5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance

N/A

3. 934 N. Arrowhead Drive

Notice was published in the Daily Herald on April 29, 2019 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. Application for Special Use
2. Proof of Ownership
3. Plat of Survey
4. Site Plan
5. Elevations
6. Public Notice

Sworn in petitioner: Mr. John Deleon 934 N Arrowhead Dr- owner

Mr. Deleon stated they have been living in the home since 2011. He stated they love the area but have found a lot of homes have this type of addition. He explained the addition will be approx. 200 square feet and will give a little more space for his family as well as complement the house. Mr. Deleon pointed his lot is a large corner lot so won't compromise any safety health or welfare to surrounding area. He stated he has shown the plans to the neighbors and they are in favor.

Ms. Wood asked the difference in the footprint of patio vs the addition.
Mr. Deleon explained they are looking to add on 206 square feet.

Ms. Wood asked what the is the square footage of the current patio.
Mr. Deleon explained it is approx. 300 square feet and will be removed during construction.

Mr. McGinn asked he spoke to neighbor at 940 N. Arrowhead.
Mr. Deleon stated he spoke to all neighbors and they are on board.

Mr. McGinn asked if they were concerned about being too close to their property.
Mr. Deleon explained he let them know the northeast and northwest corner doesn't meet setback but the neighbor doesn't have any objections. He stated he thinks it adds more value and more livable space. Mr. Deleon pointed out they have a 1/3 of an acre lot so have the room for it.

Ms. Bremanis gave a brief overview of the request explaining it is zoned R-2 single family with a current setback of 35 feet which is existing non-conforming so any addition would require relief. She stated the addition is one story and meets height requirements and building and lot coverage are at approx. 16 and 20%.

Mr. Cavanaugh asked if the property was annexed or why existing nonconforming

Ms. Bremanis stated it is unknown but pointed out the shape of the lot and how

the home is situated on an angle.

Ms. Bremanis stated community services and engineering have reviewed and had no concerns.

STAFF RECOMMENDATION:

The Petitioner is requesting to build a 207 square foot addition that will further encroach into the required rear yard. This property is unique, as it is irregularly shaped, built on an angle, and is a corner cul de sac lot. Any addition to this area of the home would require relief. The addition should not have a negative impact on the surrounding properties therefore Staff recommends approval of the Special Use subject to the following conditions:

1. The Special Use shall substantially conform to the site plan prepared by Thomas Buckley Architect dated 2/1/19, except as such plans may be changed to conform to Village codes and Ordinances.

There were no further questions. The public hearing was closed.

Mr. Cavanaugh made a motion to approve subject staff's conditions; seconded by Ms. Roth-Wurster.

DELIBERATIONS:

Mr. Cavanaugh stated it improves the appearance of the home and will have a positive effect on the neighboring properties. He pointed out there is an existing patio so there is no concern on lot coverage or water issues.

Ms. Roth-Wurster pointed out it is existing non-conforming and quite a few homes in the area with the same type of addition. She also pointed out the petitioner has spoken to the neighbors and have received good feedback. She stated it should not have a negative impact and meets the standards.

Ms. Wood summarized that this request has met the standards and was unanimously approved by a vote of 6-0. This item will go to Village Council on June 10, 2019.

RESULT:	RECOMMENDED TO APPROVE [UNANIMOUS]
MOVER:	Kevin Cavanaugh, Commissioner
SECONDER:	Cindy Roth-Wurster, Commissioner
AYES:	Larson, Roth-Wurster, Wood, McGinn, Cavanaugh, Pirog
ABSENT:	Luszczak, Dittrich

PUBLIC NOTICE

A public hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, May 14, 2019 at 7:00 P.M. in the Village Council Chambers in the Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:
Special Use to permit a rear yard setback of 22 feet instead of the minimum required 40 feet, pursuant to Section 10.06 (c) (13) of the Palatine Zoning Ordinance
 The property is commonly known as 934 N. Arrowhead Drive (02-11-403-024).
 The Petitioner is proposing to construct a first-floor addition onto to an existing non-conforming single-story residence.
 The above petition has been filed by John DeLeon and is available for examination in the office of the Village Clerk, 200 E. Wood Street.
 FILE #: 19-19
 VILLAGE OF PALATINE
 Jan Wood, Chair
 Palatine Zoning Board of Appeals
 DATED: This 29th day of April, 2019
 Published in Daily Herald
 April 29, 2019 (4523587)

CERTIFICATE OF PUBLICATION**Paddock Publications, Inc.****Daily Herald**

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomery, Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Hollow, St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette

County(ies) of Cook, Kane, Lake, McHenry

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 29-APR-19 in said DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
 DAILY HERALD NEWSPAPERS

BY

Authorized Agent


Control # 4523587

Attachment: Public Notice (934 N. Arrowhead Drive - SU Setback)

Consider an Ordinance Granting a Special Use to allow a medical office at 231-233 E. Northwest Highway.

BACKGROUND:

The Petitioner is proposing to relocate their existing medical office to 231-233 E. Northwest Highway. Therefore, the Petitioner is requesting:

Special Use to permit a medical office.

KEY ISSUES:

- The Petitioner currently operates a medical office at 50 S. Northwest Highway and is requesting to relocate the existing business.
- The Subject Property is zoned B-2 General Business District and contains Palatine Plaza shopping center.
- The proposed tenant space is approximately 7,628 square feet and was previously occupied by an medical office/urgent care use, which closed about 2009. The proposed floor plan also includes an approximately 1,000 square foot expansion, which was previously occupied by Cellular One. The previous medical office floorplan and exam room divisions largely remain in place.
- The hours of operation are proposed to be Monday - Friday 8 AM to 8:30 PM, Saturday and Sunday 9 AM - 6 PM.
- The estimated staff would be 12-15 and the anticipated patient volumes would be between 4-15, per hour.
- The medical office services at this location will include:
 - Immediate Care
 - Occupation Health
 - Physician Clinic
 - X-Ray
- The proposed use requires 1/300 square feet parking spaces. The shopping center has 562 spaces thus are 70 spaces over parked.

Establishment	Parking Requirement	Square footage	Total Required spaces
Proposed Medical	1/300 square feet	7,628	25
Brown's Chicken	1 per 2.5 seats (1/100 sf)	1,825 sf (22 seats)	18
Retail	1/300 square feet	124,269	415
Dairy Queen	1/100 square feet	1,850	19
Subway	1/100 square feet	1495	15
Total square footage	137,157	Total req. parking	492
Total parking provided			562 parking spaces total (70 parking spaces over)

ALTERNATIVES:

1. Approve the Special Use to allow a medical office.
2. Do not approve the Special Use to allow a medical office.

RECOMMENDATION:

Public Hearing: ZBA meeting - May 28, 2019
Residents testifying: None
Vote: The ZBA voted 5-0-1 to recommend approval of the request and Staff concurs.

ACTION REQUIRED:

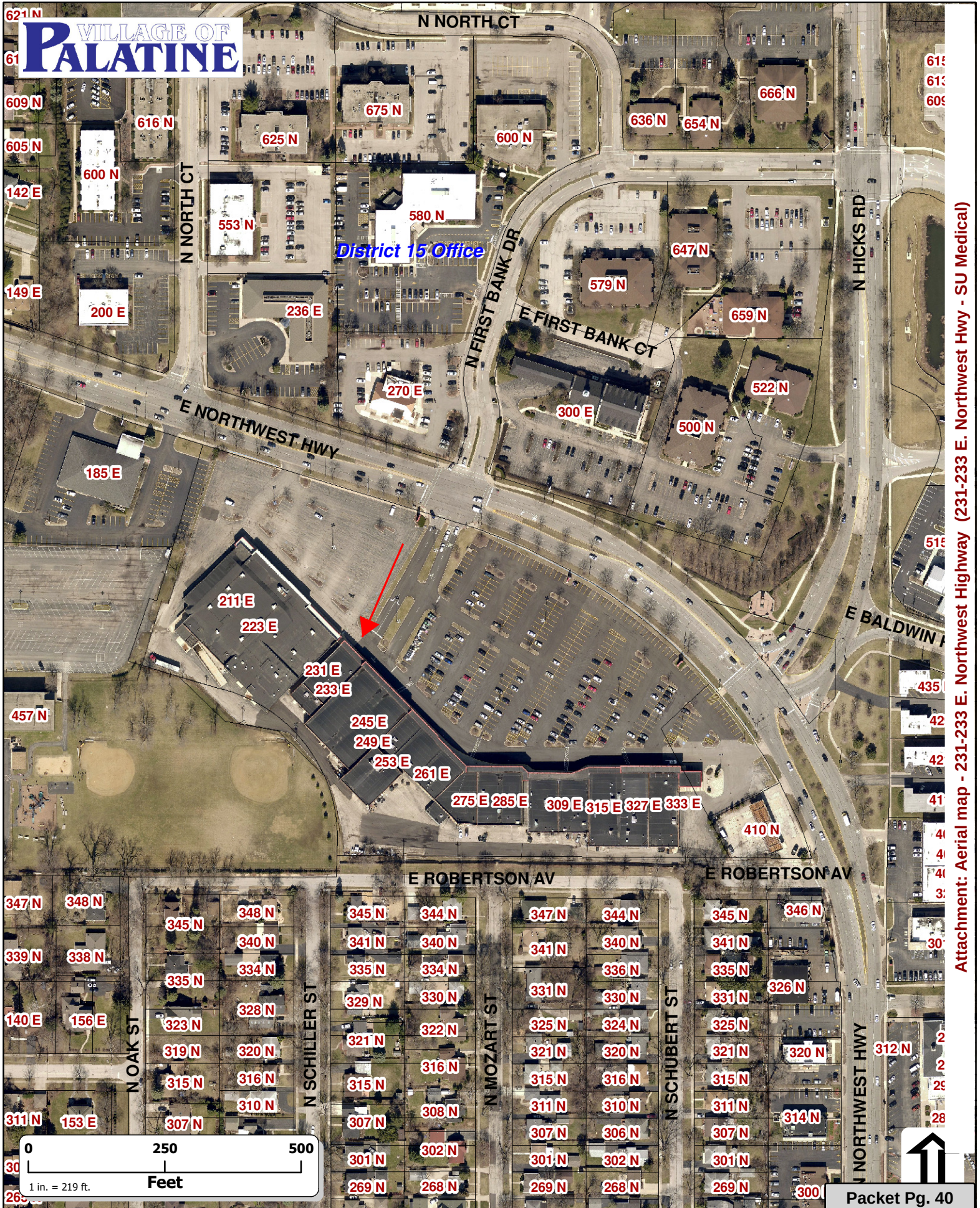
A motion to approve the ordinance granting a Special Use to allow a medical office for the property located at 231-233 E. Northwest Highway.

ATTACHMENTS:

- Aerial map - 231-233 E. Northwest Highway
- ORD SU 231-233 E Northwest Hwy
- EXHIBIT - Floor Plan
- EXHIBIT - AMITA Business Plan
- Plat of Survey
- Application
- Draft ZBA Minutes 5-28-19
- Public Notice

231-233 E. Northwest Highway

6.A.2.a



ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE
231-233 E. NORTHWEST HIGHWAY**

WHEREAS, pursuant to a petition and public hearing on May 28, 2019, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for Special Use to permit a medical office pursuant to Section 11.03 (d)(42) of the Palatine Zoning Ordinance, on the following legally described property:

PARCEL 1: Lots 1 & 2 in Scher's Subdivision, being a subdivision of part of the Northwest quarter of Section 14, Township 42 North, Range 10, East of the Third Principal Meridian, according to the Plat thereof recorded August 1, 1958, as Document #17277738 and as corrected by Certificate of Correction recorded August 28, 1958, as Document #17302943, in Cook County, Illinois; EXCEPT that part conveyed to the Department of Public Works and Buildings of the State of Illinois by Deed dated January 17, 1962, recorded August 20, 1962, as Document Number 18567814 described as follows: A segment or parcel of land, being that part of Lot 2 in Scher's Subdivision, being a subdivision of part of the Northwest Quarter of Section 14, Township 42 North, Range 10, East of the Third Principal Meridian, bounded and described as follows: Commencing at a point on the Southerly line of Northwest Highway as widened (also known as State Bond Issue Route 19) a distance of 871.49 feet Southeasterly of the intersection of the Southerly line of said Northwest Highway and center line of Benton Street, said point of commencement being also the most Northerly corner of said Lot 2 in Scher's Subdivision as aforesaid; thence Southeasterly along the Southerly line of the Northwest Highway, being also the Northeasterly line of said Lot 2 a distance of 481.55 feet to a point of curvature, being also the point of beginning of said segment or parcel of land; thence continuing Southeasterly along the Northeasterly line of said Lot 2, being also the Southerly line of Northwest Highway and being a curved line concave to the Southwest, having a radius of 955.00 feet and

Attachment: ORD SU 231-233 E Northwest Hwy (231-233 E. Northwest Hwy - SU Medical)

tangent to said last described course, a distance of 275.63 feet to a point; thence Northwesterly in a straight line (being thereof the chord of said segment or parcel of land), a distance of 275 feet to the point of beginning.

ALSO EXCEPT that part conveyed to Amoco Oil Company, a Maryland Corporation, by Deed dated March 16, 1979, recorded December 26, 1979, as Document #25293781 described as follows: That part of Lot 1 lying Southeasterly of a line drawn perpendicular to the Southwesterly line of said Lot 1, which intersects the Northeasterly curved line thereof at a point 150 feet arc measured Northwesterly of the Southeasterly corner of said Lot 1, in Scher's Subdivision, being a subdivision of part of the Northwest Quarter of Section 14, Township 42 North, Range 10, East of the Third Principal Meridian in Cook County, Illinois.

commonly known as 231-233 E. Northwest Highway (02-14-101-009-0000)

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: Special Use to permit a medical office pursuant to Section 11.03 (d)(42) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition:

1. The Special Use shall substantially conform to the Business Plan and Floor Plan submitted by the Petitioner on 05/02/19, as such plans may be changed to conform to Village Codes and Ordinances.

SECTION 2: That a copy of the public notice is attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2019

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

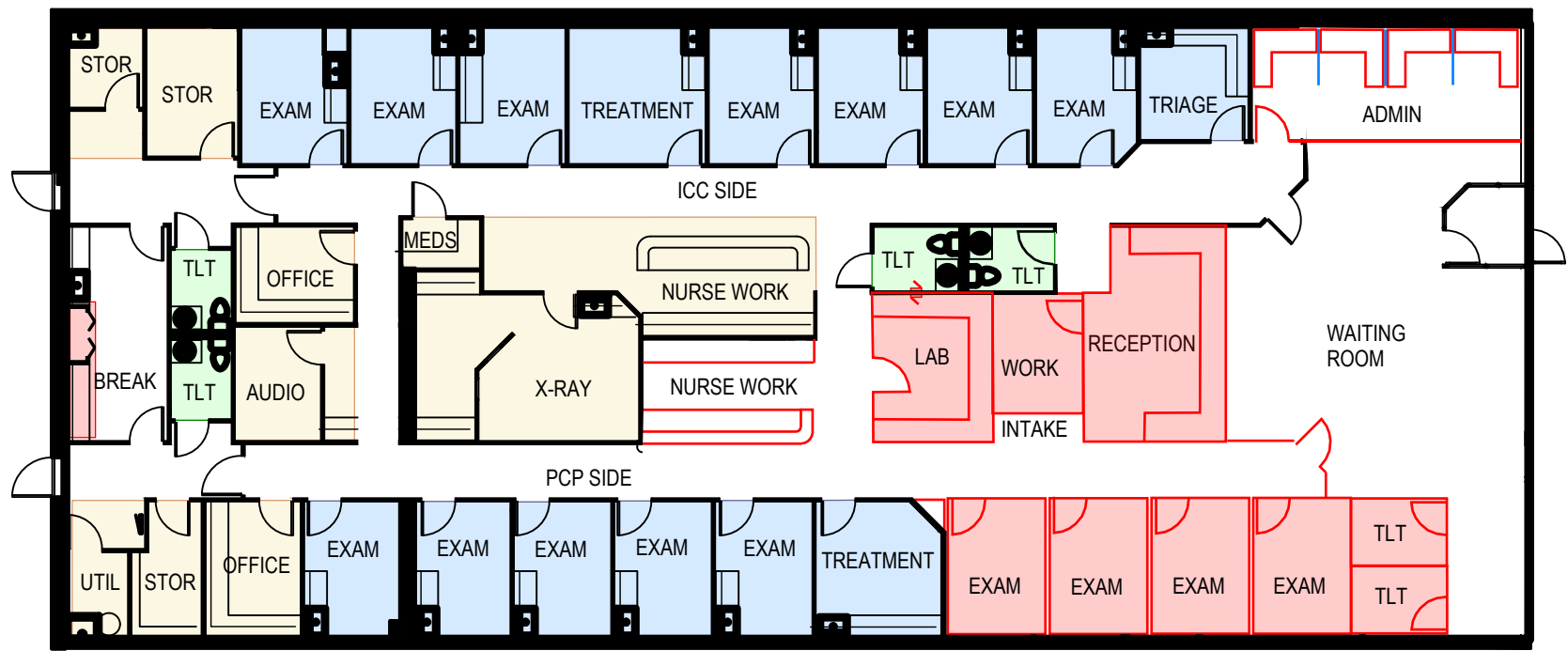
APPROVED by me this _____ day of _____, 2019

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2019

Village Clerk

Attachment: ORD SU 231-233 E Northwest Hwy (231-233 E: Northwest Hwy - SU Medical)



Attachment: EXHIBIT - Floor Plan (231-233 E. Northwest Hwy - SU Medical)



AMITA Health, would like to relocate its existing location at 50 S. Northwest Highway, just a ½ mile north to the address of **223-233 E. Northwest Highway**. This location would allow expansion of our clinic to better meet the needs of our patients which will ultimately better help us to serve the community. AMITA and Alexian Brothers have always had a great relationship with the Village, and this that this relocation will offer success for years to come. We feel that Palatine and this location will help to align with our overall vision.

AMITA Vision:

AMITA Health is rooted in faith-based health systems that have served Chicago's northwest, west and southwestern suburbs for more than 100 years. Inspired by these roots, our mission is to extend the healing ministry of Jesus, and our vision is to be a leader in faith-based healthcare in Chicago. We aspire to embody the messages of love and compassion modeled by Christ. We continue a legacy of healing the sick and caring for the poor and vulnerable. We commit, like those before us, to honor all as God's children.

Proposed address:

223-233 E. Northwest Highway

Likely Hours of operation:

Monday–Friday: 8 am–8:30 pm

Saturday–Sunday: 9 am–6 pm

Patient Volumes: We would expect patient volumes of 4 to 15 patients per hour at a location of this size.

