



AGENDA
Village Board of Trustees
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

October 21, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES**
 - A. Village Board 10-07-2024
5. **CONSENT AGENDA/OMNIBUS VOTE (Roll Call Vote)**

(All items under the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Trustee so requests. In that event, the discussion will be the first item of business after approval of the Consent Agenda.)

 - A. Approval of Agenda
 - B. Approval of the schedule of bills for 10-21-2024 - \$7,746,583.33
 - C. Approval of an Ordinance accepting a public utility easement at 1305 N. Barrington Road
 - D. Approval of Phase II Engineering Services Agreement with Strand Associates, Inc. for the Hassell Road Bicycle and Pedestrian Illinois Transportation Enhancement Program project, in an amount not to exceed \$200,273
 - E. Approval of Phase II Engineering Services Agreement with Chastain & Associates, LLC for the Jones Road STP Resurfacing project, in an amount not to exceed \$82,113
 - F. Approval of an Intergovernmental Agreement with the Cook County Department of Transportation and Highways for the Central Road Reconstruction Project
 - G. Approval of a sales agreement with Revize for redesign and hosting services for the Village of Hoffman Estates website in an amount not to exceed \$59,400 over a four-year term.
6. **REPORTS**
 - A. President's Report
 - B. Trustee Comments
 - C. Village Manager's Report

D. Village Clerk's Report

E. Committee Reports

1. Public Health & Safety
2. Finance
3. Public Works & Utilities

F. Treasurer's Report

7. PLANNING AND ZONING COMMISSION RECOMMENDATIONS

A. Approval of an Ordinance granting a Master Sign Plan for the property at 2200 W. Higgins Road (Hoffman Estates Community Bank)

8. ADDITIONAL BUSINESS

A. Approval of an ordinance amending Section 8-3-22, Number of Licenses, of Article 3, Alcoholic Liquors, of the Hoffman Estates Municipal Code (increase the number of class "AC" licenses for Coffee & Tea Bar Hospitality, LLC DBA World's Fair by Fairgrounds Craft Coffee & Tea, 2000 Center Drive, Hoffman Estates, IL and decrease the number of class "A" licenses for Apple Villa II, Inc. DBA Apple Villa Pancake House 3101 North Barrington Road, Hoffman Estates, IL.

9. ADJOURNMENT

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

MEETING: **HOFFMAN ESTATES VILLAGE BOARD**
DATE: **October 7, 2024**
PLACE: **COUNCIL CHAMBERS**
 MUNICIPAL BUILDING COMPLEX
 1900 HASSELL ROAD
 HOFFMAN ESTATES, ILLINOIS

1. CALL TO ORDER/ROLL CALL

Village President William McLeod called the meeting to order at 7:01 p.m. The Village Clerk called the roll. Trustees present: Gary Pilafas, Gary Stanton, Karen Arnet, Patrick Kinnane, Karen Mills, Anna Newell.

A quorum was present.

ADMINISTRATIVE PERSONNEL PRESENT

E. Palm, Village Manager
D. O'Malley, Deputy Village Manager
J. Pape, Assistant Village Manager
A. Janura, Corporation Counsel
K. Cawley, Chief of Police
A. Wax, Fire Chief
R. Musiala, Finance Director
J. Nebel, PW Director
P. Gugliotta, Director of Dev. Services
M. Saavedra, HHS Director
D. Raszka, Director of IT
M. Brito, Communications Mgr.
R. Signorella, Multimedia Production Manager

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by Trustee Pilafas.

3. PUBLIC COMMENTS

Mayor McLeod asked to move Public Comments to the end of the meeting. There was agreement.

4. APPROVAL OF MINUTES

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve Item 4A.

4.A. Approval of Minutes 9-16-24

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Newell

Abstain: Mills

Mayor McLeod voted aye.

Motion carried.

5. CONSENT AGENDA/OMNIBUS VOTE:

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve Item 5.A.

5.A. Approval of Agenda

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve Item 5.B.

5.B. Approval of the schedule of bills for October 7, 2024 - \$4,576,110.48.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve Item 5.C.

5.C. Approval of a Professional Services Agreement with Sentinel Technologies Inc. for Cybersecurity Assessment services in an amount not to exceed \$197,002.50

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve Item 5.D.

5.D. Authorization to:

- a. waive formal bidding (due to utilization of a government master agreement);
- b. purchase of two host servers from Dell EMS, Round Rock, TX, in an amount not to exceed \$35,291.46.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve Item 5.E.

5.E. Authorization to:

- a. waive formal bidding (due to utilization of a government master agreement);
- b. purchase of the servers from Dell EMS, Round Rock, TX, in an amount not to exceed \$69,328.35.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve Item 5.F.

5.F. Authorization to award a contract for the replacement of the NOW Arena boiler and storage tanks to F.E. Moran, Inc., Northbrook, IL (Low bidder) for an amount not to exceed \$133,000.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve Item 5.G.

5.G. Authorization to:

- a. waive formal bidding;
- b. purchase twenty-three (23) Stalker Radar Systems from Applied Concepts Inc., Richardson, TX, in an amount not to exceed \$35,075.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve Item 5.H.

5.H. Authorization to:

- a. waive formal bidding (due to sole source)
- b. purchase twenty (20) MedixSafe narcotic safe retrofit kits, software, and a five-year service subscription from Bioconnect of Memphis, TN in an amount not to exceed \$38,977.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

6. REPORTS

6.A. President's Report

1. Presentation(s)

a. Illinois Sister Cities 2024 Award

Mayor McLeod asked the Sister Cities Commission to come forward and be introduced. Chair Lillian Mosier introduced herself and the Commission and explained that the Village hosted this year's Annual Sister Cities Conference in June. Chair Mosier applied for the Sister Cities 2024 Award and at the conference, found out that the Village won, along with Hanover Park. Lillian, co-chair Jill Wood-Naatz, and Trustee Kinnane accepted the award at the Illinois Municipal League Conference in September. The Commission presented the award to the Village and the Commission was congratulated by the Village Board.

2. Proclamation(s)

Trustee Stanton read the following proclamation.

Motion by Trustee Stanton, seconded by Trustee Mills, to concur with the proclamation proclaiming month of October 2024 as Domestic Violence Awareness Month. Voice vote taken. All ayes. Motion carried.

Rebecca Darr, CEO of Wings, accepted the Proclamation and addressed the Village Board. She spoke about domestic violence and the need to stop the cycle of violence against men, women and children. The mission of Wings Program is to provide housing, services, education and advocacy to end domestic violence.

Trustee Kinnane read the following proclamation.

Motion by Trustee Stanton, seconded by Trustee Kinnane, to concur with the proclamation proclaiming month of October 2024 as Down syndrome Acceptance Month. Voice vote taken. All ayes. Motion carried.

A representative of Gigi's, along with her daughter, accepted the proclamation on behalf of Gigi's Playhouse.

Trustee Newell read the following proclamation.

Motion by Trustee Mills, seconded by Trustee Arnet, to concur with the proclamation proclaiming week of October 6-12, 2024 as Fire Prevention Week. Voice vote taken. All ayes. Motion carried.

Fire Chief Was accepted the proclamation.

Trustee Mills read the following proclamation.

Motion by Trustee Stanton, seconded by Trustee Arnet, to concur with the proclamation proclaiming the month of October 2024 as National Breast Cancer Awareness Month. Voice vote taken. All ayes. Motion carried.

Dr. Monica Saavedra accepted the proclamation.

Trustee Pilafas read the following proclamation.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to concur with the proclamation proclaiming the month of October as National Community Planning Month. Voice vote taken. All ayes. Motion carried.

Director of Development Services Peter Gugliotta accepted the proclamation.

Mayor McLeod read the following proclamation.

Motion by Trustee Arnet, seconded by Trustee Kinnane, to concur with the proclamation proclaiming October 24, 2024 as World Polio Day.

Dr. Robert Steinberg accepted the proclamation on behalf of the Rotary Club.

3. Boards & Commissions Appointment(s)/Reappointment(s)/Resignation(s)

Motion by Trustee Mills, seconded by Trustee Arnet, to accept with regret the resignations of Sarah McClarey and Tom Burnitz from the Planning & Zoning Commission. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Arnet, seconded by Trustee Kinnane, to accept the appointment of Wendy Schmidt to the Arts Commission and Platzkonzert Commission. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Pilafas, to accept the appointment of Rajkumari Chhatwani to the Planning & Zoning Commission. Voice vote taken. All ayes. Motion carried.

Mayor McLeod reminded everyone of the Fire Department #24 Open House on Saturday, October 12, and the Hispanic Heritage Day festival at Village Hall from 2-4:30 p.m. on Saturday, October 12. Mayor McLeod read two thank you letters from residents – one regarding

street lights on Illinois Boulevard and the other from a resident who recently moved back to town and was impressed by employees helping with permits. Mayor McLeod attended many events including the NWMC Transportation Committee meeting, Chamber golf outing, block party on Somerton Drive as well as block parties on Newcastle Lane and Dixon Drive. He swore in three new firefighters, attended a Celtic Fest Commission meeting and an Eagle Scout Court of Honor for Gordon Madsen. Mayor attended a ribbon cutting for I Smell Bacon, a Northwest Suburban Teachers Union breakfast, NWMC Board meeting, a Pace paratransit discussion and the HEPCF Brewfest at Bell Works as well as the Public Works academy graduation.

6.B. Trustee Comments

Trustee Pilafas attended the flag ceremony for Ed Green at the Veterans Memorial. He attended the Hideaway's last concert for the season, a First Friday event and the Chamber golf outing.

Trustee Newell attended Senior Commission's Senior Prom, the 65th anniversary photo celebration, block parties on Somerton, Newcastle and Dixon, Eagle Court of Honor for Gordon Madsen, and the Public Works Academy graduation. She wanted everyone in the hurricane's path to stay safe

Trustee Mills attended the 65th birthday photos celebration, and the Public Works Academy graduation. She reminded everyone of the Fire Station #24 open house on October 12 as well as the ribbon cutting for the new Fire Station #21 at noon on October 26.