Estimated Staff- 12-15 Staff at the site

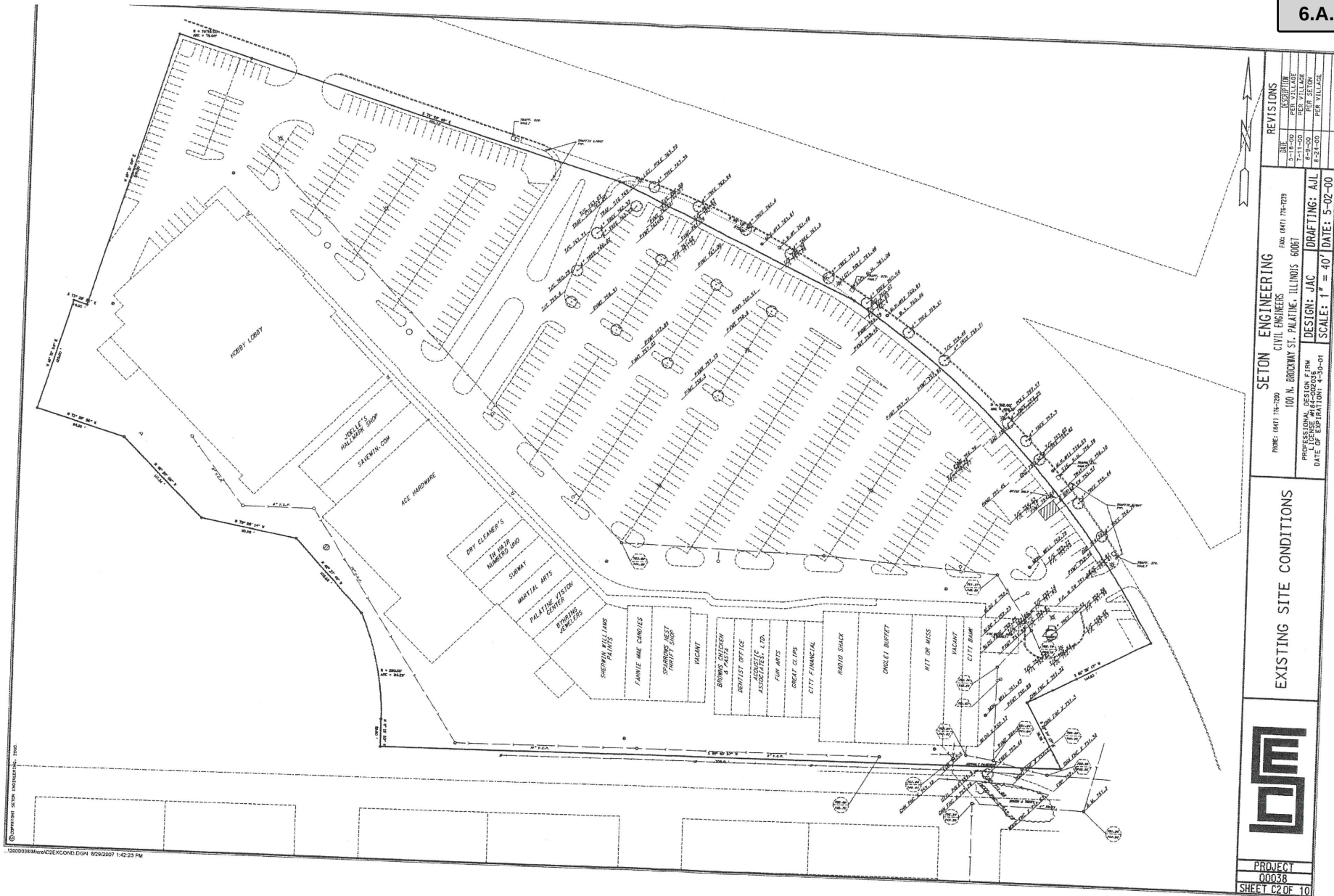
Services Offered:

- Immediate care,
- Occupational health,
- Physician Clinic
- X-ray

Market- Data on why Retail and Medical Make Sense:

ICSC- Article June 2017- Health Care Continues Expansion Into Retail Conclusion

In the future, the merger of retail and health care will continue. As health-care systems, private companies, and physician practices look for ways to thrive in an increasingly competitive market, and as they seek to deliver convenient health care, they will seek retail. Landlords will continue to seek secure long-term tenancy that is not as susceptible to e-commerce risk (at least not yet; telemedicine is picking up steam, however). The key is how to do it intelligently and create win-win scenarios without disrupting or turning off the retailers that are still the bulk of tenancy. If done well, this continued integration will lead to healthier retail centers.



Attachment: Plat of Survey (231-233 E. Northwest Hwy - SU Medical)



SPECIAL USE & VARIATION APPLICATION

Department of Planning & Zoning
200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247

Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S) Savelli Properties, Inc.		Business Name (if applicable)	
	Subject Property Address 223-233 E Northwest Highway, Palatine, IL 60067			
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
	Address		City/State/Zip Code	
	Telephone	Fax	Email	
	Relationship to Petitioner (contractor, architect, etc.)			
	TYPE OF APPLICATION (check one) ☒ Special Use ☐ Special Use Amendment ☐ Variation			
	Existing Zoning District B-2 General Business	Existing Land Use Shopping Center	Proposed Land Use Same- with Medical	
	Generally describe your request:			
	Savelli Properties, Inc., a legal affiliate of AMITA Health Medical Group, would like to open a Health Care facility at 223-233 E Northwest Highway, Palatine, IL. This will be a relocation of the 50 Northwest Highway location, also in Palatine. A Savelli/AMITA affiliate occupied this location under our Alexian Brothers name, some 7+ years ago.			

Attachment: Application (231-233 E. Northwest Hwy - SU Medical)



SPECIAL USE

Required Materials

- ☐ Filing Fee of \$ _____
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☐ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- ☐ Business Plan (if applicable; including, but not limited to nature of business, hours of operation, number of employees, and menu)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Variation only, you do not need to answer these items.***

1. The use is deemed necessary for the public convenience at that location

Yes, A medical facility would be a public convenience at this location, we would serve the medical needs of the community.

2. The use is designed, located, and proposed to be operated that the public health, safety and welfare will be protected

Petitioner's use is to serve the public health needs; our vision is to be a leader in faith-based healthcare in Chicago.

3. The use will not cause substantial injury to nearby property values

With numerous locations in the Chicago market - including an existing Palatine location - we only serve to bring value to the community and our patients.

4. With respect to live entertainment uses, the use shall not:
- a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
 - b. Impose undue health, sanitation or safety burdens on the village
 - c. Create excessive demands on the Village of Palatine Police Department
 - d. Be of a nature otherwise prohibited by law or village ordinance

5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance

Not applicable. We would bring no hardship to the Village, and will not impact the fence standards of the property.

5. 231-233 E. Northwest Highway

Ms. Wood recused herself and Mr. McGinn took over as chairman.

Notice was published in the Daily Herald on May 13, 2019 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. Application for Special Use
2. Proof of Ownership
3. Plat of Survey
4. Floor Plan
5. AMITA Business Plan
6. Public Notice

Sworn in petitioner Mr. David Hill Amita Health 25 E Schaumburg Rd

Mr. Hill stated Amita is currently located at 50 E Northwest Hwy just east of the proposed location and have been operating there for 7 years. He explained they are seeking to relocate to a slightly larger retail medical space that would also accommodate more parking. Mr. Hill explained they would offer immediate care, occupational health, physician clinic, and x-ray services.

Mr. Cavanaugh asked if there is anything newly offered that is not currently offered.

Mr. Hill explained it will allow expanded occupational health and therapy which is currently offered just crammed into a small area.

Ms. Bremanis gave a brief summary of request explaining it is proposed to go into Palatine Plaza which is zoned B-2. She referred to the slides to show the proposed and existing floor plans to show the expansion. She pointed out it was previously a healthcare medical use before and is adding 1000 square feet and rearranging the floor plan. Ms. Bremanis went through the existing conditions slides to show location. She spoke to the parking explaining the center is over parked by 70 spaces. She spoke to the proposed hours of operations being Monday-Friday 8 am-8:30 pm. and Saturday -Sunday 9 am-6 pm with a tenant space of approx. 7628 square feet.

Ms. Roth-Wurster asked if both sets of doors are for the proposed property
Ms. Bremanis answered yes but in the floor plan they removed a door

Mr. Cavanaugh asked if fire had an issue.

Ms. Bremanis answered no. She stated community services, engineering and fire prevention reviewed and had no issues.

STAFF RECOMMENDATION:

The Petitioner is requesting to relocate an existing medical office to the proposed tenant space. The space was previously occupied by a medical use. While Petitioner is planning on expanding the space by approximately 1000 square feet

the business plan shows the use being similar to the previous tenant. Palatine Plaza is currently over parked by 70 spaces and staff does not believe this use as proposed will create any parking issues. As the proposed use would be occupying a vacant tenant space and maintain a mixture of uses within the development. Therefore, Staff recommends approval of the Special Use, subject to the following conditions:

1. The Special Use shall substantially conform to the Business Plan and Floor Plan submitted by the Petitioner on 05/02/19, as such plans may be changed to conform to Village Codes and Ordinances.

There were no further questions. The public hearing was closed.

Mr. Larson made a motion to approve subject staff's conditions; seconded by Ms. Roth-Wurster.

DELIBERATIONS:

Mr. Larson stated it makes sense for the space since it was already a medical use so they are just reusing a space that has been vacant for a while. He pointed out there is no parking concerns and they will be operating in a manner consistent with public health safety and welfare. Mr. Larson stated filling the spot will not have a negative impact on surrounding businesses.

Ms. Roth-Wurster agreed with Mr. Larson and pointed out moving down the street it is a valid reason to expand services and help with the parking.

Mr. McGinn summarized that this request has met the standards and was unanimously approved by a vote of 5-0-1. This item will go to Village Council on June 10, 2019.

RESULT:	RECOMMENDED TO APPROVE [5 TO 0]
MOVER:	Brent Larson, Commissioner
SECONDER:	Cindy Roth-Wurster, Commissioner
AYES:	Larson, Roth-Wurster, McGinn, Cavanaugh, Pirog
ABSENT:	Luszczak, Dittrich
RECUSED:	Wood

PUBLIC NOTICE
 A public hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, May 28, 2019 at 7:00 PM, in the Village Council Chambers in the Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:
 Special Use to permit a medical office pursuant to Section 11.03 (d)(42) of the Palatine Zoning Ordinance.
 The property is commonly known as 231-233 E Northwest Highway (02-14-101-009).
 The Petitioner is proposing to relocate an existing Amita Immediate Care and Medical Center.
 The above petition has been filed by David Hill (Ascension) and is available for examination in the office of the Village Clerk, 200 E. Wood Street.
 FILE #: 19-31
 VILLAGE OF PALATINE
 Jan Wood, Chair
 Palatine Zoning Board of Appeals
 DATED: This 13th day of May, 2019
 Published in Daily Herald
 May 13, 2019 (4524559)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomery, Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Hollow, St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette

County(ies) of Cook, Kane, Lake, McHenry

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published May 13, 2019 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY

Daula Baltz
 Authorized Agent

Control # 4524559

Attachment: Public Notice (231-233 E. Northwest Hwy - SU Medical)

Consider a Motion to Award a Contract for Phase II Engineering of the Kasuba Lift Station Force Main Replacement

BACKGROUND:

A portion of the Village's wastewater system includes a lift station located north of the intersection of Dundee Road and Baldwin Road, commonly referred to as the Kasuba Lift Station. This lift station was originally constructed by a private utility company and subsequently acquired by the Village when the area was annexed into the Village.

The original lift station and force main were constructed in the 1970s and are approaching the end of their service life. The replacement of the 16 inch diameter force main has been prioritized due to the Illinois Department of Transportation's plans to alter Dundee Road from west of US-12 to IL-53. The work planned by IDOT includes additional storm sewer construction which would impact the existing force main location (now under pavement near US-12). Rather than adjust storm sewer facilities or partially relocate the force main in isolated areas, it is preferable to reconstruct a replacement force main outside of the State right-of-way.

KEY ISSUES:

- SpaceCo, Incorporated of Rosemont, Illinois conducted the Phase I study.
- A preferred alignment has been selected, the Metropolitan Water Reclamation District has been consulted and is receptive of the preferred solution, and easement negotiations with the property owner of 1735 North Rand Road are nearing completion for the one easement which would be necessary to accommodate the improvement.
- Phase II allows for the completion of a topographic survey and environmental analysis, preparation of final engineering design plans for the force main and lift station, and submission of the plans to all permit authorities for approval.
- As IDOT is now targeting a letting in September of 2019 with a delayed construction start of May of 2020, it is recommended that detailed engineering proceed.

ALTERNATIVES:

1. Award the contract for Phase II Engineering Services for the Kasuba Lift Station Force Main Replacement.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the contract for Phase II Engineering Services for the Kasuba Lift Station Force Main Replacement be awarded to SpaceCo, Incorporated in the amount of \$49,800.

BUDGET IMPACT:

Funding is available to accommodate this project from the sewer fund in the 2019 Capital Improvement Program.

ACTION REQUIRED:

Motion to award a contract for Phase II Engineering Services for the Kasuba Lift Station Force Main Replacement to SpaceCo, Incorporated of Rosemont, Illinois in the amount of \$49,800.

ATTACHMENTS:

- Spaceco Proposal
- Force Main Replacement Location Map
- Force Main Replacement - O'Reilly Auto Parts Property Details



CONSULTING ENGINEERS

SITE DEVELOPMENT ENGINEERS

LAND SURVEYORS

9575 W. Higgins Road, Suite 700, Rosemont, Illinois 60018
 Phone: (847) 696-4060 Fax: (847) 696-4065

June 14, 2018

VIA MAIL & FAX

Matthew D. Barry
 Public Works Director
 Village of Palatine
 200 E. Wood Street
 Palatine, IL 60067
 O: 847-359-7500
 F: 847-776-4733

**RE: PROFESSIONAL ENGINEERING & SURVEYING SERVICES PROPOSAL
 KASUBA LIFT STATION - FORCEMAIN REPLACEMENT
 PALATINE, ILLINOIS
 SPACECO Project No. 10257**

Dear Mr. Barry:

SPACECO, Inc. is pleased to provide the Village of Palatine (Village) with this proposal for Professional Engineering and Surveying services related to the Kasuba Lift Station Forcemain Replacement project located within the Village of Palatine. The purpose of these services is to provide surveying, preliminary and final engineering design, construction plans and specifications and bidding assistance for the proposed forcemain replacement. The following describes our Understanding of the Assignment, Scope of Services, and Fee.

UNDERSTANDING OF THE ASSIGNMENT**THE PLAN**

The Kasuba Station is owned and maintained by the Village and is located along the west side of North Baldwin Drive, and approx. 1,800 LF north of Dundee Road. The existing 16" forcemain will conflict with the proposed Dundee Road improvements that are to be completed by the Illinois Department of Transportation. To avoid this conflict and minimize the amount of forcemain within the Dundee Road right of way, the entire forcemain is to be relocated from the lift station to the connection with the Village's gravity sewer located on the north side of Dundee Road within the vicinity of Lynda Drive. The tasks outlined within this proposal include establishing a new forcemain route, final engineering plans and bid assistance.

THE SITE

The Kasuba Lift Station lift station was constructed in 1973 and has a concrete wet well and a steel dry pit for housing the pumps. The station is located within a residential area and is within an easement along the west side of North Baldwin Road. The station's approved MWRD permit dated 2/20/1973 shows the station has three pumps sized for an initial design of 1,250 gpm each, and a final design of 2,250 gpm each, with a total lift station maximum capacity of 4,250 gpm.

The existing 16" ductile iron forcemain is approx. 4, 494 LF in length (permitted) and extends south from the lift station along and within the west right-of-way of Baldwin Road and continues west along the north side of Dundee Road to its connection point with the Village's gravity sewer located east of Lynda Drive.

THE WORK

Phase I – Schematic Design Services

1. Coordinate with the Village
 - a. Consultation and meetings with the Village to determine the design needs and project scope
2. Review the existing lift station and forcemain information
 - a. Review the lift station's current mode of operation
 - b. Review Village records and as-built drawings
 - c. Verify existing lift station flow rates
 - i. Village records
 - ii. Completed a fill and draw test
3. Route determination and evaluation
 - a. Several forcemain routes will be identified based on-site conditions using available aerial photography, property boundary plats and utility locations.
 - b. Obtain property and survey information along the forcemain route options. The location and size of existing right of way and easements will be identified and when possible, existing right of way and easement will be used. Documents to be obtained.
 - i. Tax Maps.
 - ii. Property Plats
 - iii. Easement Documents
 - iv. IDOT Roadway Plans
 - v. Title searches for properties where additional information is needed regarding the property and the location of easements
 - c. Complete site visits to the lift station and the possible forcemain routes as required for the design.

- d. Prepare a Design Memorandum summarizing the lift station design alternatives
- 4. Consult with the various permitting agencies regarding the approval
 - a. Illinois Environmental Protection Agency
 - b. Illinois Department of Transportation
 - c. Illinois Historic Preservation Agency
 - d. Illinois Department of Natural Resources
 - e. Metropolitan Water Reclamation District of Greater Chicago (MWRD)
 - i. As part of the forcemain permit, the MWRD most likely will review the existing lift station and the current pump operations. In the past, they have not allowed an emergency back-up pump to operated when the lead pump is running. They may require the controls to modified and hard wired to prevent this.
- 5. Finalize the forcemain alignment
- 6. Prepare Preliminary Engineering Plans
- 7. Prepare an Opinion of Probable Construction Cost
- 8. Prepare a Design Memorandum summarizing the forcemain and lift station findings and recommendations.
- 9. Route Confirmed
 - a. All necessary plat and documents will be obtained confirming available right of way and easements.
 - b. Locations of needed easements will be identified
- 10. Obtain Village approval to proceed with Final Engineering

Phase II – Development

- 1. Complete topographic surveying along the entire route.
 - a. The field survey will include all visible features, and wet and dry utility locations.
 - b. The survey will include an orthorectified photograph of the forcemain route using an unmanned aerial system (UAS). Illinois State Plane Coordinates are used via GNSS real time network and exceeds recommended accuracies for Feature & Topographic Site Plans & Specs per Federal Geographic Data Committee.
 - c. All information will be incorporated into a base map that will be used for the design drawings.
 - i. Easements will be negotiated.
- 2. Prepare Final Engineering Design Plans
 - a. Forcemain Design Considerations

- i. If possible, the forcemain will be sized to operate using the existing lift station pumps.
 - ii. Various forcemain pipe materials will be reviewed to closely match the existing rated capacity of the pumps (GPM and TDH).
 - iii. The pumps may need to be modified or replaced if it is found that the above cannot be achieved.
 - iv. A minimum flow rated of 2.0 shall be maintained.
 - b. Lift Station Design Considerations
 - i. The lift station cycle times will also be reviewed based on the forcemain size, length and material selected.
 - ii. Given the age of the lift station, the conditions of the existing station will be reviewed to determine its remaining useful life. This will include recommendations as to whether the lift station should be rehabilitated or replaced. This may be more critical if it is determined that the pumps will need to be replaced.
- 3. Submit to permitting agencies for approval
- 4. Bidding Services
 - a. Finalize bid and contract documents.
 - b. Select contractor and award project.
- 5. Provide field observation services for the installation improvements.
- 6. Provide record drawings showing the final lift station improvements.

ASSUMPTIONS

In preparing this proposal, we have attempted to provide you with a complete package of the engineering services anticipated at this point in time. In doing so, we have made some assumptions, based on the available information, which will need to be verified during the engineering process. If any findings differ from these assumptions, additional design may be needed, which will be considered in a separate agreement for services after the limits of work are clarified.

- It is proposed to limit the of construction to be within the existing road right-of-way or adjacent to public utility or Village easements limits, provided there is adequate space for the forcemain installation. This task includes the review of these items to confirm their size, location and accessibility. This task will also review locations where it may be beneficial or necessary to install the forcemain within private property and will require an easement acquisition.
- The streets along the forcemain route are public roads and owned and maintained by the Village and the Illinois Department of Transportation (IDOT). There will be no modifications to existing adjacent streets except for possible forcemain crossing cuts. Access permits will be obtained from the Village and the State for this project.
- It is not anticipated that a demolition plan of the existing utilities is required to accommodate the new forcemain alignment.

- There will be no encroachment into wetlands or the 100-year floodplain.
- The soils along the forcemain route do not contain hazardous materials.
- Less than 1 acre of land will be disturbed as part of this project, therefore an IEPA NPDES permit is not required.

PROVIDED BY OTHERS

- The Village will confirm existing utility structures are exposed prior to commencing with the field surveying services (water valves and vaults, b-boxes, sanitary and storm water manholes, etc.).
- The Village will coordinate (with assistance by SPACECO as needed) a field JULIE location request prior to commencing with the field surveying services.
- Soil Borings: A Geotechnical Study and Environmental Analysis in connection with IEPA LPC-662/663 Forms. This cost is included with this proposal.
- Existing lift station design drawings and calculations to be provided by the Village.
- Existing sewer and water maps to be provided by the Village.

SCOPE OF BASIC SERVICES

PHASE I – SCHEMATIC DESIGN SERVICES

TASK 1.0 – COORDINATION WITH VILLAGE: We will coordinate with the Village to determine the requirements of the project. We will work with the Village to meet standards set forth by federal, state and local agencies.

TASK 2.0 – EXSTING LIFT STATION AND FORCEMAIN REVIEW: We will review available records and drawings, available plans and permits, and the current operation of the lift station and forcemain. It is our understanding that the lift station does not have a flow meter, therefore, a draw test on the lift station to establish the current pump capacity.

TASK 3.0 – FORCEMAIN MODEL AND ANALYSIS: A computer model of the lift station will be prepared using the existing design information and the proposed forcemain replacement layout. The model will be used to evaluate the station's capacity for both the existing and proposed forcemain conditions. Using this model, the hydraulic characteristics of the existing station will be reviewed to determine for the pipe's size and material selection to be used for the forcemain relocation. An attempt will be made to select a pipe size that will be compatible with the existing lift station pump curves.

TASK 4.0 – FORCEMAIN ROUTE DETERMINATION AND EVALUATION: An investigation of the project site will be made to identify site constraints and opportunities and will be based on conditions present at the time of the reconnaissance, visible utility locations and available topographic data.

We will obtain property and survey information along the forcemain route options. The location and size of existing right of way and easements will be identified and when possible, existing right of way and easement will be used. We will prepare a Design Memorandum

summarizing the lift station design alternatives. A route that is approved by the Village will be obtained prior to completing the Preliminary Engineering Plans.

TASK 5.0 - TITLE SEARCH: We will contract to obtain a title search for properties along the forcemain route where there may be a need to identify whether easements may exist on the property. Information obtained will be shown within the final plan set. For this task, obtaining three property surveys has been assumed.

TASK 6.0 – CONSULTATION WITH PERMITTING AGENCIES: We will contact the Metropolitan Water Reclamation District of Greater Chicago (MWRD) to review the forcemain replacement and determine what comments or modification may be required regarding forcemain installation and lift station operation. This task also includes consulting with the Illinois Department of Transportation (IDOT). A meeting with each agency has been included.

TASK 7.0 – PRELIMINARY ENGINEERING PLANS: Using the topographic survey and an aerial photograph as a base map, we will prepare a conceptual forcemain routing plans showing the forcemain location relative to the existing conditions. An Opinion of Probable Cost will be prepared. This information will be submitted to the Village for approval prior to starting the final design plans.

PHASE II – DESIGN DEVELOPMENT

FINAL ENGINEERING

TASK 8.0 – TOPOGRAPHIC SURVEY: We are proposing to minimize our topographic survey costs by utilizing aerial drawings and obtaining only necessary field survey items that are required for completion of the forcemain design. Using this approach for past projects, we have been successful in obtaining the necessary regulatory permits. Items to be surveyed include roadway center-line and edge of pavement elevations, watermain, sanitary and storm sewers (rim and invert elevations and pipe sizes) and all dry utilities as marked from JULIE locations. The drawings will be prepared at a scale of 1"=30', vertical scale 1"=5' and a contour interval of one foot.

We will provide all field and office support for the determination of the apparent right of way limits for the areas described. We will obtain all necessary subdivision plat information to identify the right of way lines. If needed, a separate task is provided for ordering/obtaining title commitments for the properties along the forcemain route. The apparent right-of-way lines will be shown on the topographic survey.

This survey is based on the forcemain route not exceeding 5,000 LF.

Base Mapping: We will compile all of the above information into one base map representative of existing conditions of the project corridor for use in all engineering work in developing the proposed improvements. We anticipate this information being superimposed on aerial photos.

TASK 9.0 – GEOTECHNICAL EXPLORATION & ENVIRONMENT ANALYSIS: We will contract with a geotechnical firm to complete this task. The objectives of the Geotechnical Study are to explore soil and groundwater conditions and provide recommendations for in connection with

the proposed forcemain replacement. Also included with this task is the Environmental Analysis in connection with IEPA LPC-662/663 Forms.

Soil Borings - Reviewing several conceptual forcemain routes, we have estimated that Seven (7) soil borings will require Geotechnical Exploration. The borings will extend 10-feet below existing grade and the total drilling footage on this basis estimated to be about 70 lineal feet. For the purposes of this proposal we have assumed that the boring locations will be accessible to conventional drilling equipment, to typically be located in roadway or parkway areas. It is assumed that no borings are to be drilled in the right-of-way of Dundee or Rand Roads, for which IDOT permits would have to be obtained. An engineering report summarizing field and laboratory test data, including boring logs and a location plan.

Soil Evaluation – For each soil boring location, a “Potentially Impacted Property” (PIP) evaluation will be completed for completion of the LPC-662 Form and, if necessary, provide sampling and laboratory analyses for completion of the LPC-663 Form. A summary report will be prepared which describes the sampling procedures and results of the analytical laboratory testing. If all analytical results meet their respective MACs, Form LPC-663 will be filled out and signed by a Licensed Professional Engineer or Geologist.

TASK 10.0 - FINAL ENGINEERING PLANS: This task will consist of the preparation of the design documents and permits for submittal to the Village and to the regulatory agencies that govern the work, which includes the Illinois Environmental Protection Agency (IEPA) submittal for the forcemain improvements. This scope includes the receipt of final approvals from the Village and the regulatory agencies.

Preparation of Plan Drawings: The plan drawings will include the final design drawings, technical specifications, and other documentation for the final design engineering improvements. The plans will be in English units of measurement. This work will include; applicable plan notes, typical sections, plan sheets, plan & profile sheets for the forcemain layout, erosion control, and details.

Final Engineering drawings: Shall be provided to the Village in both hard copies and CD-ROM formats (PDF, Microstation or Auto-CAD format).

Opinion of Probable Construction Cost: Based upon the information contained in the final design documents, we shall prepare one opinion of probable construction cost for the improvements.

Construction specifications will be shown on the drawings for the forcemain installation and applicable storm sewer, sanitary sewer, pavement, grading and restoration. We will reference the "Standard Specifications for Road and Bridge Construction" adopted January 1, 2009 by the Illinois Department of Transportation, and the latest edition of the "Standard Specifications for Water and Sewer Main Construction in Illinois". SPACECO, Inc.'s preparation of the specifications shall not be construed to relieve the Contractor in any way from his sole responsibility for the quality and workmanship of the work and for strict compliance with the permitted plans and specifications.

Soil Erosion and Sediment Control Plan: We will prepare a Soil Erosion and Sediment Control Plan for inclusion into the Final Engineering Plans. The plan will include the appropriate notes, details, and specifications that are the anticipated minimum initial controls and measures that will be required during the duration of construction activities until the site is stabilized. For locations where the area of disturbance exceeds one (1) acre, this plan is an integral

component of the Storm Water Pollution Prevention Plan (SWPPP) that the IEPA requires as part of the NPDES NOI filing. Once determined, and if necessary, we will also file with the Illinois Environmental Protection Agency (IEPA) a National Pollutant Discharge Elimination Systems (NPDES) Notice of Intent (NOI) form for the installation activities.

Permit Applications: We will prepare permit applications for the forcemain installation submittal to the appropriate governing authorities that include: the Illinois Environmental Protection Agency (IEPA) and the Metropolitan Water Reclamation District of Greater Chicago (MWRD) and the Illinois Department of Transportation (IDOT). Permit application fees are not included in our fee. This does not warrant that such approval shall be obtained.

TASK 11.0 - MWRD PERMITTING: This task will consist of the application for submittal to the MWRD for the new forcemain installation. The Village may need to supply supportive information such as full lift station drawings, control panel schematics, pump information, etc. as part of the MWRD review process. Permit application fees are not included in our fee. This does not warrant that such approval shall be obtained. During the permit review process, follow-up information, submittals, and documentation are anticipated as well as attending a meeting at the MWRD office to discuss the project.

TASK 11.1 - IDOT PERMITTING: This task will consist of the preparation of the design documents for submittal to IDOT. Permit application fee are not included in our fee. This does not warrant that such approval shall be obtained. During the permit review process, follow-up information, submittals, and documentation are anticipated as well as attending a meeting at the IDOT office to discuss the project.

BID ASSISTANCE

TASK 12.0 - BID FORM PACKAGE: This Task will include the following items.

- Prepare bid forms showing the item description and quantities, notices and addenda as necessary for bidders using the Village's standard front-end documents.
- Provide six (6) sets of drawings and specifications to be issued by the Village to prospective bidders.

TASK 12.1 - BIDDING ASSISTANCE: this Task will include the following items.

- Attend a pre-bid meeting.
- Receive bidder questions and requests for bid document clarification and we will prepare an addendum as necessary to respond to the questions presented. Addenda will be issued to the Village for distribution to the bidders.
- Attend the bid opening and evaluate the Bids and bidder qualifications. Review submitted bids to confirm submittals are in accordance with the contract documents and if the bidders are qualified to perform the work.
- Summarize the bids and provide a bid comparison spreadsheet to the owner. SPACECO, Inc. is not responsible for contractor negotiations or awarding contracts. A recommendation will be provided to the Village for the award of the construction contracts.
- Assist the Village in preparation of conforming four (4) copies of contracts and execution of the contracts and review for contract related documents provided by the successful bidder.

TASK 13.0 - CONSULTATION/MEETINGS/CONFERENCE CALLS: SPACECO, Inc. will provide consultation including attendance at group meetings or conference calls with the Village, municipal staff, governmental agencies and utility companies to properly advise the Village of the engineering concerns.

SUPPLEMENTAL SERVICES

Normal and customary engineering and surveying services do not include service in respect to the following categories of work which are usually referred to as Supplemental Services. If the Client shall so advise SPACECO, Inc., we shall perform or obtain from others such services. SPACECO, Inc. will be paid on an hourly basis or based on subsequent proposal/contract agreements, at the option of Client. Additional Supplemental Services for the project include, but are not limited to the following:

- Services due to major changes in the general scope of the project.
- Revising studies, reports, and design documents which the Village, the municipality, and/or other governmental agencies have previously approved.
- Providing Engineering Design and Construction Services for:
 - Additional off-site improvements requested by the Village or governmental agencies.
 - Improvements necessary to the project development beyond those being included under Basic Services herein.
 - Structural Engineering.
 - Retaining walls.
 - Bridges.
 - Railroad grade crossings, signals, or gates.
 - Railroad safety evaluations.
 - Site lighting.
 - Landscaping, berms or tree replacement.
 - Wetland permitting.
 - NPDES/Erosion Control Report.
 - Traffic impact studies, capacity analyses, warrant studies, intersection design studies, construction documents for any traffic control devices (signals, etc.).
 - Detention and hydraulic channel analysis.
 - Determining the 100-year Base Flood Elevation (BFE) and developing the required documentation in support of the floodplain fill activities.
 - Preparing wetland assessments, mitigation, permit applications and documents.
- Meetings with the Village, Contractor(s), the municipal staff, or others during the course of design or construction not included under Basic Services.
- Giving testimony as an expert witness for the Village in litigation or other court

proceedings involving this project.

- Environmental assessments, geotechnical investigations.
- Preparation of any plats (ALTA Surveys, etc.) or documents not explicitly identified under Basic Services.
- Photocopying and final printing. Reimbursable expenses including messenger, overnight delivery services, facsimile, photography, postage, mileage, tolls and mounting drawings.

PROPSAL PRICES

Phase I – Schematic Design Services

Existing Conditions Phase

	Amount
Task 1.0 Coordination with Village	\$3,500 Hourly, Budget
Task 2.0 Existing Lift Station and Forcemain Review	\$2,900 Lump Sum
Task 3.0 Forcemain Model and Analysis	\$1,500 Lump Sum
Task 4.0 Forcemain Route Determination and Evaluation	\$5,800 Lump Sum
Task 5.0 Title Search	\$3,200 Hourly, Budget
Task 6.0 Consultation with Permitting Agencies	\$3,500 Hourly, Budget
Task 7.0 Preliminary Engineering Plans	<u>\$5,800 Lump Sum</u>
	\$26,200

Phase II – Design Development

Final Engineering

Task 8.0 Topographic Survey	\$23,000 Lump Sum
Task 9.0 Geotechnical Exploration & Environment Analysis	\$10,100 Hourly, Budget
Task 10.0 Final Engineering Plans	\$10,900 Lump Sum
Task 11.0 MWRD Permitting	\$2,900 Hourly, Budget
Task 11.1 IDOT Permitting	<u>\$2,900 Hourly, Budget</u>
	\$49,800

Bid Assistance

Task 12.0 Bid Form Package	\$3,500 Lump Sum
Task 12.1 Bidding Assistance	<u>\$2,200 Hourly, Budget</u>
	\$5,700
Task 13.0 Consultation/Meetings/Conference Calls	\$5,000 Hourly, Budget

Grand Total

Reimbursable Expenses (Cost +10%)	\$86,700
	\$800 Budget

Our services will be invoiced monthly on a percent complete basis. Payments are due within thirty days after invoicing.

Work identified, as payable on an hourly basis will be billed to you at the rates specified on the enclosed Schedule of Charges for Professional Services. We will establish our contract in accordance with the enclosed General Terms and Conditions, which are expressly incorporated into and are an integral part of this contract for professional services. If you

wish to discuss the terms, conditions and provisions of this agreement, I would be pleased to do so at your earliest convenience. We reserve the right to increase our fees by 5% on each annual anniversary of this Agreement. All reproductions and delivery services will be billed to the Village on a cost plus 10% basis.

If this proposal meets with your approval, please sign both copies and return one to us for our files.

Sincerely,

SPACECO, Inc.

John Bedrosian
Senior Design Engineer

c: R. Stawik, B. Loftus, B. Lounsbury - SPACECO, Inc.

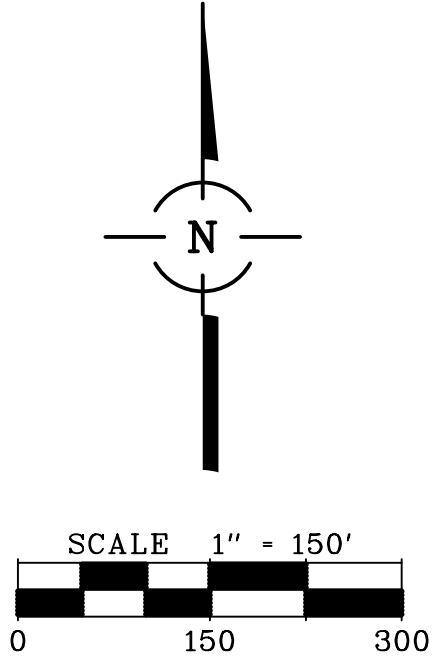
ACCEPTED FOR: _____

BY: _____

TITLE: _____

DATE: _____

Attachment: Spaceco Proposal (Kasuba Lift Station Force Main Replacement Phase II Engineering)



NO.	DATE	REMARKS

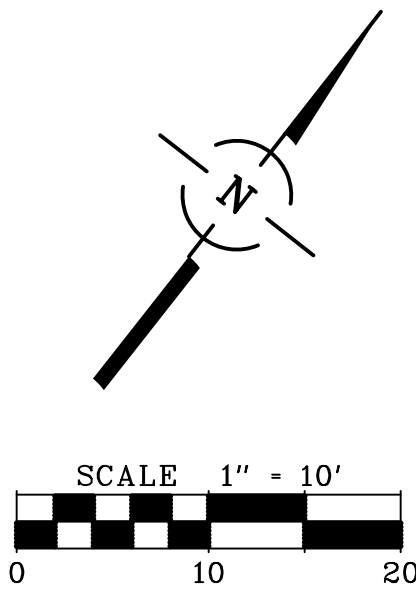
NO.	DATE	REMARKS

FORCEMAIN ROUTE EXHIBIT
KASUBA SANITARY SEWER LIFT STATION
16" FORCEMAIN REPLACEMENT
PALATINE, ILLINOIS

CONSULTING ENGINEERS
STEVENSON ENGINEERS
LAND SURVEYORS
9575 W. Higgins Road, Suite 700,
Rosemont, Illinois 60018
Phone: (847) 676-4060 Fax: (847) 676-4065



FILENAME: 10257LIFT STATION
DATE: 1/29/19
JOB NO. 10257
SHEET EXHIBIT 1 OF 1

[illegible]

FORCEMAIN REPLACEMENT
PALATINE, ILLINOIS



SPACECO INC.

FILENAME:
10257 FORCEMAN OREILLY PROPERTY

DATE:
02/09/19

JOB NO.
10257

SHEET
EXH
1 OF 1

Consider a Resolution Appropriating \$25,620 of Funds for the Replacement of the North Baldwin Road Structure over Buffalo Creek

BACKGROUND:

The Village was successful in acquiring grant commitments from the Illinois Department of Transportation's Bridge Improvement program for just under \$1M. This is spread across the phase 1 engineering, phase 2 engineering, land acquisition, phase 3 engineering, and construction at an 80/20 matching ratio with the Village.

In order to proceed with phase 1 engineering a funding resolution memorializing the Village's participation is required. The State requires that resolutions are passed by the Village indicating their intended use. The State then reviews this resolution, the proposed intergovernmental agreement memorializing the reimbursement, and the consultant agreement prior to allowing the work to proceed.

KEY ISSUES:

- Village participation for phase 1 engineering (preliminary engineering) is estimated at \$25,620.
- Federal participation for phase 1 engineering is estimated at \$102,480.

ALTERNATIVES:

1. Approve the resolution appropriating the total amount of \$25,620 in Capital Improvement Funds.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends that the resolution appropriating \$25,620 of Capital Improvement funds for the replacement of the North Baldwin Road culvert over Buffalo Creek be approved.

BUDGET IMPACT:

\$25,620 is available in the Capital Improvement Program to accommodate this proposed agreement with a \$120,480 revenue offset through the grant.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$25,620 of Capital Improvement funds for the replacement of the North Baldwin Road culvert over Buffalo Creek.

ATTACHMENTS:

- Resolution
- Palatine 016-8217 N Baldwin Rd 5-21-18
- 19-00105-00-BR_BaldwinRoad_BLR5310_DRAFT_04092019
- _BaldwinRoad_BLR05610_DRAFT_02132019

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE USE OF LOCAL FUNDS AND EXECUTION OF
THE LOCAL AGENCY AGREEMENT FOR THE REPLACEMENT OF THE
BALDWIN ROAD CULVERT OVER BUFFALO CREEK**

WHEREAS, the Village of Palatine is attempting to replace the culvert on Baldwin Road over Buffalo Creek, that is approximately 0.2 miles in length; and

WHEREAS, the cost of said improvement has necessitated the use of federal funds; and

WHEREAS, the federal fund source requires a local match.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Village of Palatine that:

SECTION 1: The Village Council has authorized twenty-five thousand six hundred and twenty dollars (\$25,620) or as much as may be needed to match federal funds in the completion of Section Number 19-00105-00-BR, Job Number P-91-055-19, Project Number VX94(770).

SECTION 2: That the Mayor and Village Clerk be and are hereby authorized and directed to execute the above-mentioned AGREEMENT and any other such documents related to advancement and completion of said project.

SECTION 3: That the Village Clerk is hereby directed to transmit five certified copies of this resolution to the Illinois Department of Transportation through the Division of Transportation.

PASSED: This _____ day of _____, 2019.

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the Village Clerk

this _____ day of _____, 2019.

Village Clerk

Attachment: Resolution (Resolution Appropriating Funds for the Baldwin Road Structure Replacement)



Illinois Department of Transportation

Division of Highways/Region One / District One
201 West Center Court/Schaumburg, Illinois 60196-1096

LOCAL ROADS AND STREETS

Surface Transportation Bridge Program

Village of Palatine

Location: North Baldwin Road over Buffalo Creek

Section No.: TBD

Existing Structure No.: 016-8217

Cook County

May 21, 2018

Mr. Matthew D. Barry, P.E.
Director of Public Works
Village of Palatine
Department of Public Works
148 West Illinois Avenue
Palatine, IL 60067

Dear Mr. Barry:

We reviewed the November 13, 2017 letter requesting Surface Transportation Bridge Program (STP-Br) funding for the following structure in Palatine:

Location	Structure No.	Sufficiency Rating	Last Inspection Date	Eligible For
North Baldwin Road over Buffalo Creek	016-8217	43.0	7/21/2017	Reconstruction

The Village may proceed to advertise for and select a qualified consultant for Phase 1 Engineering services in accordance with the Qualifications Based Selection Procurement Procedures as set forth in Chapter 5 in the Department's Bureau of Local Roads and Streets Manual.