Trustee Stanton attended the Senior Commission's Senior Prom, a Chamber legislative lunch, the 65th birthday photos celebration, Chamber golf outing, swearing-in of 3 new firefighters, Eagle Court of Honor for Gordon Madsen, I Smell Bacon ribbon cutting, and the Public Works Academy graduation.

Trustee Arnet attended a block party on Somerton, the 65th birthday photos celebration, Public Works Academy graduation, and a Breast Cancer Walk in Rockford.

Trustee Kinnane attended many food deliveries and volunteer functions for Our Lady of Angels Church in Chicago, Senior Commission's Senior Prom, golf outings for the Chamber, CAC and Partnership for our Communities, Chamber legislative lunch, I Smell Bacon ribbon cutting and the Northwest Suburban Teachers Union breakfast and the Public Works Academy graduation.

6.C. Village Manager's Report

The Village Manager had no report.

6.D. Village Clerk's Report

The Village Clerk had no report.

6.E. Committee Reports**Planning, Building & Zoning**

Trustee Stanton stated that they would be meeting to approve an ordinance accepting a utility easement for the property at 1305 Barrington Road. and to receive and file the Planning Division Monthly Report, the Code Enforcement Division Monthly Report and the Economic Development and Tourism Monthly Report.

Transportation & Road Improvement

Trustee Arnet stated that they would be meeting to receive and file the Transportation Division Monthly Report.

General Administration & Personnel

Trustee Kinnane stated that they would be meeting to award a contract for redesign and hosting services for the Village of Hoffman Estates website to _____ company for an amount not to exceed \$_____ and receive and file the Cable TV Monthly Report, the Human Resources Management Monthly Report and the Legislative Operations & Outreach Monthly Report.

7. PLANNING AND ZONING COMMISSION RECOMMENDATIONS

Motion by Trustee Kinnane, seconded by Trustee Pilafas, to concur with the Planning & Zoning Commission's recommendation and approve the petitioner's request.

7.A. Request approval of Ordinance #5115-2024 granting a variation for a deck for the property located at 1720 Highland Boulevard with the following conditions:

1. A building permit shall be obtained.
2. The development shall significantly conform to the plans as submitted as part of the application, except as such plans may be changed to conform to Village Codes and Ordinances.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Pilafas to concur with the Planning & Zoning Commission's recommendation and approve the petitioner's request.

7.B. Request approval of Ordinance #5116-2024 granting an Amendment to the Poplar Creek RPD General Plan of Development, Preliminary and Final Plat of Subdivision, Preliminary and Final Site Plan, Master Sign Plan, and a variation from the Municipal Code for Kensington Fields Townhomes located at 1950 Hassell Road with the following conditions:

- A. The building permit for the Development shall be obtained within twelve (12) months of the Village Board action on this request.
- B. Masonry wainscot wraps on the end unit elevations facing Hassell Road are required as outlined in the Elevations date June 28, 2024.
- C. A waiver from Section 10-3-2-C-2-b is granted to allow a road centerline radius reduction from 95' to 90'.
- D. A waiver from Section 10-4-4-F-2 is granted to eliminate the required shade tree in the front of each home due to the limited space between drives.
- E. A dormant Special Service Area (SSA) must be established prior to the issuance of the first building permit for the Development (excluding demolition and site development permits).
- F. The applicant shall submit master sets of townhome plans for review and approval by the Village staff prior to the submittal of any individual building permits for the Development.
- G. At the time of subdivision acceptance, the subdivision improvements shall be accepted as a single unit. Acceptance shall be done in accordance with the Municipal Code.
- H. The HOA Declarations shall be recorded prior to the issuance of the second building permit for the Development (excluding demolition and site development permits).
- I. The model parking area as noted on sheet L.101 is subject to engineering review as part of the site plan permit and may be modified based on grading, access location or other engineering concerns.
- J. A performance guarantee based on an Engineers' Estimate of Cost shall be submitted to the Village prior to issuance of the site development permit.
- K. A permit from the Metropolitan Water Reclamation District (MWRD) shall be provided prior to site construction commencing.
- L. Cash contribution in lieu of school and park land donation must be submitted prior to the issuance of any building permit for the Development as provided for in 10-9-2 G. of the Municipal Code, at a rate of \$165,000 per acre of required land dedication (Elementary School District 54 - \$64,358, High School District 211 - \$14,778, Hoffman Estates Park District - \$149,781).
- M. A Statement of Awareness, provided by the Village, shall be recorded for each townhome unit. The statement shall be required to be signed by all prospective purchasers at time of contract. Copies of the signed Statement of Awareness must be provided to the Village prior to the issuance of a building permit. If no purchaser has been identified at the time of the building permit issuance, then the developer shall provide a copy when a contract is signed. In addition to the signed letter, a board with the Statement of Awareness enlarged to a size not less than 24x36 inches shall be posted in the sales office, and additional copies shall be available to be taken away by the customer with the other materials provided at the sales office. The posted notice and additional copies shall be located in a conspicuous area that is accessible to the public.
- N. Fire Department and emergency access to the property shall be maintained at all times. Petitioner shall make any adjustments on the site as needed for access as per direction by the Village.
- O. In accordance with Municipal Code, construction hours shall be limited to 7 a.m. to 7 p.m. Monday through Friday, and 8 a.m. to 6 p.m. Saturday and Sunday.
- P. Staff will work with applicant to revise language in HOA declarations as discussed at 10/2/24 PZC meeting.

Q. The following documents and plans, all on file with the Village, are hereby approved and constitute the final site plan approval for the Development:

1. Final Civil Engineering Plans updated through 6/21/24.
2. Final Plat of Subdivision for Kensington Fields updated through 9/11/24.
3. Final Landscape Plans updated through 6/28/24.
4. Elevations updated through 6/28/24.
5. Community Impact Statement and attachments dated May 2024.
6. Traffic Study dated May 23, 2024.
7. Final Stormwater Report dated May 24, 2024.
8. Declarations for the Kensington Fields Townhomes.
9. Statement of Awareness for Kensington Fields Townhomes.
10. Application and Addendum as submitted by the applicant.

Motion by Trustee Pilafas, seconded by Trustee Kinnane to amend the ordinance to add:

Section 7: In the event that the Owner and Applicant/Contract Purchaser fail to finalize the sale of the subject property, shown on Exhibit A, by February 5, 2025, this Ordinance shall be considered null and void and any zoning, variations, and the Poplar Creek RPD General Plan of Development addressed herein shall revert back as they were on October 7, 2024.

Roll Call:

Aye: Pilafas, Kinnane

Nay: Stanton, Arnet, Mills, Newell

Mayor McLeod voted aye.

Motion failed.

Motion by Trustee Arnet, seconded by Pilafas, to reconsider amendment to this ordinance.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Kinnane to amend the ordinance to add:

Section 7: In the event that the Owner and Applicant/Contract Purchaser fail to finalize the sale of the subject property, shown on Exhibit A, by February 5, 2025, this Ordinance shall be considered null and void and any zoning, variations, and the Poplar Creek RPD General Plan of Development addressed herein shall revert back as they were on October 7, 2024.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Discussion

There was lengthy discussion between the Village Board and the representative with Pulte Homes regarding parking, model, buffers, HOA, rental of homes, etc. Trustee Mills inquired if there could be a special Board meeting set to further review this proposed development. The Mayor indicated that this was a great proposal and the developer is a well known builder.

Motion by Trustee Kinnane, seconded by Trustee Pilafas, to approve ordinance as amended.

Roll Call:

Aye: Pilafas, Arnet, Kinnane, Mills, Newell

Nay: Stanton

Mayor McLeod voted aye.

Motion carried.

8. ADDITIONAL BUSINESS

Motion by Trustee Stanton, seconded by Trustee Mills, to approve Item 8.A.

8.A. Approval of the Third Amended and Restated Development Agreement for the 16-acre Plum Farms Property.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Mills, Newell

Nay: Kinnane

Mayor McLeod voted nay.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve Item 8.B.

8.B. Approval of an existing communication antenna license renewal agreement – Olmstead Water Tower.

Roll Call:

Aye: Pilafas, Stanton, Kinnane, Arnet, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Mills, to take a 10-minute break at 8:51 p.m. Voice vote taken. All ayes. Motion carried.

Meeting was reconvened at 9:00 p.m.

3. PUBLIC COMMENT

Several audience members addressed the Village Board to protest the war in Gaza and asked the Village Board to pass a cease fire resolution or proclamation.

9. EXECUTIVE SESSION – Collective Bargaining 5 ILCS 120/2-(c)-(2)

Motion by Trustee Mills, seconded by Trustee Pilafas, to adjourn into Executive Session and not return at 9:19 p.m.

Roll Call:

Aye: Pilafas, Stanton, Kinnane, Arnet, Mills, Newell

Nay:

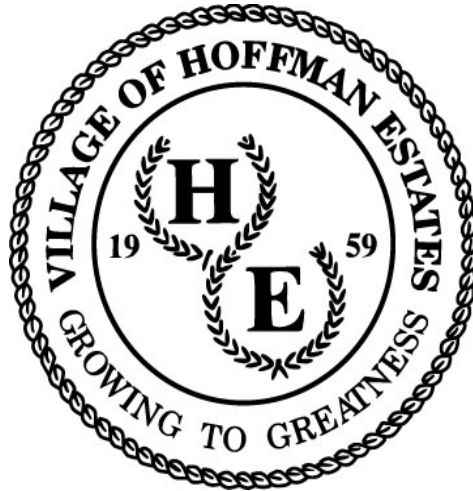
Mayor McLeod voted aye.

Motion carried.