After selection of a consultant, please coordinate with your designated Planning Liaison to submit for our review a Draft Project Program Information (PPI) Form (D1 PI0004). Please note that the document is available via the Department's website as follows:

Document	Web Address
Project Programming Information Form (D1 PI0004)	http://www.idot.illinois.gov/Assets/uploads/files/IDOT-Forms/D1/D1%20PI0004.docx

Mr. Matthew D. Barry, P.E.
May 21, 2018
Page 2

When the PPI is approved the District will coordinate with you and your Planning Liaison, to submit the appropriate draft Engineering and Funding agreements. This project may be required to follow the Grant Accountability and Transparency Act (GATA) processing and reporting requirements.

We will fund Phase I for this project in the State's FY 2019 Program (July 1, 2018 – June 30, 2019). When STP-Br Funds become available, the Village will be responsible for providing the twenty percent (20%) match.

The funding for Phase II Plan Preparation and Phase III Construction and Construction Engineering will be contingent upon the availability of funds in future fiscal years. Please include all phases of the project on the PPI form when submitted.

Additionally, as described above the funding levels will be based on the Village's request as noted in the letter. The total amount for each phase is:

Phase	Amount	% Fund Allocation
Phase I Engineering	\$80,000.00	80% STP-Br
Phase II Engineering	\$75,000.00	STP-Br TBD
Land Acquisition	\$36,000.00	STP-Br TBD
Phase III Engineering	\$90,000.00	STP-Br TBD
Construction	\$690,000.00	STP-Br TBD

If you have any questions or need additional information, please contact Charles Riddle, Program and Office Engineer, at (847) 705-4406 or via e-mail at Charles.Riddle@illinois.gov.

Very truly yours,

Anthony J. Quigley, P.E.
Region One Engineer

By:
Christopher J. Holt, P.E.
Bureau Chief of Local Roads and Streets

cc: Mike Walczak, NWMC

 Illinois Department of Transportation Local Public Agency Agreement for Federal Participation		Local Public Agency Village of Palatine		State Contract	Day Labor	Local Contract	RR Form
		Section 19-00105-00-BR		Fund Type STP-Br		ITEP, SRTS, or HSIP Number(s)	
Construction		Engineering		Right-of-Way			
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number		
		P-91-055-19	VX94(770)				

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "LPA", and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LPA jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans prepared by, or on behalf of the LPA, approved by the STATE and the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "FHWA".

Location

Local Name N Baldwin Road Route Length 0.20 mi
 Termini at Buffalo Creek

Current Jurisdiction Village of Palatine TIP Number Existing Structure No 016-8217

Project Description

Replacement of Baldwin Road structure over Buffalo Creek.

Division of Cost

Type of Work	STP-Br	%	%	LPA	%	Total
Participating Construction		()	()		()	
Non-Participating Construction		()	()		()	
Preliminary Engineering	102,480	(80)	()	25,620	(BAL)	128,100
Construction Engineering		()	()		()	
Right of Way		()	()		()	
Railroads		()	()		()	
Utilities		()	()		()	
Materials						
TOTAL	\$ 102,480	\$		\$ 25,620	\$	128,100

MAXIMUM FHWA (STP-Br) PARTICIPATION 80% NTE \$102,480

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final LPA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

Local Public Agency Appropriation

By execution of this Agreement, the LPA attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the LPA share of project costs. A copy of the authorizing resolution or ordinance is attached as an addendum (required for State-let contracts only)

Method of Financing (State Contract Work Only)

METHOD A---Lump Sum (80% of LPA Obligation) _____
 METHOD B--- _____ Monthly Payments of _____ due by the _____ of each successive month
 METHOD C---LPA's Share \$25,620 divided by estimated total cost multiplied by actual progress payment.

(See page two for details of the above methods and the financing of Day Labor and Local Contracts)

THE LPA AGREES:

- (1) To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, and the **STATE** and the **FHWA**, if required.
- (2) To provide for all utility adjustments, and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Agency Highway and Street Systems.
- (3) To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.
- (4) To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, an addendum is required.
- (5) To maintain or cause to be maintained, in a manner satisfactory to the **STATE** and the **FHWA**, the completed improvement, or that portion of the completed improvement within its jurisdiction as established by addendum referred to in item 4 above.
- (6) To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
- (7) To maintain, for a minimum of 3 years after final project close-out by the **STATE**, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the **LPA** agrees to cooperate fully with any audit conducted by the Auditor General and the **STATE**; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the **STATE** for the recovery of any funds paid by the **STATE** under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
- (8) To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- (9) To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the **FHWA**.
- (10) (State Contracts Only) That the method of payment designated on page one will be as follows:
 Method A - Lump Sum Payment. Upon award of the contract for this improvement, the **LPA** will pay to the **STATE** within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the **LPA's** estimated obligation incurred under this Agreement. The **LPA** will pay to the **STATE** the remainder of the **LPA's** obligation (including any nonparticipating costs) within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.
 Method B - Monthly Payments. Upon award of the contract for this improvement, the **LPA** will pay to the **STATE**, a specified amount each month for an estimated period of months, or until 80% of the **LPA's** estimated obligation under the provisions of the Agreement has been paid, and will pay to the **STATE** the remainder of the **LPA's** obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
 Method C - Progress Payments. Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the **LPA** will pay to the **STATE** within thirty (30) calendar days of receipt, an amount equal to the **LPA's** share of the construction cost divided by the estimated total cost, multiplied by the actual payment (appropriately adjusted for nonparticipating costs) made to the contractor until the entire obligation incurred under this Agreement has been paid.
 Failure to remit the payment(s) in a timely manner as required under Methods A, B, or C, shall allow the **STATE** to internally offset, reduce, or deduct the arrearage from any payment or reimbursement due or about to become due and payable from the **STATE** to **LPA** on this or any other contract. The **STATE**, at its sole option, upon notice to the **LPA**, may place the debt into the Illinois Comptroller's Offset System (15 ILCS 405/10.05) or take such other and further action as may be required to recover the debt.
- (11) (Local Contracts or Day Labor) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to construct the complete project.
- (12) (Preliminary Engineering) In the event that right-of-way acquisition for, or actual construction of, the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following the fiscal year in which the project is federally authorized, the **LPA** will repay the **STATE** any Federal funds received under the terms of this Agreement.
- (13) (Right-of-Way Acquisition) In the event that the actual construction of the project on this right-of-way is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the project is federally authorized, the **LPA** will repay the **STATE** any Federal Funds received under the terms of this Agreement.

Attachment: 19-00105-00-BR_BaldwinRoad_BLR5310_DRAFT_04092019 (Resolution Appropriating Funds for the Baldwin Road Structure

- (14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be for the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval by the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.
- Plans and preemption times for signal related work that will be interconnected with traffic signals shall be submitted to the ICC for review and approval prior to the commencement of work. Signal related work involving interconnects with state maintained traffic signals should also be coordinated with the IDOT's District Bureau of Operations.
- The **LPA** is responsible for the payment of the railroad related expenses in accordance with the **LPA**/railroad agreement prior to requesting reimbursement from IDOT. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets office.
- Engineer's Payment Estimates shall be in accordance with the Division of Cost on page one.
- (15) And certifies to the best of its knowledge and belief its officials:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and
 - (d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.
- (16) To include the certifications, listed in item 15 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
- (17) (State Contracts) That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.
- (18) That for agreements exceeding \$100,000 in federal funds, execution of this Agreement constitutes the **LPA's** certification that:
- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;
 - (c) The **LPA** shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (19) To regulate parking and traffic in accordance with the approved project report.
- (20) To regulate encroachments on public right-of-way in accordance with current Illinois Compiled Statutes.
- (21) To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with current Illinois Compiled Statutes.
- (22) To complete this phase of the project within three (3) years from the date this agreement is approved by the **STATE** if this portion of the project described in the Project Description does not exceed \$1,000,000 (five years if the project costs exceed \$1,000,000).
- (23) To comply with the federal Financial Integrity Review and Evaluation (FIRE) program, which requires States and subrecipients to justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months.
- To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.
- (24) The **LPA** will submit supporting documentation with each request for reimbursement from the **STATE**. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fee invoice, progress report, and personnel and direct cost summaries and other documentation supporting the requested reimbursement amount (Form BLRS 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.

The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of this phase of the improvement or from the date of the previous invoice, whichever occurs first. If a final invoice is not received within this time frame, the most recent invoice may be considered the final invoice and the obligation of the funds closed.

- (25) The **LPA** shall provide the final report to the appropriate **STATE** district within twelve months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.
- (26) (Single Audit Requirements) That if the **LPA** expends \$750,000 or more a year in federal financial assistance they shall have an audit made in accordance with 2 CFR 200. **LPAs** expending less than \$750,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the **STATE** (Office of Finance and Administration, Audit Coordination Section, 2300 South Dirksen Parkway, Springfield, Illinois, 62764), within 30 days after the completion of the audit, but no later than one year after the end of the **LPA's** fiscal year. The CFDA number for all highway planning and construction activities is 20.205.

Federal funds utilized for construction activities on projects let and awarded by the **STATE** (denoted by an "X" in the State Contract field at the top of page 1) are not included in a **LPA's** calculation of federal funds expended by the **LPA** for Single Audit purposes.

- (27) That the **LPA** is required to register with the System for Award Management or SAM (formerly Central Contractor Registration (CCR)), which is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award and the electronic payment processes. To register or renew, please use the following website: <https://www.sam.gov/portal/public/SAM/#1>.

The **LPA** is also required to obtain a Dun & Bradstreet (D&B) D-U-N-S Number. This is a unique nine digit number required to identify subrecipients of federal funding. A D-U-N-S number can be obtained at the following website: <http://fedgov.dnb.com/webform>.

THE STATE AGREES:

- (1) To provide such guidance, assistance and supervision and to monitor and perform audits to the extent necessary to assure validity of the **LPA's** certification of compliance with Titles II and III requirements.
- (2) (State Contracts) To receive bids for the construction of the proposed improvement when the plans have been approved by the **STATE** (and **FHWA**, if required) and to award a contract for construction of the proposed improvement, after receipt of a satisfactory bid.
- (3) (Day Labor) To authorize the **LPA** to proceed with the construction of the improvement when Agreed Unit Prices are approved, and to reimburse the **LPA** for that portion of the cost payable from Federal and/or State funds based on the Agreed Unit Prices and Engineer's Payment Estimates in accordance with the Division of Cost on page one.
- (4) (Local Contracts) For agreements with Federal and/or State funds in engineering, right-of-way, utility work and/or construction work:
 - (a) To reimburse the **LPA** for the Federal and/or State share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payment by the **LPA**;
 - (b) To provide independent assurance sampling, to furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors of steel, cement, aggregate, structural steel and other materials customarily tested by the **STATE**.

IT IS MUTUALLY AGREED:

- (1) Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Buy America provisions.
- (2) That this Agreement and the covenants contained herein shall become null and void in the event that the **FHWA** does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this Agreement.
- (3) This Agreement shall be binding upon the parties, their successors and assigns.
- (4) For contracts awarded by the **LPA**, the **LPA** shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT – assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The **LPA** shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT – assisted contracts. The **LPA's** DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the **STATE** may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for

enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.). In the event of a USDOT – approved **LPA** DBE Program or on State awarded contracts, this Agreement shall be administered under the provisions of the **STATE's** USDOT approved Disadvantaged Business Enterprise Program.

- (5) In cases where the **STATE** is reimbursing the **LPA**, obligations of the **STATE** shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable Federal Funding source fails to appropriate or otherwise make available funds for the work contemplated herein.
- (6) All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application.

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this Agreement.

Number 1- Location Map. Number 2 – LPA Appropriation Resolution

(Insert Addendum numbers and titles as applicable)

The **LPA** further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement and all Addenda indicated above.

APPROVED

Local Public Agency

Jim Schwantz

Name of Official (Print or Type Name)

Mayor

Title (County Board Chairperson/Mayor/Village President/etc.)

(Signature)

Date

The above signature certifies the agency's TIN number is 36-6006038 conducting business as a Governmental Entity.

DUNS Number 72363799

APPROVED

State of Illinois
Department of Transportation

Randall S. Blankenhorn, Secretary of Transportation

Date

By:

Erin Aleman, Director of Planning & Programming

Date

Erin Aleman, Director of Planning & Programming

Date

Philip C. Kaufmann, Chief Counsel

Date

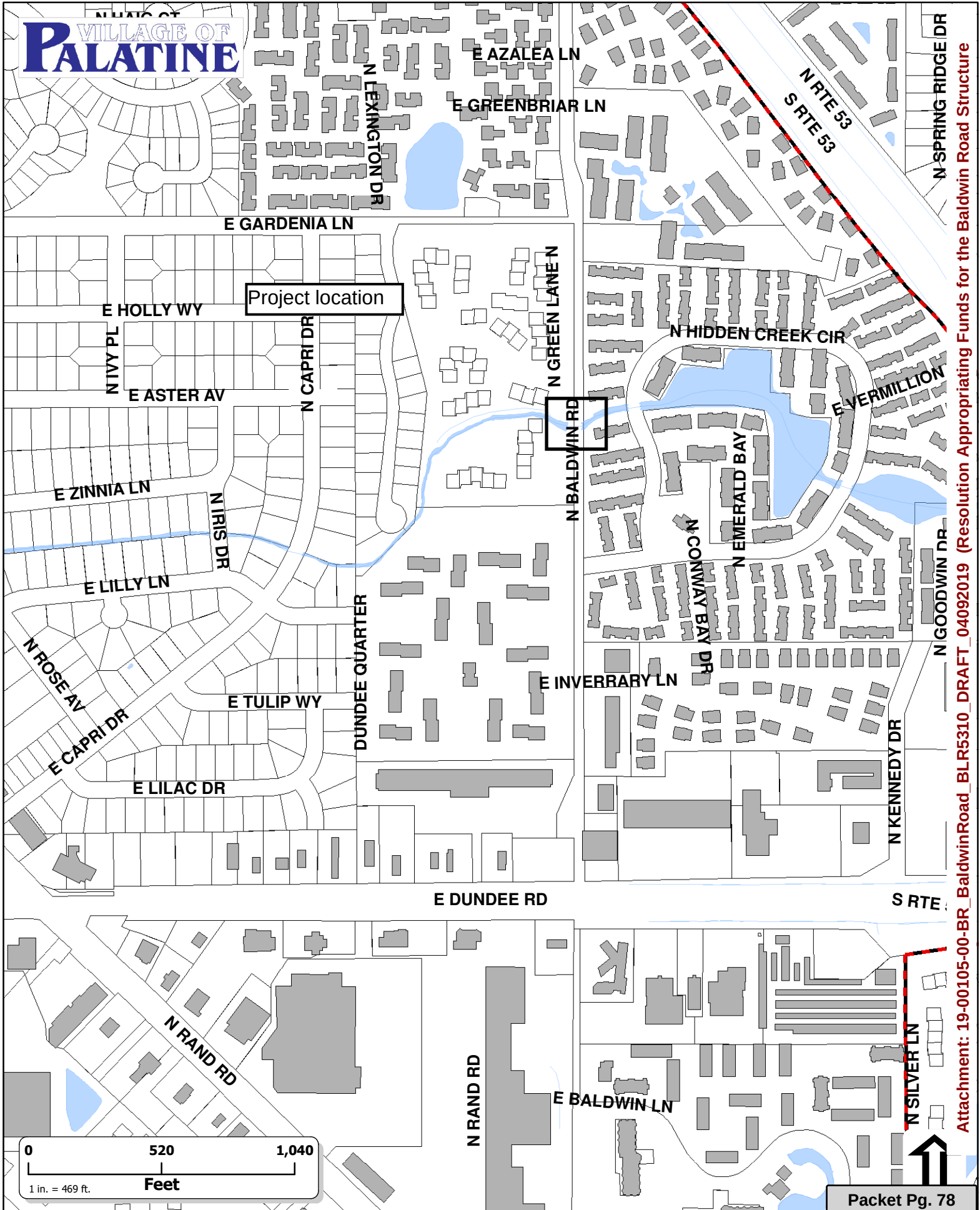
Jeff Heck, Chief Fiscal Officer (CFO)

Date

NOTE: If the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

PROJECT LOCATION

6.B.2.c



Attachment: 19-00105-00-BR BaldwinRoad BLR5310 DRAFT 04092019 (Resolution Appropriating Funds for the Baldwin Road Structure

Local Public Agency Village of Palatine	LOCAL AGENCY	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation	CONSULTANT	Consultant Ciorba Group, Inc.
County Cook				Address 8725 W Higgins Rd Suite 600
Section				City Chicago
Project No.				State IL
Job No.				Zip Code 60631
Contact Name/Phone/E-mail Address George Ruppert 847-202-6963 GRuppert@palatine.il.us				Contact Name/Phone/E-mail Address Duane O'Laughlin 773-355-2949 dolaughlin@ciorba.com

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LPA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name Baldwin Road Route _____ Length 0.20 mi Structure No. SN 049-6586

Termini at Buffalo Creek

Description Replacement of Baldwin Road structure over Buffalo Creek

Agreement Provisions

I. THE ENGINEER AGREES,

- To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LPA for the proposed improvement herein described.
- To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LPA or STATE.
- To complete the services herein described within 546 calendar days from the date of the Notice to Proceed from the LPA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
- The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
- That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
- That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
- That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
- That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LPA.

9. The undersigned certifies neither the ENGINEER nor I have:

- a. employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT,
- b. agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
- c. paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
- d. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
- e. have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
- f. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
- g. have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.

10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.

11. To submit all invoices to the LPA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.

12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).

13. Scope of Services to be provided by the ENGINEER:

- ☒ Make such detailed surveys as are necessary for the planning and design of the PROJECT.
- ☒ Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
- ☐ Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
- ☐ Design and/or approve cofferdams and superstructure shop drawings.
- ☒ Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge and culvert types and high water effects on roadway overflows and bridge approaches).
- ☒ Prepare the necessary environmental and planning documents including the Project Development Report or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
- ☒ Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
- ☒ Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
- ☒ Prepare preliminary roadway and drainage structure plans and meet with representatives of the LPA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
- ☒ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
- ☐ Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
- ☐ Furnish the LPA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LPA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee ☒ CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
 ☐ CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
 ☐ CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate ☐ (Pay per element)

Lump Sum ☐ _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

☐ With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

☒ Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).
5. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40 USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. IT IS MUTUALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LPA of a written Notice to Proceed.
2. That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LPA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LPA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LPA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
11. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
Ciorba Group	36-2525351	\$108,550.37
Sub-Consultants:	TIN Number	Agreement Amount
Huff and Huff, Inc.	36-3044842	\$10,310.32
Rubino Engineering, Inc.		\$9,234.72
Sub-Consultant Total:		\$ 19,545.04
Prime Consultant Total:		\$108,550.37
Total for all Work:		\$128,095.41

Executed by the LPA:

Village of Palatine

(Municipality/Township/County)

ATTEST:

By: _____

By: _____

Village _____ Clerk

Title: Mayor

(SEAL)

Executed by the ENGINEER:

ATTEST:

Ciorba Group, Inc.

By: _____

By: _____

Title: Corporate Secretary

Title: President

EXHIBIT A

SCOPE OF WORK

CONSULTANT:	Ciorba Group, Inc.
PROJECT MANAGER:	Duane O'Laughlin, PE
PROJECT ENGINEER:	Eric Spina, PE
LEAD STRUCTURAL ENGINEER	Brett Sauter, PE, SE
LEAD DRAINAGE ENGINEER	Tony Wolff, PE, CFM
ROUTE:	Baldwin Road
SECTION	
COUNTY:	Cook
LOCAL AGENCY CONTACT:	George Ruppert, PE
	Village of Palatine

Project Understanding

S.N. 016-8217 is a triple cell corrugated metal pipe (CMP) culvert which carries North Baldwin Road over the Buffalo Creek. Based on the IDOT database, the structure is showing advanced signs of deterioration. The structure's Sufficiency Rating is currently 29.0 based on an inspection performed on June 19, 2017 and a load rating performed on September 12, 2017 by IDOT. This sufficiency rating qualifies for structure replacement. This bridge qualifies for federal Surface Transportation Bridge Program (STP-BR) funding based on an IDOT letter dated May 21, 2018.

As federal funds will be used for the project, a complete Phase I study will need to be conducted to identify and address safety issues, environmental and public concerns, traffic impacts, approach roadway and bridge geometry, and bridge condition.

Baldwin Road is in the floodway resulting in investigating raising the roadway. This option is the least preferred due to the limited ROW and the lift station within the project.

Scope of Services

The project approach is based on an IDOT-approved Phase I Flow Diagram which identifies project deliverables and milestones required from initial Data Collection to Design Approval. Following is a summary of items that are included in the proposed scope of services. *References to various publications, notes, and methods to be used are noted in italics.*

Meetings, Data Collection & Coordination - per BLRS Sec. 17-3

Meetings - incorporate all meeting minutes into PDR

1. Plan, prepare for and attend one kick-off meeting with IDOT. Village participates in this kick-off meeting.
2. Plan, prepare for and attend two meetings with Village.
3. Prepare for and attend one IDOT/FHWA meetings. Village to participate in this meeting.
4. Prepare for and attend IDOT Detour Review Committee Meeting.

Public and Private Coordination; per BLRS Sec. 21, no Public Hearing per Sec. 21-3

1. Coordinate with Village and IDOT.

2. Send initiation letters to potential affected parties (postal services, emergency services, bus services).
3. Coordinate with Utility Companies - *per BLRS Sec 10-4*

Data Collection

1. Obtain public and private utility atlases.
2. Obtain existing right-of-way and property limit data from the Village and IDOT.
3. Obtain existing plans for the roadway and bridge from the Village and IDOT.
4. Obtain accident data (most recent 5 years) from the Village. - *local police department as well.*
5. Obtain any existing traffic counts from the Village and IDOT.
6. Obtain any existing maintenance and flooding records - *via Village, local landowners, mail service, etc.*
7. Obtain any existing aerial photography and topographical survey data from the Village. - *Aerial photography will not be conducted*

Topographic Survey and Right of Way

1. Perform topographical survey of the project corridor. The limits of the survey along Baldwin Road will 500 feet on north and south of the culvert for a total of 1,000 feet. Survey limits will extend beyond the right-of-way in case the bridge will be widened and/or the roadway profile raised.
2. Tie horizontal and vertical control to Village's GIS coordinates. Local control points will be established near the project location.
3. Survey upstream and downstream cross sections as required for the hydraulic model. *Per Drainage Manual 2-402, Figure 2-402.02a*
4. Develop basemap and existing cross sections using Microstation GeoPak software. - *Alignment will be established using GEOPAK, cross sections developed by TIN model, references: BLRS Sec 11-1.04, BDE Chapter 63, and IDOT CADD Roadway Drafting Reference Guide.*

At this stage it is not possible to anticipate the need and extent of Right of Way (ROW) acquisition. It is part of this scope of work to identify the need for ROW acquisition; however, preparation of plats and legal, documentation and negotiation for ROW acquisition is not part of this scope and will be performed in Phase II.

Water Resources - *per BLRS Sec. 22-2.07*

1. Compile hydraulic survey information - *IDOT Drainage Manual Sec. 2-402*
2. Obtain existing hydraulic model from Village of Palatine, MWRD, Cook County, Illinois State Water Survey, or FEMA.
3. Assess existing upstream and downstream flooding problems. - *conduct interviews or thru public / private coordination, IDOT DM 2-701.01(3.d.)*
4. Update hydraulic model at the culvert site. - *use HEC RAS based on theory in IDOT DM*
5. Analyze proposed upstream and downstream impacts. - *HEC-RAS based on theory in IDOT DM Chapter 6*



6. Prepare existing and proposed scour analysis. - existing per previous Maintenance Reports, HEC-18 based on IDOT DM Chapter 10 if needed
7. Define impacts to floodplain and determine compensatory storage requirements.- determined from HEC RAS results, IDOT DM 3-400, BLRS Sec 20.7
8. Develop existing and proposed Waterway Information Tables and define required waterway opening. - per IDOT DM 2-601.01(4)
9. Develop complete Hydraulic Report and Preliminary Bridge Design and Hydraulic Report (PBDHR) for Village and IDOT review. – use Form BLR 10210 per BLRS Sec 10-2.03; reference IDOT DM 2-701 and ACEC/IDOT Seminar Notes "Hydraulic Report Preparation"
10. Perform early coordination for MWRD, USACE and IDNR-OWR/IDOT permits
11. Evaluate existing drainage, determine deficiencies, and prepare preliminary drainage design.- per applicable portions of IDOT DM
12. Develop a preliminary and final report. – drainage technical memo or discussion within PDR to be sufficient for LDS
13. Prepare and submit Wetland Impact Evaluation (WIE)
14. Provide Quality Assurance / Quality Control Review.

Engineering Studies

Traffic

1. Conduct 24-hour counts using a road tube traffic counter to determine ADT - per BLRS Sec. 27-6.03 .
2. Submit traffic counts to CMAP and request traffic projection.
3. Develop existing and proposed typical sections.
4. Investigate detour, run-a-round, and staged construction alternatives.

Environmental Studies - per BLRS Chapters 18, 19 & 20; BLR Circulars 96-14, 00-06, 00-10; reference BDE Memos 28-02 and 33-03

1. Prepare Environmental Survey Request Form and Submit to IDOT.
2. Review Special Waste Screening Criteria – (performed by Huff & Huff, Inc.)
3. Environmental Wetland Analysis – (performed by Huff & Huff, Inc.)

Geometric Study - Design Criteria per BLRS Chap 29 & 30, Secs 32-2, 36-5; any variances per BLRS Sec 27-7 and BLR Circular 02-16 (BLR Form 22120)

1. Analyze roadway and bridge vertical and horizontal alignments.
2. Develop preferred plan and profile.
3. Investigate right-of-way and easement requirements based on the proposed geometry, drainage, and construction needs.

Accident Analyses - per BLRS Sec. 22-2.02(e), reference BLR Circular 01-01

1. Prepare accident summary and plot collision diagrams at the bridge.
2. Analyze 5 years of crash data and determine where improvements may be required.
3. Crash data to be provided by the Village or police department.

Project Development Report- BLR 22110 - various references as listed on the form

1. Perform visual survey of existing pavement condition.- reference BDE 53-3.02b



2. Prepare draft report and exhibits.
3. Process report (Anticipated to be Categorical Exclusion, Group II). - *per BLRS Sec. 22-2.11*
4. Provide Quality Assurance / Quality Control Review.
5. Revise report based on review comments and public comments.
6. Provide Quality Assurance/ Quality Control Review.

Quantity Calculations and Estimates

1. Determine quantity of major pay items.
2. Develop opinion of probable construction cost. - *use previous similar project bid tabs and recent bid tabs from IDOT website*

Structural Studies

1. Provide an in-depth inspection of the culvert structure.
2. Develop an Abbreviated Bridge Condition Report (BCR) for IDOT and Village review. An Abbreviated Bridge Condition Report is acceptable due to the sufficiency rating of the bridge allowing full replacement. - *per BLRS Secs. 22-2.06(a) & 36-1.02, and asbestos certification per BLRS Circular 2012-02, reference BDE 49-3.09, and IDOT Bridge Condition Report Procedures & Practices Manual.*
3. Develop a structure type study to make a recommendation regarding type and material to be used. Three structure types will be considered and are anticipated to be a cast in place concrete box culvert, a precast concrete box culvert, and a three sided structure.
4. Complete Preliminary Bridge Design and Hydraulic Review (PBDHR, Form 10210) - *per BLRS Sec 22-2.06(b) & 36-1.03*
5. Develop Type, Size and Location (TS&L) Plan for Village and IDOT review and acceptance - *per IDOT Bridge Manual Secs. 2.1, 2.2 and 2.3, AASHTO LRFD Bridge Design Specifications, reference BLRS Sec 36-2.*
6. Provide Quality Assurance /Quality Control Review.

Geotechnical Investigation - *per BLRS Sec. 22-2.08, reference BDE 11-2.10, BDE 53-3.06(b), IDOT Bridge Manual and IDOT Geotechnical Manual.* Task is to be performed by Rubino Engineering, Inc. - see attached agreement

Subconsultant involvement includes the following:

1. Obtain Structure Borings at abutments. (2 Structure Borings)
2. Obtain one pavement core.

Public Involvement

1. A Request for Public Meeting will be advertised in a local newspaper to see if there is significant interest in having a public meeting.
2. It is anticipated that a Public Meeting will not be held for this project.
3. Develop and send property acquisition letters to land owners. - *(to be sent by Village)*

QC/QA

1. Perform Quality Control/Quality Analysis review prior to project submittals as indicated in the scope of work.



Page 5

North Baldwin Road over Buffalo Creek
Scope of Work
February 13, 2019

Project Management and Administration

1. Develop a project work plan
2. Prepare project invoices and progress report following IDOT format



Exhibit A - Preliminary Engineering

Route: _____
 Local Agency: Village of Palatine
 (Municipality/Township/County)
 Section: _____
 Project: Baldwin Road over Buffalo Creek Culvert Replacement
 Job No.: _____

*Firm's **approved rates** on file with IDOT'S
 Bureau of Accounting and Auditing:

Overhead Rate (OH)	149.38%
Complexity Factor (R)	0.00
Calendar Days	546

Method of Compensation:

Cost Plus Fixed Fee 1 ☒ 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Cost Plus Fixed Fee 2 ☐ 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 Cost Plus Fixed Fee 3 ☐ 14.5%[(2.3 + R)DL + IHDC]
 Specific Rate ☐
 Lump Sum ☐

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
Meetings, Data Collection & Coordination	*	72	\$ 53.37	\$ 3,842.64	\$ 5,740.14		\$ 174.00	\$ 1,414.73	\$ 11,171.51
Topographic Survey	*	116	\$ 36.00	\$ 4,176.00	\$ 6,238.11		\$ 390.00	\$ 1,566.60	\$ 12,370.70
Water Resources	*	246	\$ 44.83	\$ 11,028.18	\$ 16,473.90			\$ 3,987.80	\$ 31,489.88
Engineering Studies/Plans	*	188	\$ 40.63	\$ 7,638.44	\$ 11,410.30			\$ 2,762.07	\$ 21,810.81
Structural Studies/Plans	*	189	\$ 44.84	\$ 8,474.76	\$ 12,659.60		\$ 65.00	\$ 3,073.91	\$ 24,273.26
Public Involvement	*	6	\$ 37.26	\$ 223.56	\$ 333.95			\$ 80.84	\$ 638.35
QC/QA	*	18	\$ 70.00	\$ 1,260.00	\$ 1,882.19			\$ 455.62	\$ 3,597.81
Project Management & Administration	*	16	\$ 70.00	\$ 1,120.00	\$ 1,673.06			\$ 404.99	\$ 3,198.05
Huff and Huff, Inc.						\$ 10,310.32			\$ 10,310.32
Rubino Engineering						\$ 9,234.72			\$ 9,234.72
Totals		851		\$ 37,763.58	\$ 56,411.24	\$ 19,545.04	\$ 629.00	\$ 13,746.55	\$ 128,095.41

* See attached

WORK BREAKDOWN STRUCTURE
Village of Palatine
Baldwin Road over Buffalo Creek Culvert Replacement

Task Sub-Task	Activity	Grand Total	Project Manager	Lead Structural Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician	Technician
		851	66	26	120	52	278	105	119	8
1. Meetings, Data Collection & Coordination	Task Total:	72	15	6	21	6	13	4		7
010 Meetings	Subtotal:	39	11	2	17		9			
	Meetings with Palatine (2 meetings)	10	4	2	4					
	Meetings with IDOT (2 meeting)	10	2		4		4			
	Meeting with FHWA (1 meeting)	4	2		2					
	Meeting Minutes (4 meetings)	6	2		4					
	Prepare Agenda/Exhibits for Meetings (5 meetings)	9	1		3		5			
011 Coordination	Subtotal:	20	4	4	4	2		4		2
	Coordination with Palatine	6	2	2	2					
	Coordination with IDOT	6	2	2	2					
	Coordination with Utilities for relocations	6				2		4		
	Submit Plans to Utilities (1 submittals)	2								2
012 Data Collection	Subtotal:	13				4	4			5
	Obtain Tax Maps/ROW Plats/Plans form Owner	1								1
	Obtain Plans from Other Agencies	1								1
	Obtain Utility Atlases	2								2
	Field Checks	8				4	4			
	Obtain Aerials	1								1

Attachment: BaldwinRoad_BLR05610_DRAFT_02132019 (Resolution Appropriating Funds for the

WORK BREAKDOWN STRUCTURE
Village of Palatine
Baldwin Road over Buffalo Creek Culvert Replacement

Task	Sub-Task	Activity	Grand Total	Project Manager	Lead Structural Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician	Technician
2. Topographic Survey			Task Total:	116					4	57	5
	020	Field Survey	Subtotal:	104						53	5
		Project Setup	2							2	
		Establish Benchmarks, Control Points and Ties	8							4	4
		Level Circuit	4							2	2
		Horizontal Topography	8							4	4
		Cross Sections	6							3	3
		Stream Survey	72							36	3
		Drainage Inventory	4							2	2
	021	Process Survey Information	Subtotal:	12					4	4	4
		Process Phase I Survey, Draft Existing Conditions and Create DTM Model	2							2	
		Establish & Draft Centerline	1							1	
		Add Utilities to Existing Conditions	4						4		
		Base Sheet Development	4								4
		Create Digital Terrain Model	1							1	

Attachment: BaldwinRoad_BLR05610_DRAFT_02132019 (Resolution Appropriating Funds for the

WORK BREAKDOWN STRUCTURE
Village of Palatine
Baldwin Road over Buffalo Creek Culvert Replacement

Task Sub-Task	Activity	Grand Total	Project Manager	Lead Structural Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician	Technician
3. Water Resources	Task Total:	246	12		68		120	46		
030 Hydrologic & Hydraulic Analysis	Subtotal:	129	3		36		90			
	Hydrologic Modeling (check FIS flows)	6			2		4			
	Hydraulic Modeling (Update/finalize model for permitting)	68			20		48			
	Alternatives Analysis	13	1		4		8			
	Floodplain Compensatory Storage Analysis	27	1		4		22			
	Scour Analysis	10			2		8			
	Evaluate Existing Drainage System	5	1		4					
031 Stormwater Facility Design	Subtotal:	32	2		8			22		
	Existing Drainage Plan	14	1		3			10		
	Proposed Drainage Plan	18	1		5			12		
034 Reports / Location Drainage Studies	Subtotal:	76	4		18		30	24		
	Location Drainage Studies	30	2		8			20		
	Hydraulic Report	40	2		8		30			
	Prelim. Bridge Design & Hyd. Report (PBDHR BLR 10210)	6			2			4		

Attachment: BaldwinRoad_BLR05610_DRAFT_02132019 (Resolution Appropriating Funds for the

WORK BREAKDOWN STRUCTURE**Village of Palatine****Baldwin Road over Buffalo Creek Culvert Replacement**

Task	Sub-Task	Activity	Grand Total	Project Manager	Lead Structural Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician	Technician	
	035	Permits	Subtotal:	9	3		6					
		Permit - USACE (early coordination)	3	1		2						
		Permit- MWRDGC (early coordination)	3	1		2						
		Permit - IDNR/IDOT Floodway (early coordination)	3	1		2						
4.		Engineering Studies/Plans	Task Total:	188	5		30	10	69	47	4	2
	050	Traffic Studies	Subtotal:	23			2	2	4	8	2	5
		Obtain Machine Traffic Counts	4							2	2	2
		Traffic Count Reduction & Tabulation	2									2
		Existing and Proposed ADTs	1									1
		Develop Existing and Proposed Typical Sections	6			2		4				
		Traffic Management Plan/Analysis	10				2		8			
	051	Environmental Studies	Subtotal:	26	4		8	4		10		
		Prepare Environmental Survey Request (ESR) Form	7	1		2			4			
		Prepare ESR Exhibits	7	1		2			4			
		Coordination with Environmental Subconsultant	4	2		2						
		Wetland Impact Analysis and WIE	8			2	4		2			

Attachment: BaldwinRoad_BLR05610_DRAFT_02132019 (Resolution Appropriating Funds for the

WORK BREAKDOWN STRUCTURE

Village of Palatine

Baldwin Road over Buffalo Creek Culvert Replacement

Task	Sub-Task	Activity	Grand Total	Project Manager	Lead Structural Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician	Technician
052	Geometric Studies	Subtotal:	39	1		6		19	13		
		Horizontal Geometry Study	3			1		2			
		Vertical Geometry Study	10			2		8			
		Plan and Profile Sheet	15	1		2		4	8		
		Sight Distance Study	2					1	1		
		Right-of-Way Analysis	9			1		4	4		
053	Crash Analysis	Subtotal:	16				4	4	8		
		Crash Data	6				2		4		
		Collision Diagram	6				2		4		
		Review and Analyze Crash Data	2					2			
		Write Crash Analysis Summary	2					2			
054	Project Development Report (PDR)	Subtotal:	54			10		36			8
		Location Map	1								1
		Report Preparation	28			4		24			
		Report Reproduction (3 submittals)	3								3
		Report Revisions (2 revisions)	12					8			4
		Disposition of Comments (2 dispositions)	4			4					
		Cost Estimate Table	6			2		4			

Attachment: BaldwinRoad_BLR05610_DRAFT_02132019 (Resolution Appropriating Funds for the

WORK BREAKDOWN STRUCTURE

Village of Palatine

Baldwin Road over Buffalo Creek Culvert Replacement

Task	Sub-Task	Activity	Grand Total	Project Manager	Lead Structural Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician	Technician
	058	Quantity Calculations	Subtotal:	30		4		6	8	2	1
		Quantities (Removals)	3					1			2
		Quantities (Earthwork)	3					1		2	
		Quantities (Proposed Plan)	12					4			8
		Quantities (Water Resources)	6			2			4		
		Quantities (Structural)	6			2			4		
	5.	Structural Studies/Plans	Task Total:	189		20		36	75		58
	060	Preliminary Bridge Engineering	Subtotal:	53		12		8	27		6
		Culvert Inspection Coordination	1		1						
		Culvert Inspection	8		4			4			
		Abbreviated Culvert Condition Report	38		4		8	20		6	
		Geotechnical Coordination	2		2						
		Structure Report (PBDHR)	4		1			3			
	063	Culvert	Subtotal:	136		8		28	48		52
		Culvert Type Study (2 alternates)	68		4		16	24		24	
		Type, Size, and Location	68		4		12	24		28	

Attachment: BaldwinRoad_BLR05610_DRAFT_02132019 (Resolution Appropriating Funds for the

WORK BREAKDOWN STRUCTURE
Village of Palatine
Baldwin Road over Buffalo Creek Culvert Replacement

Task	Sub-Task	Activity	Grand Total	Project Manager	Lead Structural Engineer	Project Engineer	Senior Engineer	Engineer II	Engineer I	Senior Technician	Technician
6.	Public Involvement		Task Total:	6		1		1	4		
	071 Public Activities		Subtotal:	6		1		1	4		
		Advertise in Newspaper	6			1		1	4		
7.	QC/QA		Task Total:	18	18						
	090 QC/QA		Subtotal:	18	18						
		Roadway	8	8							
		Structural	4	4							
		Water Resources	6	6							
8.	Project Management & Administration		Task Total:	16	16						
	100 Project Management & Administration		Subtotal:	16	16						
		Project Management	16	16							

Attachment: BaldwinRoad_BLR05610_DRAFT_02132019 (Resolution Appropriating Funds for the



FIRM NAME Ciorba Group, Inc. DATE 02/13/19
 PRIME/SUPPLEMENT Prime
 PSB NO. _____

ESCALATION FACTOR 2.68%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Principal	\$70.00	\$70.00
Project Manager	\$70.00	\$70.00
Lead Structural Engineer	\$70.00	\$70.00
Project Engineer	\$57.75	\$59.30
Resident Engineer	\$56.83	\$58.35
Senior Engineer	\$45.55	\$46.77
Engineer II	\$38.31	\$39.34
Engineer I	\$30.42	\$31.23
Senior Technician	\$41.00	\$42.10
Technician	\$29.25	\$30.03
Administrative Services	\$31.50	\$32.34



Payroll Escalation Table
Fixed Raises
New Formula

FIRM NAME Ciorba Group, Inc
PRIME/SUPPLEMENT Prime

DATE 02/13/19
PSB NO. _____

CONTRACT TERM 18 MONTHS
START DATE 9/1/2019
RAISE DATE 1/1/2020

OVERHEAD RATE 149.38%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

9/1/2019 - 1/1/2020

4
18

= 22.22%
= 1.0268

1/2/2020 - 1/1/2021

12
18

68.67%

1/2/2021 - 3/1/2021

2
18

11.79%

The total escalation for this project would be:

2.68%

IN-HOUSE DIRECT COSTS
Village of Palatine
Baldwin Road over Buffalo Creek Culvert Replacement
PHASE I

Meetings, Data Collection & Coordination

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.580	300	\$ 174.00
Total: \$				<u>174.00</u>

Topographic Survey

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (day)	day	\$ 65.00	6	\$ 390.00
Total: \$				<u>390.00</u>

Structural Studies/Plans

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (day)	day	\$ 65.00	1	\$ 65.00
Total: \$				<u>65.00</u>





A Subsidiary of GZA

GEOTECHNICAL

ENVIRONMENTAL

ECOLOGICAL

WATER

CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60323
T: 630.584.9100
F: 630.584.9120
www.huffnhuff.com
www.gza.com

February 8, 2019

via email: dolaughlin@ciorba.com

Mr. Duane O'Laughlin, P.E.
Roadway/Construction Group Manager
Ciorba Group | Consulting Engineers
8725 W. Higgins Road – Suite 600
Chicago, IL 60631

Re: Environmental Services – PESA and Wetlands
Baldwin Road Culvert Rehabilitation/Replacement
Proposal No.: 81.PT000155.19

Dear Mr. O'Laughlin:

Huff & Huff, Inc., a subsidiary of GZA GeoEnvironmental, Inc. (H&H) is pleased to submit this proposal to Ciorba Group Consulting Engineers (Client) to provide environmental services for the Baldwin Road Culvert Rehabilitation/Replacement project in Palatine, Cook County, IL. Client has requested professional environmental services in support of this project including completion of a Preliminary Environmental Site Assessment (PESA) and Wetland delineation. This proposal presents our project understanding based on information provided by Client including our proposed scope of services and associated fee.

1. PROJECT UNDERSTANDING

The Village of Palatine is proposing culvert rehabilitation/replacement along North Baldwin Road over Buffalo Creek bridge (016-8217). All work is to conform to IDOT/FHWA policies and procedures for federal aid projects and to be completed under applicable BLR and BDE Manuals.

2. SCOPE OF SERVICES

Task 1 – Wetland / WOUS Delineation

A. Off-site Record/Document Review

Based on available mapping, wetlands and waters are likely to occur within the project limits.

The following records/documents will be reviewed prior to conducting the field investigation. Soils information will be reviewed to determine the soil types encountered during the delineation procedures. The sources to be reviewed and used include:

- U.S. Geological Survey Topographic Map
- National Wetlands Inventory Map (NWI)
- Cook County Soil Survey
- FEMA Floodplain Maps
- Hydric Soils of the United States
- Aerial Photographs
- Hydrologic Atlas



B. On-Site Investigation (Field Inventory)

The on-site investigation will be conducted by H&H staff experienced in Federal methods for conducting wetland delineations. H&H staff will classify and define hydric soils, hydrophytic vegetation, and evidence of hydrology to determine if wetlands are present. The wetland perimeters will be surveyed in the field using Global Positioning System equipment.

A wetland delineation of the project site will be conducted that will meet the requirements of Executive Order 11990, "Protection of Wetlands;" Section 404 of the Federal Water Pollution Control Act as amended by the Clean Water Act (Corps of Engineers, Section 404 Permit) and the Illinois Environmental Protection Agency Section 401 Guidelines. These regulations pertain to the placement of fill or alteration of drainage within wetlands of any type and apply to privately as well as publicly-owned wetlands. The investigation will meet the requirements of these regulations by identifying the type, functions, and boundaries of the involved wetlands.

Wetlands found will be classified according to type using the "Classification of Wetlands and Deep Water Habitats of the United States" by Cowardin. Wetland boundaries will be defined using the Corps of Engineers Regional Supplement to the COE Wetlands Delineation Manual (USACOE, 2010). This includes a soil investigation to determine the presence or absence of hydric soils and an analysis of the dominant plant species. Field observations will be made on any evidence indicating the hydrology of the area and on water sources that are supporting these wetlands. Functions of these wetlands will be evaluated from field observations.

The boundaries of the wetlands will be located utilizing GPS survey. The shapefiles developed for the project will be forwarded to the Client.

Task 2 – Wetland / WOUS Report

A Wetland and Waters Delineation Report will be prepared summarizing the findings of the desktop review and the on-site investigation. This report will be submitted to the Client as a PDF only. The shapefiles of the wetland and waterway boundaries as surveyed in the field will also be provided to the Client via email. Wetland delineation data sheets will be included in the report, which summarize the findings of the field investigation. A minimum of one wetland and one upland data point is needed for each wetland encountered.

Specific items to be included are as follows:

- a) Map showing the wetland/WOUS boundaries and project boundaries
- b) COE data sheets with color photos
- c) Written description of wetland functional classification
- d) Floristic Quality Index Rating assessment
- e) Mitigation options
- f) Jurisdictional Summary Table
- g) Identification of 303d impaired waterways

A formal delineation of wetlands is required in accordance with the Chicago District, US Army Corps of Engineers (USACE) regulations, prior to permitting any wetland and waterway impacts. In the Chicago District, the wetland delineation report must include a floristic quality assessment. Any impacts to wetlands or waters will require permits.

Section 404 permitting and Cook County Wetland permitting is not included in this scope.



Task 3 – Preliminary Environmental Site Assessment (PESA)

H&H will conduct a PESA for the project area. The process will follow general protocols contained within:

- A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation (IDOT) Highway Projects (Erdmann et al., 2012)
- ASTM International (ASTM) standard 1527-13
- The IDOTs Bureau of Design and Environment (BDE) Procedure Memorandum Number 10-07, *Special Waste Procedures*. This memo was incorporated into Chapter 27-3 of the IDOT BDE Manual in June 2012.
- IDOT Bureau of Local Roads and Streets (BLRS) Manual, Chapter 20-12, Special Waste, July 2013.
- Public Act 96-1416
- Clean Construction or Demolition Debris Fill Operations (CCDD) and Uncontaminated Soil Fill Operations: Amendments to 35 Illinois Administrative Code 1100. Effective on August 27, 2012.

A. Historical Research

The site's historical land use/ownership record will be developed from standard historical sources. Historic aerial photographs will be reviewed to identify land use over time and potential areas of environmental concern, such as areas of surface disturbance and outside storage.

B. Site Evaluation

Current environmental features and conditions of sites adjacent to the right-of-way/project area will be evaluated. A site walkover of potential right-of-way/project areas designated for excavation and/or acquisition will be conducted for first-hand evaluation of current environmental conditions within the project limits. All of the features and conditions listed above will be investigated and, as appropriate, documented in photographs. The land-use and housekeeping practices of adjacent properties also will be evaluated in accordance with ASTM protocols.

C. Records Review

A records review will be conducted to determine potential environmental concerns within the study area. It will include a search of standard state and federal environmental record databases in accordance with the specifications of ASTM standards. This search is based on the outline of the study area. Specifically, H&H will search each database to identify any potential sources requiring further investigation. As appropriate, Freedom of Information Act (FOIA) requests will be filed with the IEPA to obtain additional data pertaining to identified sites.

D. Report Preparation

One report summarizing the results of the evaluation will be prepared that is inclusive of all project areas, clearly organized by the specific project phases. The following information will be included in this report:

- a) The project location and description
- b) Historical uses of corridor.
- c) The area geology and hydrology.
- d) The environmental status of sites adjacent to the corridor regarding chemical use and storage, underground and aboveground storage tanks, solid waste, special waste, and hazardous waste, and PCBs.



- e) An analysis of the site inspection.
- f) A summary of the findings regarding any environmental concerns. This will include IDOT's per Memo 66-10 and identification of Potentially Impacted Properties (PIPs) per Subpart F, Section 1100, 35 IAC, related to Clean Construction Demolition Debris management.

Task 4 – Project Management

Time under this task includes project administration and management activities that include cost and schedule tracking, coordination with Client on authorized activities, memo production and other in-house management activities.

Task 5 – QA/QC

Time under this task includes QA/QC time for the wetland and PESA reports as described above.

3. PROJECT COSTS

Costs have been included on the attached CECS spreadsheets.

4. LEVEL OF EFFORT AND SCHEDULE

This proposal assumes that the wetland delineations will occur within the 2018 growing season between April 15th and October 15th. The PESA will commence within 5 days of the notice to proceed provided by client and will require 6 weeks to complete.



5. TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

CONDITIONS OF ENGAGEMENT

The conditions of engagement are described in the attached Terms and Conditions for Professional Services. H&H's report will be prepared on behalf of and for the exclusive use of Client. Client acknowledges and agrees that the report and the findings in the report shall not, in whole or in part, be disseminated or conveyed to any other party, or used or relied upon by any other party, in whole or in part, except for the specific purpose and to the specific parties alluded to above, without the written consent of H&H. H&H would be pleased to discuss the conditions associated with any additional dissemination, use, or reliance by other parties.

ACCEPTANCE

This agreement may be accepted by signing in the appropriate space below and returning one complete copy to H&H. Issuance of a Purchase Order implicitly acknowledges acceptance of this proposal. This proposal is valid for a period of 30 days from the date of issue.

We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-9100 with any questions.

Very truly yours,

Huff & Huff, Inc.

James C. Novak
 Associate Principal

Jeremy J. Reynolds, P.G.
 Associate Principal

Attachments: Terms and Conditions

This Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of _____.

By: _____

Title: _____

Printed/Typed Name: _____

Date: _____



Florida Department
of Transportation

Payroll Escalation Table
Fixed Raises

FIRM NAME
PRIME/SUPPLEMENT

Huff & Huff, Inc.
Cioba Consulting Engineers

DATE 2/8/2019
PTB NO.

CONTRACT TERM
START DATE
RAISE DATE

12 MONTHS
8/1/2019
3/1/2020

OVERHEAD RATE
COMPLEXITY FACTOR
% OF RAISE

186.64%
0
3.00%

ESCALATION PER YEAR

8/1/2019 - 3/1/2020

7

12

= 58.33%
= 1.0125

3/2/2020 - 8/1/2020

5

12

42.92%

The total escalation for this project would be:

1.25%



Payroll Rates

FIRM NAME Huff & Huff, Inc. DATE 2/8/2019
 PRIME/SUPPLEMENT Ciorba Consulting Engineers
 PTB NO. _____

ESCALATION FACTOR 1.25%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Senior Principal	\$70.00	\$70.00
Principal	\$70.00	\$70.00
Associate Principal II	\$70.00	\$70.00
Associate Principal I	\$60.69	\$61.45
Senior Consultant	\$67.18	\$68.02
Senior Geotechnical Consultant	\$62.87	\$63.66
Senior Project Manager III	\$60.00	\$60.75
Senior Project Manager II	\$45.56	\$46.13
Senior Project Manager I	\$44.63	\$45.19
Senior Landscape Architect	\$52.74	\$53.40
Senior Planning PM	\$50.21	\$50.84
Senior Geologist PM	\$43.96	\$44.51
Senior Technical Specialist	\$44.85	\$45.41
Senior Scientist PM II	\$46.46	\$47.04
Senior Scientist PM I	\$42.63	\$43.16
Senior Technical Scientist	\$40.13	\$40.63
Senior CADD Specialist	\$34.24	\$34.67
Technical Graphics Technician	\$23.17	\$23.46
Scientist PM II	\$42.57	\$43.10
Scientist PM I	\$31.63	\$32.03
Engineer PM I	\$36.67	\$37.13
Planning PM	\$35.44	\$35.88
Architect PM	\$37.54	\$38.01
Assistant PM Engineer II	\$39.65	\$40.15
Assistant PM Engineer I	\$35.03	\$35.47
Engineer I	\$34.13	\$34.56
Scientist E1	\$28.21	\$28.56
Scientist E2	\$23.93	\$24.23
Administrative Managers	\$41.41	\$41.93
Senior Administrative Assistant	\$28.18	\$28.53
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00



Firm	Huff & Huff, Inc.
Route	N. Baldwin Road Culvert
Section	Bridge 016-8217
County	Cook
Job No.	
PTB & Item	

Date 2/8/2019

Item	Manhours	Payroll	Overhead & Fringe Benefits	In-House Direct Costs	Fixed Fee	Outside Direct Costs	Services By Others	Total	% of Grand Total
Wetland/WOUS Delienation	9	300.68	561.19	46.60	131.73	0.00	0.00	1,040.20	10.09%
Wetland/WOUS Report	35	1,094.45	2,042.68	46.60	461.64	0.00	0.00	3,645.38	35.36%
PESA	37	1,294.42	2,415.91	46.60	544.75	340.00	0.00	4,641.68	45.02%
Project Management	2	87.61	163.52	0.00	36.41	0.00	0.00	287.54	2.79%
QAQC	4	211.92	395.52	0.00	88.08	0.00	0.00	695.52	6.75%
TOTALS	87	2,989.08	5,578.82	139.80	1,262.62	340.00	0.00	10,310.32	100.00%

Cost Plus Fixed Fee 1	☒ X	$14.5\%[\text{DL} + \text{R}(\text{DL}) + \text{OH}(\text{DL}) + \text{IHDC}]$
Cost Plus Fixed Fee 2	☐	$14.5\%[\text{DL} + \text{R}(\text{DL}) + 1.4(\text{DL}) + \text{IHDC}]$
Cost Plus Fixed Fee 3	☐	$14.5\%[(2.3 + \text{R})\text{DL} + \text{IHDC}]$

X				
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Cost Plus Fixed Fee 1	
Cost Plus Fixed Fee 2	
Cost Plus Fixed Fee 3	
Specific Rate	
Jump Sum	

Attachment: **BaldwinR**



Average Hourly Project Rates

Route N. Baldwin Road Culvert
Section Bridge 016-8217
County Cook
Job No.
PTB/Item

Consultant Huff & Huff, Inc.

Date 2/8/2019

Sheet 1 OF 1

Payroll Classification	Avg Hourly Rates	Total Project Rates			Wetland/WOUS Delineation			Wetland/WOUS Report			PESA			Project Management			QA/QC		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Senior Principal	70.00	0																	
Principal	70.00	0																	
Associate Principal II	70.00	0																	
Associate Principal I	61.45	2	2.30%	1.41													2	50.00%	30.72
Senior Consultant	68.02	0																	
Senior Geotechnical Consultant	63.66	0																	
Senior Project Manager III	60.75	0																	
Senior Project Manager II	46.13	0																	
Senior Project Manager I	45.19	0																	
Senior Landscape Architect	53.40	0																	
Senior Planning PM	50.84	0																	
Senior Geologist PM	44.51	3	3.45%	1.53										1	50.00%	22.25	2	50.00%	22.25
Senior Technical Specialist	45.41	0																	
Senior Scientist PM II	47.04	0																	
Senior Scientist PM I	43.16	0																	
Senior Technical Scientist	40.63	0																	
Senior CADD Specialist	34.67	9	10.34%	3.59				6	17.14%	5.94	3	8.11%	2.81						
Technical Graphics Technician	23.46	0																	
Scientist PM II	43.10	8	9.20%	3.96	3	33.33%	14.37	4	11.43%	4.93				1	50.00%	21.55			
Scientist PM I	32.03	0																	
Engineer PM I	37.13	0																	
Planning PM	35.88	0																	
Architect PM	38.01	0																	
Assistant PM Engineer II	40.15	0																	
Assistant PM Engineer I	35.47	17	19.54%	6.93							17	45.95%	16.30						
Engineer I	34.56	17	19.54%	6.75							17	45.95%	15.88						
Scientist EI	28.56	30	34.48%	9.85	6	66.67%	19.04	24	68.57%	19.59									
Scientist E2	24.23	0																	
Administrative Managers	41.93	0																	
Senior Administrative Assistant	28.53	1	1.15%	0.33				1	2.86%	0.82									
TOTALS		87	100%	\$34.36	9	100%	\$33.41	35	100%	\$31.27	37	100%	\$34.98	2	100%	\$43.81	4	100%	\$52.98

HUFF & HUFF, INC.

SUMMARY OF INHOUSE DIRECT COSTS

Project: Ciorba Baldwin Culvert Palatine

										<u>DIRECT</u>			
Task 01 - Wetland/WOUS Delineation													
Trips - Company	70 miles	x	1 x	\$	0.58	=	\$	40.60					
Tolls	1 ea	x	4 x	\$	1.50	=	\$	6.00					
			0 x	\$	-	=	\$	-					
			Task Total				\$	46.60					
Task 02 - Wetland/WOUS Report													
Trips - Company	70 miles	x	1 x	\$	0.58	=	\$	40.60					
Tolls			4 x	\$	1.50	=	\$	6.00					
			0 x	\$	-	=	\$	-					
			Task Total				\$	46.60					
Task 03 - PESA													
Trips - Company	70 miles	x	1 x	\$	0.58	=	\$	40.60					
Tolls	1 ea	x	4 x	\$	1.50	=	\$	6.00					
			Task Total				\$	46.60					
Task 04 - Project Management													
			Task Total				\$	-					
Task 05 - QAQC													
			Task Total				\$	-					
										GRAND TOTAL		\$	139.80

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HUFF & HUFF, INC.

SUMMARY OF OUTSIDE DIRECT COSTS

Project: Ciorba Baldwin Culvert Palatine

OUTSIDE

Task 01 - Wetland/WOUS Delineation

0	x	\$	-	=	\$	-
Task Total					\$	-

Task 02 - Wetland/WOUS Report

0	x	\$	-	=	\$	-
Task Total					\$	-

Task 03 - PESA

Maps/Aerials

1	x	\$	90.00	=	\$	90.00
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Records Search

1	x	\$	250.00	=	\$	250.00
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0	x	\$	-	=	\$	-
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Task Total					\$	340.00
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Task 04 - Project Management

Task Total					\$	-
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Task 05 - QAQC

Task Total					\$	-
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GRAND TOTAL					\$	340.00
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February 11, 2019

To: **Duane O'Laughlin, PE**
Roadway/Construction Group Manager
Ciorba Group
8725 W. Higgins Road, Suite 600 |
Chicago, IL 60631
(773) 355-2949 - Direct
(773) 612-8157 - Mobile
(773) 775-4009 - Mai

Re: Proposal - Geotechnical Exploration
Proposed Culvert Replacement
SN 016-8217
Baldwin Road over Buffalo Creek
Palatine, IL

Proposal No. Q19.061

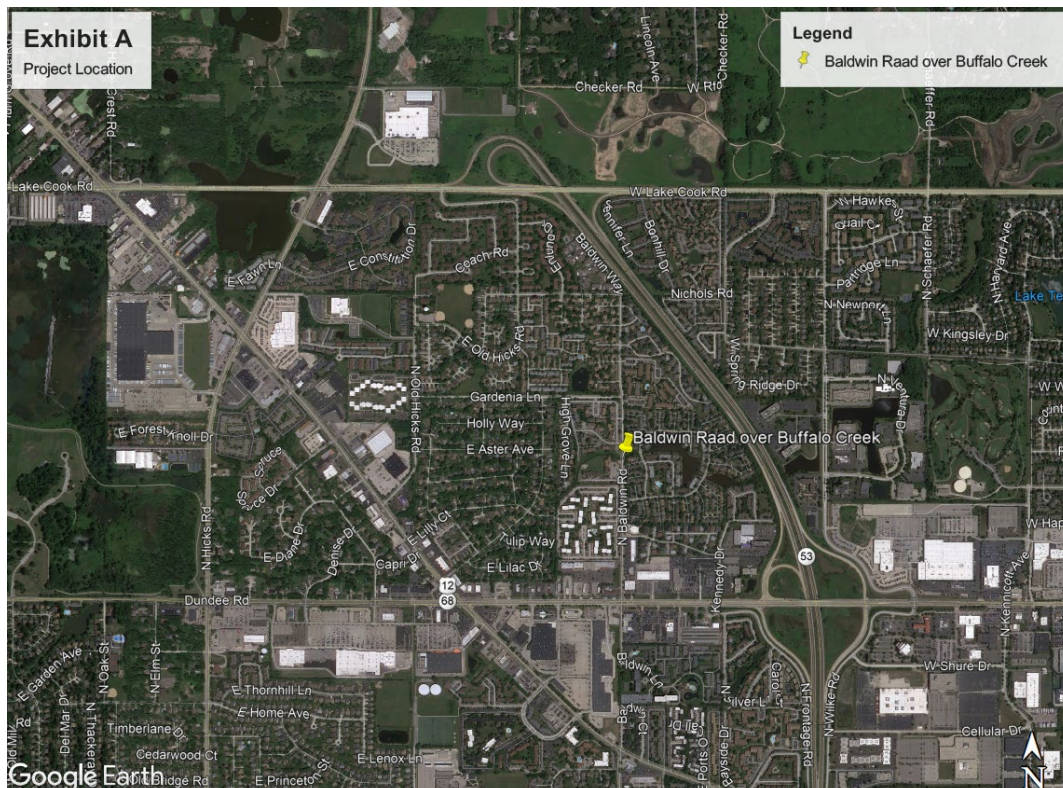
Via email: dolaughlin@ciorba.com

Dear Mr. O’Laughlin,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project.

PROJECT UNDERSTANDING

Rubino understands that Ciorba Group is planning to design a replacement of the culvert along Baldwin Road over Buffalo Creek in Palatine, Illinois. The culvert is currently a triple cell CMP, to be replaced with a similar structure.



Information received:

- RFP Email from you via email on February 5, 2019
- Aerial photo of site location (shown above)

Design Criteria received: none; please provide the following prior to mobilization

- Proposed Bearing depth of culvert: _____
- Total pressure at the base of the culvert: _____ psf
- Size and type of proposed culvert replacement: _____

Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

SCOPE OF SERVICES

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino's current understanding of the project.

Site Access and Traffic Control

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the project site will be accessible to track-mounted Geoprobe 7822DT drilling equipment.

Traffic control will consist of cones, Approach signage, and flaggers as needed. Rubino anticipates that the drill rig will require full lane closure.

Boring Locations

Rubino recommends that the borings be located and surveyed for elevation by others prior to drilling. If the borings cannot be surveyed, Rubino will locate the borings in the field by measuring distances from known, fixed site features.

Boring Depths

To obtain data to evaluate subsurface conditions within the proposed development/construction areas, Rubino proposes to drill soil borings as specified below.

NUMBER OF BORINGS	DEPTH (FEET BEG*)	LOCATION
1	40	Within the existing pavement as close as possible to the culvert
1	40	Within the existing grassy area as close as possible to the culvert

*BEG = below existing grade

SPT - Soil Sampling - IDOT

Soil sampling will include split-barrel samples (ASTM D 1586) or thin-walled tube samples on cohesive soils (ASTM D 1587) at 2 ½ - foot intervals to a depth of 30 for IDOT feet and 5 - foot intervals thereafter.

If unsuitable bearing soils are encountered within the borings as proposed herein, the borings will be extended an additional 5 feet to attempt to end the borings in suitable soils. If unsuitable soils persist at the end of an additional 5 feet the client will be contacted prior to demobilizing.

Unsuitable soils will be defined by field personnel using the following criteria:

- Cohesive soils with an N value less than or equal to 6.
- Granular soils with an N-value less than 10.
- Black cohesive or silty soil with visible signs of organic matter and / or organic odor and low blow counts as described above.

Completion of Borings

Upon completion of drilling, the borings will be backfilled with soil cuttings and capped with similar existing material or asphalt cold patch. Some damage to ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the soil test borings is included.

It should be noted that over time, some settlement may occur in the bore hole. If Rubino is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges may apply.

Laboratory Testing

The soil samples obtained during the field exploration program will be transported to the laboratory for classification and a limited number of laboratory tests. The nature and extent of the laboratory testing program is at the discretion of Rubino Engineering, Inc. and will depend upon the subsurface conditions encountered during drilling.

Laboratory testing will be performed in accordance with ASTM procedures and may include examination of selected samples to evaluate the soils' index properties and relative strength characteristics.

Based on the proposed quantity of soil borings, anticipated depths, and project type, a list of the anticipated laboratory tests are summarized below.

LABORATORY TEST	ESTIMATED QUANTITY	SAMPLE TYPE
Atterberg Limits	4	Split spoon, bulk, or Shelby Tube
Organic Content LOI	2	Split spoon, bulk, or Shelby Tube
Hydrometer	1	Split spoon, bulk, or Shelby Tube
Unconfined Compression Test	2	Shelby Tube
Natural Moisture Content	28	Shelby Tube, Cohesive Samples

STRUCTURAL GEO REPORT (SGR)

Upon completion of field and laboratory work, Rubino will prepare a geotechnical engineering report using the collected data. The geo report will include the following:

- *Summary of client-provided project information and report basis*
- *Overview of encountered subsurface conditions*
- *Overview of field and laboratory tests performed including results*
- *Geotechnical recommendations pertaining to:*
 - *Subgrade preparation recommendations*
 - *Shallow foundations, including suitable foundation type(s), allowable bearing pressure(s), and estimated settlement for culvert and wing walls*
 - *Seismic design site classification parameters*
- *Construction considerations, including temporary excavation and construction control of water*

An electronic copy of the report will be provided. The report will be addressed to Ciorba Group.

PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 5 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Utility clearance and rig mobilization	10
Field work including site layout and drilling	5
Laboratory Testing	10
Preparation of the Geotechnical Report	10

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal recommendations can be made to appropriate parties upon completion of the field investigation and laboratory testing. Rubino will need to receive a signed copy of this proposal intact prior to mobilizing the drill rig.

SPECIAL INSTRUCTIONS

Rubino will coordinate contacting the Utility “One-Call” for public utility clearance prior to the start of drilling activities. It is Rubino’s experience that this service does not mark the locations of privately owned utilities. This proposal is based on private utility lines and other subsurface appurtenances being located in the field by others prior to our mobilization.

FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a lump-sum basis. Based on the scope of services outlined above, the lump-sum fee will be:

Project Name:	Baldwin Road Culvert			
Proposal #:	Q19.061g			
DESCRIPTION	RATE		QUANTITY	TOTAL
Engineering / Indirect Cost				
Chief Engineer	\$196.34	Per Hour	2	\$392.69
Project Engineer/Manager	\$105.18	Per Hour	4	\$420.74
Geotechnical Engineer Report Preparation	\$92.56	Per Hour	8	\$740.50
Material Tester 1 - Pavement Core	\$103.78	Per Hour	4	\$415.13
Geologist	\$67.32	Per Hour	10	\$673.18
Laboratory Coordination	\$75.73	Per Hour	4	\$302.93
Boring Layout	\$103.78	Per Hour	4	\$415.13
Eng Subtotal:			\$3,360.28	
Subsurface Exploration / Direct Cost				
Mobilization of drilling equipment and crew	\$500.00	Per Trip	1	\$500.00
Vehicle Charge - boring layout / field geologist, pvt core	\$65.00	per Day	3	\$195.00
Hourly Rate drilling	\$302.93	Per Hour	8	\$2,423.44
Asphalt Patch	\$15.00	Per Hole	2	\$30.00
Field Subtotal			\$3,148.44	
Laboratory Testing / Direct Cost				
Moisture Content Test/Visual Classification	\$7.00	Each	28	\$196.00
Atterberg Limits Determination (LL, PL)	\$55.00	Each	4	\$220.00
Combined Hydrometer and Sieve Analysis	\$110.00	Each	1	\$110.00
Unconfined Compression Test, Tube Sample with S-S Curve	\$85.00	Each	2	\$170.00
Organic Content Determination Test (Loss on ignition)	\$15.00	Each	2	\$30.00
Lab Subtotal			\$726.00	
Total Estimated Cost (Drilling, Lab, SGR):				\$7,234.72
Traffic Control (estimate):				\$2,000.00
Grand Total:				\$9,234.72

Please see the attached fee schedule for additional unit rates for services requested after issuing the geotechnical report (drawing / spec review, scope or site layout change, etc.).

Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

Rock coring is not included in the scope of this exploration, therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services. Therefore, the borings will be advanced to the depths referenced above, or to refusal, whichever is shallower.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. The proposed lump-sum fee is based on the use of shallow foundations to support

the planned construction and the existence of adequate bearing materials being encountered within the proposed boring depths. Should conditions be encountered which require a deepening of borings or additional investigation, Rubino will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump-sum fee will not be performed without your prior authorization.

AUTHORIZATION

If this proposal is acceptable to you, Rubino will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. Rubino will proceed with the work upon receipt of authorization.

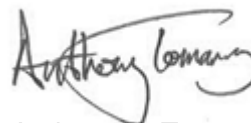
Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.



Michelle A. Lipinski, PE
 President



Anthony T. Tomaras
 Project Manager

**RUBINO ENGINEERING, INC. IS:
 AN AASHTO-ACCREDITED LABORATORY
 IDOT PREQUALIFIED
 IDOT DBE-CERTIFIED (100% WOMAN-OWNED)**

MAL/file

Attachments: Proposal Acceptance and Data Sheet
 Schedule of Services and Fees
 General Conditions

**This is an electronic copy. Hard Copies of this proposal are available upon request.



**Illinois Department
of Transportation**

Engineering Payment Report

(Submit with Final Invoice)

Name	Ciorba Group, Inc.
Address	8725 W Higgins Rd Suite 600
Telephone	773-355-2949
TIN Number	36-2525351

Local Agency	Village of Palatine
Section Number	
Project Number	
Job Number	

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Sub-Consultant Name	TIN Number	Actual Payment from Prime
Huff and Huff, Inc.	36-3044842	
Rubino Engineering, Inc.		
	Sub-Consultant Total:	
	Prime Consultant Total:	
	Total for all Work Completed:	

Signature and title of Prime Consultant

Date _____

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is REQUIRED and shall be deemed as concurring with the payment amount specified above.

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

Exhibit C Federal Qualification Based Selection (QBS) Checklist

6.B.2.d

Local Public Agency Village of Palating
 Section Number _____
 Project Number _____
 Job Number _____

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.

☐ Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? ☒ Yes ☐ No		
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? ☒ Yes ☐ No If no, IDOT's approval date: _____		
3.	Was the scope of services for this project clearly defined? ☒ Yes ☐ No		
4.	Was public notice given for this project? ☒ Yes ☐ No Due date of submittal: <u>12/14/2018</u> Method(s) used for advertisement and dates of advertisement: <u>Village of Palatine - 11/14/2018</u>		
5.	Do the written QBS policies and procedures cover conflicts of interest? ☒ Yes ☐ No		
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? ☒ Yes ☐ No		
7.	Do the written QBS policies and procedures discuss the method of evaluation? ☒ Yes ☐ No		
	Criteria for this project	Weighting	Criteria for this project Weighting
	_____	_____ %	_____ %
	_____	_____ %	_____ %
	_____	_____ %	_____ %
	_____	_____ %	_____ %
8.	Do the written QBS policies and procedures discuss the method of selection? ☒ Yes ☐ No		
	Selection committee (titles) for this project: _____		
	Top three consultants selected for this project in order: 1) <u>Ciorba Group, Inc.</u>		
	2) _____ 3) _____		
	If less than 3 responses were received, IDOT's approval date: _____		
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? ☒ Yes ☐ No		
10.	Were negotiations for this project performed in accordance with federal requirements? ☒ Yes ☐ No		
11.	Were acceptable costs for this project verified? ☒ Yes ☐ No ☐ LPA will rely on IDOT review and approval of costs.		
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? ☒ Yes ☐ No		
13.	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? ☒ Yes ☐ No		

Consider a Motion Authorizing the Village Manager to Purchase Three Cardiac Monitors

BACKGROUND: The Fire Department has staffed Advanced Life Support (ALS), non-transport vehicles, for over 20 years. Annually, each vehicle is inspected by the Northwest Community Emergency Medical Services System (NCEMSS) and the Illinois Department of Public Health (IDPH) and a waiver has been sought and granted to substitute Automated External Defibrillators (AED) en lieu of the more expensive Cardiac Monitor/Defibrillators. The Fire Department has been notified that NCEMSS and IDPH will no longer grant the cardiac monitor waiver beyond 2019.

KEY ISSUES: In order for the Fire Department to continue to deliver ALS care by paramedics assigned to non-transport vehicles, the Fire Department must replace the currently used AED's with Cardiac Monitor/Defibrillators prior to the 2020 NCEMSS / IDPH vehicle inspection.

ALTERNATIVES:

1. Maintain the ALS status of all Fire Department non-transport vehicles by purchasing Cardiac Monitor/Defibrillators to replace the existing AED's.
2. Do not purchase Cardiac Monitor/Defibrillators and reduce the status of all Fire Department non-transport vehicles to Basic Life Support (BLS).

RECOMMENDATION:

Staff recommends approval of the purchase of three refurbished Cardiac Monitor/Defibrillators from capital equipment reserve funds in an amount not to exceed \$75,000 and include three (3) Cardiac Monitor/Defibrillators in the 2020 capital budget.

ACTION REQUIRED:

A motion to approve the purchase of three refurbished Cardiac Monitor/Defibrillators from capital equipment reserve funds in an amount not to exceed \$75,000 from a vendor(s) based on market availability.

ATTACHMENTS:

- Cardiac Monitor Quotes_05292019_115325
- Nontransport Cardiac Monitor memo

Refurb

6.C.1.a



estimate

Estimate Date: Mar-01-2019
Estimate Number: 3119AS
Total Amount: \$42,612.50
Payment Terms:

bill to:
Village of Palatine Fire Department #84
200 E Wood Street
Palatine, IL

ship to:
Village of Palatine Fire Department #84
200 E Wood Street
Palatine, IL

account details and summary

Village of Palatine Fire Department #84
200 E Wood Street
Palatine, IL

Estimate Date: 03/01/2019
Estimate Number: 3119AS
Estimate Amount: \$42,612.50
Payment Terms:

Description Details	Item Price	Quantity	Total Price
Defib:Defib Recert:Ref Devices:Zoll X:FMP-41 (MAIN UNIT) REFURBISHED - Zoll X-Series Defibrillator 12 lead, AED, Pacing, SP02, NIBP, ETCO2, WiFi ECG Trunk Cable ECG Precordial Leads Therapy Cable SpO2 Sensor NIBP Cuff/Hose Set of Stat Padz ECG Electrodes (5/pkg) New Battery Paper User Manual 1 Year Warranty	\$20,750.00	2	\$41,500.00
Defib:Defib New:Carry Case:FMP-60754 Zoll X-Series Carry Case #8707-000502-01 (Free with purchase \$3712.50 VALUE)	\$0.00	6	\$0.00
Defib:Defib Recert:Batteries/Power Access:8300-0004R Zoll X-Series -Refurbished AC Power Adapter/Charger #8300-0004	\$556.25	2	\$1,112.50
Shipping Shipping and Handling - FREE	\$0.00	1	\$0.00

Attachment: Cardiac Monitor Quotes_05292019_115325 (Cardiac Monitor Purchase)



estimate

Estimate Date: Mar-01-2019
Estimate Number: 3119AS
Total Amount: \$42,612.50
Payment Terms:

bill to:

Village of Palatine Fire Department #84
 200 E Wood Street
 Palatine, IL

ship to:

Village of Palatine Fire Department #84
 200 E Wood Street
 Palatine, IL

account details and summary

Village of Palatine Fire Department #84
 200 E Wood Street
 Palatine, IL

Estimate Date: 03/01/2019
Estimate Number: 3119AS
Estimate Amount: \$42,612.50
Payment Terms:

Description	Item Price	Quantity	Total Price
<i>Details</i>			

Quote Valid for 30 Days
 For any questions contact:
 Anita Stone ~ astone@foremostequipment.com ~ 585-623-4412
 Thank you the opportunity!

Subtotal: \$42,612.50
Sales Tax: \$0.00
Total: \$42,612.50

Refers

6.C.1.a

General Medical Devices, Inc. Companies



AED Professionals™
ECG Professionals™

AEDS - Automated External Defibrillators
Diagnostic Cardiology, Imaging & ECG / EKG Medical Equipment
Emergency Oxygen, AED / CPR Training & Supplies

Quote

Date	Quote #	Customer #
05/02/2019	68358	10324

General Medical Devices, Inc.
348 W. Colfax Street, Palatine, IL, 60067 USA
Toll Free: 888-541-2337
Phone: 847-202-3233
Fax: 866-879-7795
www.aedprofessionals.com

Bill To:

Palatine Fire Department
Attn: Lt. Bret Nelson
39 E. Colfax Street
Palatine, IL 60067
bnelson@palatine.il.us
Phone: (847) 202-6342

Fax:

Ship To:

Palatine Fire Department
Attn: Lt. Bret Nelson

bnelson@palatine.il.us
Phone: (847) 202-6342

Fax:

P.O. #	TERMS
	Net 30

Item	Description	Qty	Discounted Price	List Price	Total
REFURBISHED ZOLL X-SERIES	Zoll X Series (Biotech Certified) - Biphasic, 12 Lead, AED, Pacing, SPo2, ETCO2, Bluetooth. includes appropriate patient accessories by configuration and are patient ready.	2	\$ 24,149.00	\$ 0.00	\$ 48,298.00
SHIPPING	FREE SHIPPING	1	\$ 0.00	\$ 0.00	\$ 0.00
WARRANTY	1 YEAR WARRANTY	1	\$ 0.00	\$ 0.00	\$ 0.00
			SUBTOTAL: USD \$ 48,298.00		
			SALES TAX (0.00%): USD \$ 0.00		
			GRAND TOTAL: USD \$ 48,298.00		

24,149 each

Attachment: Cardiac Monitor Quotes_05292019_115325 (Cardiac Monitor Purchase)

GUARANTEED LOWEST PRICING!
PLEASE CALL BEFORE YOU
PURCHASE!
Devon Carlson
devon@aedprofessionals.com
www.aedprofessionals.com

PROUD SUPPLIER TO
THE US GOVERNMENT
FED ID (TIN) 26-3447792
DUNS: 831052670
CAGE CODE (CCR) 5JZB7

Internal Use Only

Prepared For: Bret Nelson
Customer Name: Palatine Fire Department

Quote Number: 3260147
Quote Date: 2019-04-23 15:15:12

Account Manager:	Bill To	Ship To
Tim Aebly 2601 Stanley Gault Pkwy, Suite 101 Louisville, KY 40223 www.avantehs.com/medical taebly@dremed.com Tel:877-321-8194 Fax: 866-373-7525	Palatine Fire Department Bret Nelson IL, - USA BNelson@palatine.il.us	Palatine Fire Department Bret Nelson 00, - USA BNelson@palatine.il.us
Terms: 08 30 DAYS FROM INVOICE DATE FOB Louisville, KY - USA		Ship VIA: UPS GROUND

Part Number	Product	Quantity	Unit Price	Ext. Price
/89100	Zoll X-Series Defibrillator Configured: 12-lead, Biphasic, Pacing, SpO2/SPCO, NIBP, Etc02, T1/T2, WIFI Fully Refurbished To Include: *Biomedical Testing/Certification *Startup Accessories (Multi-function Cable, Lead Set, BP Hose, Adult BP Cuff, SpO2/SPCO Finger Sensor, Set Of Adult Hands Free Pads, Test Load, Printer Paper and Power Cord) *Carry Case *One Year Warranty	1.00	\$26,950.00	\$26,950.00
P01186	PADDLE ASSEMBLY - ZOLL	0.00	\$375.00	\$0.00

Group Subtotal: \$26,950.00

Comments:

Tax: \$0.00
Total: \$26,950.00

Quote Valid Until: 2019-05-23

Attachment: Cardiac Monitor Quotes_05292019_115325 (Cardiac Monitor Purchase)



TO: **Palatine Fire Department**
39 East Colfax Street
Palatine, IL 60067

Attn: **Lt Bret Nelson**

email: bnelson@palatine.il.us

Tel: 847-358-7500

Refurb

6.C.1.a

ZOLL Medical Corporation

Worldwide Headquarters
269 Mill Rd
Chelmsford, Massachusetts 01824-4105
(978) 421-9655 Main
(800) 348-9011
(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

QUOTATION 307462 V:1

DATE: May 09, 2019

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Free Freight

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
1	601-2221011-01-66	Refurbished X Series ® Manual Monitor/Defibrillator with 4 trace tri-mode display monitor/ defibrillator/ printer, comes with Real CPR Help®, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5" (16.5cm) diagonal screen, full 12 ECG lead view with both dynamic and static 12-lead mode display. Accessories Included: • MFC cable • MFC CPR connector • A/C power adapter/ battery charger • A/C power cord • One (1) roll printer paper • 6.6 Ah Li-ion battery • Carry case • Declaration of Conformity • Operator's Manual • Quick Reference Guide • Six (6)- Months EMS warranty Advanced Options: Real CPR Help Expansion Pack CPR Dashboard quantitative depth and rate in real time, release indicator, interruption timer, perfusion performance indicator (PPI) • See - Thru CPR artifact filtering	4	\$29,820.00	\$24,500.00	\$98,000.00

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <http://www.zoll.com/GTC> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. DELIVERY WILL BE MADE BASED UPON AVAILABILITY AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. PRICES WILL BE F.O.B. SHIPPING POINT.
3. PRICES QUOTED ARE VALID UNTIL FOR 60 DAYS.
4. APPLICABLE TAX WILL BE APPLIED AT TIME OF INVOICING.
5. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTANCE BY ZOLL.
6. FAX PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT 978-421-0015 OR EMAIL TO ESALES@ZOLL.COM.

Caroline Guibord
EMS Territory Manager
773-425-0710

Attachment: Cardiac Monitor Quotes_05292019_115325 (Cardiac Monitor Purchase)



TO: Palatine Fire Department
39 East Colfax Street
Palatine, IL 60067

Attn: Lt Bret Nelson

email: bnelson@palatine.il.us

Tel: 847--358-7500

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(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

QUOTATION 307462 V:1

DATE: May 09, 2019

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FREIGHT: Free Freight

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
		ZOLL Noninvasive Pacing Technology: Masimo Pulse Oximetry SP02 • Signal Extraction Technology (SET) • Rainbow SET NIBP Welch Allyn includes: • Smartcuff 10 foot Dual Lumen hose • SureBP Reusable Adult Medium Cuff End Tidal Carbon Dioxide monitoring (ETCO2) Oridion Microstream Technology: Order required Microstream tubing sets separately Interpretative 12- Lead ECG: • 12-Lead one step ECG cable- includes 4- Lead limb lead cable and removable precordial 6- Lead set				
2	8000-0330	SpO2 Rainbow Reusable Patient Cable: Connects to LNCS Single Use and Reusable Sensors (4 ft)	4	\$295.00	\$212.40	\$849.60 *
3	8000-0294	SpO2 LNCS Adult Reusable Sensor (1 each)	4	\$295.00	\$212.40	\$849.60 *
4	8000-0580-01	Six hour rechargeable Smart battery	8	\$495.00	\$356.40	\$2,851.20 *

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Caroline Guibord
EMS Territory Manager
773-425-0710

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TO: Palatine Fire Department
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Attn: Lt Bret Nelson

email: bnelson@palatine.il.us

Tel: 847-358-7500

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(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

QUOTATION 307462 V:1

DATE: May 09, 2019

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Free Freight

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
5	8000-000901-01	ECG plain white paper- 80mm (pack of 6 rolls)	4	\$24.00	\$17.28	\$69.12 *
6	8900-0402	CPR stat-padz HVP Multi-Function CPR Electrodes - 1 pair	4	\$75.00	\$54.00	\$216.00 *
7	8300-000676	OneStep Cable, X Series	4	\$425.00	\$306.00	\$1,224.00 *
8	8009-0020	CPR-D Padz and CPR Stat Padz Connector for R Series	4	\$375.00	\$270.00	\$1,080.00 *
9	8900-000219-01	OneStep Pediatric CPR Electrode (1 pair)	4	\$87.50	\$63.00	\$252.00 *
10	8200-000100-01	Single Bay Charger for the SurePower and SurePower II batteries.	4	\$945.00	\$680.40	\$2,721.60 *
*Reflects Silver Cross Contract Pricing. Acceptance of a quote for refurbished equipment is contingent upon product availability at time of order. Orders are filled on a first come, first serve basis.						

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TOTAL \$108,113.12

27,028.2
each

Caroline Guibord
EMS Territory Manager
773-425-0710

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Attachment: Cardiac Monitor Quotes_05292019_115325 (Cardiac Monitor Purchase)



TO: **Palatine Fire Department**
39 East Colfax Street
Palatine, IL 60067

Attn: **Lt Bret Nelson**

email: bnelson@palatine.il.us

Tel: 847-358-7500

New

6.C.1.a

ZOLL Medical Corporation

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269 Mill Rd
Chelmsford, Massachusetts 01824-4105
(978) 421-9655 Main
(800) 348-9011
(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

QUOTATION 307465 V:1

DATE: May 09, 2019

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Free Freight

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
1	601-2221011-01 <i>New</i>	X Series ® Manual Monitor/Defibrillator \$14,995 with 4 trace tri-mode display monitor/ defibrillator/ printer, comes with Real CPR Help®, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5"(16.5cm) diagonal screen, full 12 ECG lead view with both dynamic and static 12-lead mode display. Accessories Included: • MFC cable • MFC CPR connector • A/C power adapter/ battery charger • A/C power cord • One (1) roll printer paper • 6.6 Ah Li-ion battery • Carry case • Declaration of Conformity • Operator's Manual • Quick Reference Guide • One (1)-year EMS warranty Advanced Options: Real CPR Help Expansion Pack \$ 995 CPR Dashboard quantitative depth and rate in real time, release indicator, interruption timer, perfusion performance indicator (PPI) • See - Thru CPR artifact filtering	2	\$37,275.00	\$26,838.00	\$53,676.00 *

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OR EMAIL TO ESALES@ZOLL.COM.
7. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.

Caroline Guibord
EMS Territory Manager
773-425-0710

Attachment: Cardiac Monitor Quotes_05292019_115325 (Cardiac Monitor Purchase)



TO: **Palatine Fire Department**
39 East Colfax Street
Palatine, IL 60067

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email: bnelson@palatine.il.us

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6.C.1.a

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(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

QUOTATION 307465 V:1

DATE: May 09, 2019

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Free Freight

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
		ZOLL Noninvasive Pacing Technology: \$2,550				
		Masimo Pulse Oximetry				
		SP02 \$1,795 • Signal Extraction Technology (SET) • Rainbow SET				
		NIBP Welch Allyn includes: \$3,495 • Smartcuff 10 foot Dual Lumen hose • SureBP Reusable Adult Medium Cuff				
		End Tidal Carbon Dioxide monitoring (ETCO2)				
		Oridion Microstream Technology: \$4,995 Order required Microstream tubing sets separately				
		Interpretative 12- Lead ECG: \$8,450 • 12-Lead one step ECG cable- includes 4- Lead limb lead cable and removable precordial 6- Lead set				
2	8000-0330	SpO2 Rainbow Reusable Patient Cable: Connects to LNCS Single Use and Reusable Sensors (4 ft)	2	\$295.00	\$212.40	\$424.80 *
3	8000-0294	SpO2 LNCS Adult Reusable Sensor (1 each)	2	\$295.00	\$212.40	\$424.80 *
4	8000-0580-01	Six hour rechargeable Smart battery	4	\$495.00	\$356.40	\$1,425.60 *

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Caroline Guibord
EMS Territory Manager
773-425-0710

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TO: Palatine Fire Department
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Palatine, IL 60067

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FEDERAL ID#: 04-2711626

QUOTATION 307465 V:1

DATE: May 09, 2019

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ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
5	8000-000901-01	ECG plain white paper- 80mm (pack of 6 rolls)	2	\$24.00	\$17.28	\$34.56 *
6	8900-0402	CPR stat*padz HVP Multi-Function CPR Electrodes - 1 pair	2	\$75.00	\$54.00	\$108.00 *
7	8300-000676	OneStep Cable, X Series	2	\$425.00	\$306.00	\$612.00 *
8	8009-0020	CPR-D Padz and CPR Stat Padz Connector for R Series	2	\$375.00	\$270.00	\$540.00 *
9	8900-000219-01	OneStep Pediatric CPR Electrode (1 pair)	2	\$87.50	\$63.00	\$126.00 *
10	8200-000100-01	Single Bay Charger for the SurePower and SurePower II batteries.	2	\$945.00	\$680.40	\$1,360.80 *
*Reflects Silver Cross Contract Pricing.						

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <http://www.zoll.com/GTC> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

TOTAL	\$58,732.56
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\$129,366
each

Caroline Guibord
EMS Territory Manager
773-425-0710

1. DELIVERY WILL BE MADE 120-150 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. PRICES WILL BE F.O.B. SHIPPING POINT.
3. PRICES QUOTED ARE VALID UNTIL FOR 60 DAYS.
4. APPLICABLE TAX WILL BE APPLIED AT TIME OF INVOICING.
5. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTANCE BY ZOLL.
6. FAX PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT 978-421-0015
OR EMAIL TO ESALES@ZOLL.COM.
7. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.

Attachment: Cardiac Monitor Quotes_05292019_115325 (Cardiac Monitor Purchase)

Memo



Date: **May 20, 2019**
 To: **Chief Scott Andersen**
 From: **Deputy Chief Scott Mackeben**
 Subject: **Non-transport Vehicle Cardiac Monitor Purchase Request**

I am requesting to purchase a total of six (6) Zoll X Series Cardiac Monitor/Defibrillators to maintain the Advanced Life Support (ALS) status of our six (6) non-transport vehicles. Three (3) monitors would be purchased this year from capital equipment reserve funds and the remaining three (3) would be included as a capital request in the 2020 budget.

Justification

Over the past several years the Northwest Community Emergency Medical Services System (NCEMSS) and the Illinois Department of Public Health (IDPH) has granted waivers allowing Automated External Defibrillators (AED) to be used in place of cardiac monitors on ALS non-transport vehicles. This waiver was intended to be used in hardship situations and be short in duration. The hardship situation and the duration of the waiver was never enforced by NCEMSS or IDPH. We have been notified that this is the last year that waivers will be issued. If we continue to operate with AED's, our non-transport vehicles will be forced to reduce the level of care they can provide to the Basic Life Support (BLS) level. This reduction in level of care would subsequently not allow for cardiac medications and intubation equipment to be carried on the non-transport vehicles. This impacts the following vehicles – Tower 85, Squad 85, Quint 83 and Engines; 81, 82 and 84.

Cost

Cost per refurbished monitor = \$21,000 - \$25,000. (Depending on market availability)

New monitors are approximately \$29,500 each and the refurbished monitors offer the same twelve (12) month warranty. We would like to purchase refurbished monitors based on availability and pricing from multiple vendors.

Recommendation

The current waiver will allow us to keep the AED's in place through the end of 2019 and maintain our current ALS level of care. I am recommending that we purchase three (3) monitors in 2019 with the capital equipment reserve funds and include the purchase of three (3) additional monitors in the 2020 capital budget.

This recommendation would keep all Palatine Fire apparatus certified at the ALS level and provide the highest level of care to our residents.

Attachment: Nontransport Cardiac Monitor memo (Cardiac Monitor Purchase)

Consider an Ordinance Granting a Special Use to allow a rear yard setback reduction at 934 N. Arrowhead Drive.

BACKGROUND:

The Petitioner is proposing to build an addition that encroaches into the required rear yard setback. Therefore the Petitioner is requesting is requesting:

Special Use to permit a rear yard setback of 22 feet instead of the minimum required 40 feet.

SITE ANALYSIS:

- The Subject Property is zoned R-2 Single Family Residential. The Petitioner would like to build a single-story building addition onto the rear of the property. A patio presently exists in the location of the proposed addition.
- The existing rear yard setback is legally non-conforming, with an approximately 35-foot rear yard setback (40 feet is required). The property is a corner lot with an irregular shape.
- The building plans indicate that the entire concrete patio area in the rear will be removed to allow for the addition.
- The proposed sun room addition is 13.92 feet X 14.83 feet, approximately 207 square feet and would be set back approximately 22.75 feet from the rear lot line.
- Excepting the setback, the one-story addition otherwise meets code.
- Both building and lot coverage meet code (approximately 16% and 20%).

ALTERNATIVES:

1. Approve the Special Use to allow a rear yard setback reduction.
2. Do not approve the Special Use to allow a rear yard setback reduction.

RECOMMENDATION:

Public Hearing:	ZBA meeting - May 28, 2019
Residents testifying:	None
Vote:	The ZBA voted 6-0 to recommend approval of the request and Staff concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use to allow a rear yard setback reduction for the property located at 934 N. Arrowhead Drive.

Consider an Ordinance Granting a Special Use to allow a medical office at 231-233 E. Northwest Highway.

BACKGROUND:

The Petitioner is proposing to relocate their existing medical office to 231-233 E. Northwest Highway. Therefore, the Petitioner is requesting:

Special Use to permit a medical office.

KEY ISSUES:

- The Petitioner currently operates a medical office at 50 S. Northwest Highway and is requesting to relocate the existing business.
- The Subject Property is zoned B-2 General Business District and contains Palatine Plaza shopping center.
- The proposed tenant space is approximately 7,628 square feet and was previously occupied by an medical office/urgent care use, which closed about 2009. The proposed floor plan also includes an approximately 1,000 square foot expansion, which was previously occupied by Cellular One. The previous medical office floorplan and exam room divisions largely remain in place.
- The hours of operation are proposed to be Monday - Friday 8 AM to 8:30 PM, Saturday and Sunday 9 AM - 6 PM.
- The estimated staff would be 12-15 and the anticipated patient volumes would be between 4-15, per hour.
- The medical office services at this location will include:
 - Immediate Care
 - Occupation Health
 - Physician Clinic
 - X-Ray
- The proposed use requires 1/300 square feet parking spaces. The shopping center has 562 spaces thus are 70 spaces over parked.

Establishment	Parking Requirement	Square footage	Total Required spaces
Proposed Medical	1/300 square feet	7,628	25
Brown's Chicken	1 per 2.5 seats (1/100 sf)	1,825 sf (22 seats)	18
Retail	1/300 square feet	124,269	415
Dairy Queen	1/100 square feet	1,850	19
Subway	1/100 square feet	1495	15
Total square footage	137,157	Total req. parking	492
Total parking provided			562 parking spaces total (70 parking spaces over)

ALTERNATIVES:

1. Approve the Special Use to allow a medical office.
2. Do not approve the Special Use to allow a medical office.

RECOMMENDATION:

Public Hearing: ZBA meeting - May 28, 2019
Residents testifying: None
Vote: The ZBA voted 5-0-1 to recommend approval of the request and Staff concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use to allow a medical office for the property located at 231-233 E. Northwest Highway.

Consider a Motion to Award a Contract for Phase II Engineering of the Kasuba Lift Station Force Main Replacement

BACKGROUND:

A portion of the Village's wastewater system includes a lift station located north of the intersection of Dundee Road and Baldwin Road, commonly referred to as the Kasuba Lift Station. This lift station was originally constructed by a private utility company and subsequently acquired by the Village when the area was annexed into the Village.

The original lift station and force main were constructed in the 1970s and are approaching the end of their service life. The replacement of the 16 inch diameter force main has been prioritized due to the Illinois Department of Transportation's plans to alter Dundee Road from west of US-12 to IL-53. The work planned by IDOT includes additional storm sewer construction which would impact the existing force main location (now under pavement near US-12). Rather than adjust storm sewer facilities or partially relocate the force main in isolated areas, it is preferable to reconstruct a replacement force main outside of the State right-of-way.

KEY ISSUES:

- SpaceCo, Incorporated of Rosemont, Illinois conducted the Phase I study.
- A preferred alignment has been selected, the Metropolitan Water Reclamation District has been consulted and is receptive of the preferred solution, and easement negotiations with the property owner of 1735 North Rand Road are nearing completion for the one easement which would be necessary to accommodate the improvement.
- Phase II allows for the completion of a topographic survey and environmental analysis, preparation of final engineering design plans for the force main and lift station, and submission of the plans to all permit authorities for approval.
- As IDOT is now targeting a letting in September of 2019 with a delayed construction start of May of 2020, it is recommended that detailed engineering proceed.

ALTERNATIVES:

1. Award the contract for Phase II Engineering Services for the Kasuba Lift Station Force Main Replacement.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the contract for Phase II Engineering Services for the Kasuba Lift Station Force Main Replacement be awarded to SpaceCo, Incorporated in the amount of \$49,800.

BUDGET IMPACT:

Funding is available to accommodate this project from the sewer fund in the 2019 Capital Improvement Program.

ACTION REQUIRED:

Motion to award a contract for Phase II Engineering Services for the Kasuba Lift Station Force Main Replacement to SpaceCo, Incorporated of Rosemont, Illinois in the amount of \$49,800.

Consider a Resolution Appropriating \$25,620 of Funds for the Replacement of the North Baldwin Road Structure over Buffalo Creek

BACKGROUND:

The Village was successful in acquiring grant commitments from the Illinois Department of Transportation's Bridge Improvement program for just under \$1M. This is spread across the phase 1 engineering, phase 2 engineering, land acquisition, phase 3 engineering, and construction at an 80/20 matching ratio with the Village.

In order to proceed with phase 1 engineering a funding resolution memorializing the Village's participation is required. The State requires that resolutions are passed by the Village indicating their intended use. The State then reviews this resolution, the proposed intergovernmental agreement memorializing the reimbursement, and the consultant agreement prior to allowing the work to proceed.

KEY ISSUES:

- Village participation for phase 1 engineering (preliminary engineering) is estimated at \$25,620.
- Federal participation for phase 1 engineering is estimated at \$102,480.

ALTERNATIVES:

1. Approve the resolution appropriating the total amount of \$25,620 in Capital Improvement Funds.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends that the resolution appropriating \$25,620 of Capital Improvement funds for the replacement of the North Baldwin Road culvert over Buffalo Creek be approved.

BUDGET IMPACT:

\$25,620 is available in the Capital Improvement Program to accommodate this proposed agreement with a \$120,480 revenue offset through the grant.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$25,620 of Capital Improvement funds for the replacement of the North Baldwin Road culvert over Buffalo Creek.

Consider a Motion Authorizing the Village Manager to Purchase Three Cardiac Monitors

BACKGROUND: The Fire Department has staffed Advanced Life Support (ALS), non-transport vehicles, for over 20 years. Annually, each vehicle is inspected by the Northwest Community Emergency Medical Services System (NCEMSS) and the Illinois Department of Public Health (IDPH) and a waiver has been sought and granted to substitute Automated External Defibrillators (AED) en lieu of the more expensive Cardiac Monitor/Defibrillators. The Fire Department has been notified that NCEMSS and IDPH will no longer grant the cardiac monitor waiver beyond 2019.

KEY ISSUES: In order for the Fire Department to continue to deliver ALS care by paramedics assigned to non-transport vehicles, the Fire Department must replace the currently used AED's with Cardiac Monitor/Defibrillators prior to the 2020 NCEMSS / IDPH vehicle inspection.

ALTERNATIVES:

1. Maintain the ALS status of all Fire Department non-transport vehicles by purchasing Cardiac Monitor/Defibrillators to replace the existing AED's.
2. Do not purchase Cardiac Monitor/Defibrillators and reduce the status of all Fire Department non-transport vehicles to Basic Life Support (BLS).

RECOMMENDATION:

Staff recommends approval of the purchase of three refurbished Cardiac Monitor/Defibrillators from capital equipment reserve funds in an amount not to exceed \$75,000 and include three (3) Cardiac Monitor/Defibrillators in the 2020 capital budget.

ACTION REQUIRED:

A motion to approve the purchase of three refurbished Cardiac Monitor/Defibrillators from capital equipment reserve funds in an amount not to exceed \$75,000 from a vendor(s) based on market availability.