Debbie Schoop
Executive Assistant

Date Approved

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



BILL LIST SUMMARY

BILL LIST AS OF	10/21/2024	\$	2,972,858.61
MANUAL CHECKS	10/04 - 10/17/2024	\$	989,981.45
PAYROLL	10/18/2024	\$	1,528,037.87
CREDIT CARDS	08/06 - 09/05/2024	\$	263,721.96
WIRES	09/01 - 09/30/2024	\$	1,991,983.44
TOTAL		\$	7,746,583.33

VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT		VENDOR	DESCRIPTION	AMOUNT
GENERAL FUND				
01	0302	ACME TRUCK BRAKE & SUPPLY CO.	STOCK REPAIR PARTS	\$184.42
01	0302	ADVANCE AUTO PARTS	STOCK REPAIR PARTS	\$1,285.60
01	0302	AMAZON CAPITAL SERVICES INC	STOCK REPAIR PARTS	\$6.36
01	0302	CAR-ONE TIRE AND AUTO	245/55R18 EAGLE ENFORCER	\$958.68
01	0302	CAR-ONE TIRE AND AUTO	255/60R18 EAGLE ENFORCER	\$654.84
01	0302	CHICAGO PARTS & SOUND LLC	STOCK REPAIR PARTS	\$767.78
01	0302	FACTORY MOTOR PARTS CO	STOCK REPAIR PARTS	\$126.00
01	0302	FRIENDLY FORD	STOCK REPAIR PARTS	\$59.25
01	0302	HENDERSON TRUCK EQUIPMENT-ILLINOIS	ESTIMATED SHIPPING/HANDLING	\$24.82
01	0302	HENDERSON TRUCK EQUIPMENT-ILLINOIS	HYD MOTOR	\$1,392.19
01	0302	O'REILLY AUTO PARTS	STOCK REPAIR PARTS	\$159.07
01	0302	RUSH TRUCK CENTER OF ILLINOIS, INC	STOCK REPAIR PARTS	\$506.57
01	0302	SPRING ALIGN OF PALATINE	STOCK REPAIR PARTS	\$185.94
CASH AND INVENTORIES				\$6,311.52

01	1432	ACCU PAVING	ENG PERMIT DEPOSIT REFUND	\$1,000.00
01	1432	PAVESTAR INC	ENG PERMIT DEPOSIT REFUND	\$1,000.00
01	1432	RG ASPHALT & CONCRETE	ENG PERMIT DEPOSIT REFUND	\$1,000.00
01	1432	THE PATCHING PEOPLE	ENG PERMIT DEPOSIT REFUND	\$1,000.00
01	1445	STRYKER MEDICAL	ESTIMATED SHIPPING/HANDLING	\$224.95
01	1445	STRYKER MEDICAL	XPEDITION - PROCARE	\$1,280.02
01	1445	STRYKER MEDICAL	XPIDITION STAIR CHAIR - V	\$13,899.73
01	1445.1	SHABBIR SHAREEF	UB REFUND	\$292.46
PAYMENTS FROM DEPOSITS ON HAND				\$19,697.16

01	1214	NCPERS-IL IMRF	DED:2030 IMRF LIFE	\$816.00
01	1218	INT'L BROTHERHOOD TEAMSTERS LCL 700	DED:2034 PW DUES	\$4,100.00
01	1218	METROPOLITAN ALLIANCE OF POLICE	DED:2033 MAP 96	\$3,840.00
01	1218	METROPOLITAN ALLIANCE OF POLICE	DED:2038 MAP 97	\$540.00
01	1222	AFLAC	DED:1027 AFLAC-INS	\$6,873.50
01	1223	AFLAC	DED:2027 AFL-AF TAX	\$1,802.30
01	1226	PRE PAID LEGAL SERVICE INC	DED:2035 LEGAL	\$616.34
01	1232	LYDIA S. MEYER TRUSTEE	DED:0021 CT ORDER	\$850.00
PAYROLL DEDUCTION				\$19,438.14

01000010	3105	AZAVAR AUDIT SOLUTIONS	CONTINGENCY PAYMENT	\$759.12
01000011	3203	ILLINOIS STATE POLICE	LIQUOR CONTROL -CTR #4365	\$28.25
01000012	3301	AZAVAR AUDIT SOLUTIONS	CONTINGENCY PAYMENT	\$759.13
01000012	3307	HOFFMAN ESTATES FOREIGN FIRE BOARD	FUNDS FROM FIRE PROTECTION DIST	\$2,503.63
01000014	3502	GREGORY KOCKO	5 CODE TICKETS OVERPMNT REFUND	\$2,083.79
GENERAL-REVENUE ACCOUNTS				\$6,133.92

01101122	4301	ICDHR	55TH ANNUAL - DR M.L. KING DINNER	\$1,000.00
LEGISLATIVE				\$1,000.00

01101222	4301	JONATHAN PAPE	ICMA CONFERENCE PER DIEM	\$148.00
01101224	4507	HR GREEN, INC	PROFESSIONAL SERVICES	\$2,980.00

VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01101224 4542	LANGUAGE LINE SERVICES INC	PHONE INTERPRETATION	\$86.10
ADMINISTRATIVE			\$3,214.10
01101324 4542	ARTHUR L JANURA JR	PROF SERVICES - SEP 2024	\$12,000.00
01101324 4542	RICHARD A KAVITT ATTORNEY AT LAW	PROFESSIONAL SERVICES	\$1,000.00
01101324 4547	THOMSON REUTERS-WEST	SOFTWARE SUBSCRIPTION	\$782.51
01101324 4567	BURKE BURNS & PINELLI, LTD	PROFESSIONAL SERVICES	\$639.89
01101324 4567	CLARK BAIRD SMITH LLP	PROFESSIONAL SERVICES	\$2,126.25
01101324 4567	SAUL EWING LLP	PROFESSIONAL SERVICES	\$3,268.00
LEGAL			\$19,816.65
01101424 4510	QUADIENT INC	LEASE PMT 11/1/24 - 1/31/25	\$1,127.41
01101424 4542	AZAVAR AUDIT SOLUTIONS	INSIGHTS/ ANALYTICS Q4 2024	\$250.00
01101424 4542	AZAVAR AUDIT SOLUTIONS	LOCALGOV TAX & ADMIN FEE	\$10,772.00
FINANCE			\$12,149.41
01101524 4546	PADDOCK PUBLICATIONS INC	BID NOTICES	\$84.00
VILLAGE CLERK			\$84.00
01101624 4545	RODNEY PENROD	SAFETY LUNCHEON REIMB	\$81.17
01101624 4580	EMPLOYMENT SCREENING ALLIANCE GROUP	CRIMINAL/ MOTOR VEHICLE	\$154.00
HUMAN RESOURCES			\$235.17
01107122 4301	DANIEL PEREZ	IEMA TRAINING - GASOLINE REIMB	\$22.00
EMERGENCY OPERATIONS			\$22.00
TOTAL GENERAL GOVERNMENT DEPARTMENT			\$36,521.33
POLICE DEPARTMENT			
01201223 4402	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	\$89.68
01201223 4421	EMBLEM ENTERPRISES, INC.	50 ADMIN PATCHES FOR PD	\$239.99
01201223 4421	J.C. SCHULTZ ENTERPRISES, INC.	VARIOUS SUPPLIES	\$15.42
01201224 4507	MORIZZO FUNERAL HOME & CREMATION	PROFESSIONAL SERVICES	\$275.00
ADMINISTRATIVE			\$620.09
01202122 4301	COOK COUNTY SHERIFFS POLICE ACADEMY	BASIC POLICE TRAINING	\$3,250.00
01202122 4301	NORTH EAST MULTI-REGIONAL TRAINING	TRAINING 09/17-18/24	\$600.00
01202122 4301	NORTH EAST MULTI-REGIONAL TRAINING	TRAINING 09/19/24	\$200.00
01202124 4542	DACRA TECH LLC	SOFTWARE SERVICE SEP'24	\$1,750.00
PATROL & RESPONSE			\$5,800.00
01202220 4108	ANDY FRAIN SERVICES, INC	SECURITY SERVICES AUG 2024	\$5,119.03
01202220 4108	ANDY FRAIN SERVICES, INC	SECURITY SERVICES SEP 2024	\$24,108.98
01202222 4301	NORTH EAST MULTI-REGIONAL TRAINING	TRAINING 09/09-09/13/24	\$255.00
TRAFFIC CONTROL			\$29,483.01

VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01202324 4542	TRANSUNION RISK & ALTERNATIVE	PROFESSIONAL SERVICES	\$126.00
INVESTIGATIONS			\$126.00
01202423 4414	THE FINER LINE	VARIOUS ENGRAVING	\$1,260.56
COMMUNITY RELATIONS			\$1,260.56
01202524 4542	NORTHWEST CENTRAL DISPATCH SYSTEM	NOV'24 MEMBER ASSESSMENT	\$32,695.60
COMMUNICATIONS			\$32,695.60
TOTAL POLICE DEPARTMENT			\$69,985.26
FIRE DEPARTMENT			
01303122 4301.19	ROMEOVILLE FIRE ACADEMY	TRENCH OPERATIONS 10/21-24/24	\$1,650.00
01303122 4304	TODAYS UNIFORMS	UNIFORMS	\$931.45
01303124 4510.13	AIR ONE EQUIPMENT INC	DC CHARGING CORDS	\$100.00
01303124 4510.13	AIR ONE EQUIPMENT INC	SHIPPING FEE PO #24000441	\$13.00
01303124 4510.13	AIR ONE EQUIPMENT INC	STREAMLIGHT FLASHLIGHT	\$360.00
01303124 4510.13	AIR ONE EQUIPMENT INC	STREAMLIGHT CHARGER HOLDER	\$272.00
01303124 4542.13	FIRE CATT LLC	HOSE TESTING	\$7,714.35
SUPPRESSION			\$11,040.80
01303223 4419	BOUND TREE MEDICAL, LLC	2 IN TAPE	\$31.58
01303223 4419	BOUND TREE MEDICAL, LLC	G3 BACKUP BLUE	\$667.98
01303223 4419	BOUND TREE MEDICAL, LLC	G3 BACKUP RED	\$333.99
01303223 4419	BOUND TREE MEDICAL, LLC	G3 BREATHER GREEN	\$617.98
01303223 4419	BOUND TREE MEDICAL, LLC	G3 OXYGEN MOD BAG	\$64.07
01303223 4419	BOUND TREE MEDICAL, LLC	LAERDAL SUCTION VACUUM	\$16.99
01303223 4419	BOUND TREE MEDICAL, LLC	LANCETS	\$40.49
01303223 4419	BOUND TREE MEDICAL, LLC	MEGAMOVER	\$215.90
01303223 4419	BOUND TREE MEDICAL, LLC	MYLAR BLANKETS	\$17.50
01303223 4419	BOUND TREE MEDICAL, LLC	PENLIGHTS	\$16.98
01303223 4419	BOUND TREE MEDICAL, LLC	SAM SPLINT	\$86.28
01303223 4419	BOUND TREE MEDICAL, LLC	SHARPS CONTAINER	\$58.30
01303223 4419	BOUND TREE MEDICAL, LLC	SUCTION SIDE POUCH	\$61.98
01303223 4419	BOUND TREE MEDICAL, LLC	TRAUMA SHEARS	\$64.00
01303223 4419	CAMBRIDGE SENSORS USA, LLC	ESTIMATED SHIPPING/HANDLING	\$78.89
01303223 4419	CAMBRIDGE SENSORS USA, LLC	L NITRILE GLOVES	\$330.00
01303223 4419	CAMBRIDGE SENSORS USA, LLC	M NITRILE GLOVES	\$330.00
01303223 4419	CAMBRIDGE SENSORS USA, LLC	S NITRILE GLOVES	\$55.00
01303223 4419	CAMBRIDGE SENSORS USA, LLC	XL NITRILE GLOVES	\$55.00
EMERGENCY MEDICAL SERVICES			\$3,142.91
01303324 4507	CHICAGO METRO FIRE PREVENTION CO	MONTHLY MAINTENANCE FEE	\$1,488.00
PREVENTION			\$1,488.00
TOTAL FIRE DEPARTMENT			\$15,671.71

VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
PUBLIC WORKS			
01401222 4301	ALTA CONSTRUCTION EQUIPMENT IL LLC	OPERATOR TRAINING - 2 TRAINERS	\$1,650.00
ADMINISTRATIVE			\$1,650.00
SNOW & ICE REMOVAL			
01404123 4410	FACTORY MOTOR PARTS CO	REPAIR PARTS	\$884.00
01404123 4410	FACTORY MOTOR PARTS CO	RTN REPAIR PARTS	(\$32.00)
01404123 4414	BRYAN SCHWICHTENBERG	CDL RENEWAL FEE REIMB	\$30.00
01404123 4414	JORDAN OSKWAREK	CDL RENEWAL FEE REIMB	\$30.00
TRAFFIC OPERATIONS			\$912.00
01404224 4502	COMMONWEALTH EDISON	ELECTRIC TRAFFIC SIGNAL	\$2,574.51
01404224 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 5510 PRAIRIESTON	\$1,107.16
01404224 4521	BUILDERS ASPHALT, LLC	HMA MODIFIED SURFACE N50	\$367.83
01404224 4523	WOLF ELECTRIC SUPPLY CO	REPAIR PARTS	\$1,400.00
01404224 4544	3M HAK0206	ELECTROCUT GRAPHIC FILM	\$1,903.50
01404224 4544	HIGH STAR TRAFFIC	BARRICADE/ SIGN STAND	\$880.80
FORESTRY			\$8,233.80
01404324 4507	LUCAS LANDSCAPING AND DESIGN	2024 BRUSH PICK UP PROGRAM	\$5,638.81
01404324 4507	MARK1 LANDSCAPE	2024 PARKWAY RESTORATION	\$6,944.00
01404324 4507	V CARDENAS LANDSCAPING	2024 SEASONAL LANDSCAPING	\$4,154.18
01404324 4507	V CARDENAS LANDSCAPING	2024 LANDSCAPE MAINTENANCE	\$4,634.35
01404324 4510	RALPH HELM INC	REPAIR PARTS	\$198.59
01404324 4537	CLEAN CUT TREE CARE	PREMIUM MULCH	\$1,080.00
01404324 4545	FULLIFE SAFETY CENTER	SAFETY SUPPLIES	\$254.40
FORESTRY			\$22,904.33
01404424 4502	COMMONWEALTH EDISON	ELECTRIC 5323 PRAIRIE	\$102.44
01404424 4503	NICOR GAS	GAS 1700 MOON LAKE	\$213.27
01404424 4503	NICOR GAS	GAS 225 FLAGSTAFF LN	\$188.15
01404424 4507	ACCURATE DOCUMENT DESTRUCTION INC	SHREDDING SERVICES	\$855.17
01404424 4507	GROOT RECYCLING & WASTE SERV.,INC.	DISPOSAL FEE YARD WASTE	\$757.75
01404424 4509	CINTAS #22	FLOOR MAT RENTAL AND CLEAN	\$51.80
01404424 4510	B & A PLUMBING,INC.	SERVICE CALL	\$865.00
01404424 4510	BATTERIES PLUS BULBS	BATTERIES	\$1,090.65
01404424 4510	BATTERIES PLUS BULBS	RTN VARIOUS SUPPLIES	(\$236.73)
01404424 4510	FOX VALLEY FIRE & SAFETY CO	ANNUAL INSPECTION FIRE ALARM	\$475.00
01404424 4510	OAK BROOK MECHANICAL SERVICES, INC	REPAIR PARTS	\$507.00
01404424 4516	AMLINGS INTERIOR LANDSCAPE	INTERIOR LANDSCAPING	\$471.33
01404424 4516	WOLF ELECTRIC SUPPLY CO	REPAIR PARTS	\$149.97
01404424 4518	CINTAS #22	FLOOR MAT RENTAL AND CLEAN	\$89.42
01404424 4518	GENSERVE LLC	REPAIR SERVICE	\$3,334.07
01404424 4520	MENARDS - HNVK PARK	VARIOUS SUPPLIES	\$284.92
FACILITIES			\$9,199.21

VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01404522 4304	CINTAS #22	UNIFORM AND MAT RENTAL	\$115.04
01404523 4414	CTW INC.	VARIOUS SUPPLIES	\$31.10
01404523 4414	IMPERIAL SUPPLIES LLC	REPAIR PARTS	\$168.70
01404524 4507	PRECISE MRM LLC	5MB FLAT DATA PLAN	\$270.00
01404524 4507	VERIZON CONNECT FLEET USA LLC	WIRELESS SERVICES	\$2,213.96
01404524 4510	AMAZON CAPITAL SERVICES INC	GAS COVER NOZZLE HOOD BAG	\$13.99
01404524 4510	PIRTEK GURNEE	REPAIR SERVICE	\$286.45
01404524 4513	CHICAGO PARTS & SOUND LLC	REPAIR PARTS	\$141.60
01404524 4513	FACTORY MOTOR PARTS CO	REPAIR PARTS	\$126.00
01404524 4513	FRIENDLY FORD	REPAIR PARTS	\$126.50
01404524 4513	FRIENDLY FORD	REPAIR SERVICE	\$690.15
01404524 4513	FRIENDLY FORD	RTN REPAIR PARTS	(\$126.50)
01404524 4514	FOSTER COACH SALES INC	REPAIR PARTS	\$171.90
01404524 4514	FRIENDLY FORD	REPAIR PARTS	\$418.22
01404524 4514	KAMMES AUTO & TRUCK REPAIR INC	STATE INSPECTION	\$180.00
01404524 4514	MCMMASTER CARR SUPPLY CO	REPAIR PARTS	\$46.16
01404524 4514	POMP'S TIRE	4 TIRES	\$766.68
01404524 4514	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$182.04
01404524 4514	RUSH TRUCK CENTER OF ILLINOIS, INC	SENSOR, PRESSURE	\$175.00
01404524 4514	RUSH TRUCK CENTER OF ILLINOIS, INC	TURBOCHARGER ACTUATOR	\$1,610.00
01404524 4514	ULTRA STROBE COMMUNICATIONS	VARIOUS SUPPLIES	\$429.95
01404524 4534	ACME TRUCK BRAKE & SUPPLY CO.	REPAIR PARTS	\$39.07
01404524 4534	BUMPER TO BUMPER/ LEE AUTO	REPAIR PARTS	\$9.18
01404524 4534	INTERSTATE BATTERIES-NORTH CHICAGO	REPAIR PARTS	\$526.96
01404524 4534	INTERSTATE POWER SYSTEMS INC.	ANNUAL AERIAL INSPECTION	\$1,710.00
01404524 4534	JX TRUCK CENTER WADSWORTH	5YEAR/100,000MI EXTEND WARRANTY	\$5,280.00
01404524 4534	KAMMES AUTO & TRUCK REPAIR INC	STATE INSPECTION	\$180.00
01404524 4534	PIRTEK GURNEE	REPAIR SERVICE	\$963.51
01404524 4534	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$1,603.75
01404524 4534	RUSH TRUCK CENTER OF ILLINOIS, INC	RTN REPAIR PARTS	(\$30.00)
01404525 4602	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$561.60
01404525 4602	STANDARD INDUSTRIAL & AUTO INC	REPAIR PARTS	\$589.62
FLEET SERVICES			\$19,470.63

01404623 4414	MENARDS - HNVR PARK	VARIOUS SUPPLIES	\$61.51
F.A.S.T.			\$61.51

TOTAL PUBLIC WORKS DEPARTMENT			\$62,431.48
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DEVELOPMENT SERVICES

01501222 4301	MICHAEL WALKER	APA IL'24 CONF - EXPENSES REIMB	\$1,196.40
ADMINISTRATIVE			\$1,196.40

01505024 4507	A. EPSTEIN & SONS INTERNATIONAL INC	COMPREHENSIVE MULTIMODAL	\$11,857.22
01505024 4546	PADDOCK PUBLICATIONS INC	PUBLIC HEARINGS	\$18.00
PLANNING AND TRANSPORTATION			\$11,875.22

01505124 4507	GILIO LANDSCAPE CONTRACTORS	MOWING FOR CODE	\$80.00
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VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01505124 4507	THOMPSON ELEVATOR INSPECTION INC	ELEVATOR INSPECTIONS	\$408.00
CODE ENFORCEMENT			\$488.00

01505924 4542	MCDANIELS MARKETING	BRAND DEVELOPMENT	\$1,000.00
01505924 4542	MCDANIELS MARKETING	WEBSITE DEVELOPMENT	\$4,975.00
01505924 4546	BISNOW LLC	EVENT BOOTH & NAME BADGES	\$6,000.00
01505924 4546	BISNOW LLC	MORNING BRIEF- SPONS LINK	\$3,800.00
ECONOMIC DEVELOPMENT			\$15,775.00

TOTAL DEVELOPMENT SERVICES DEPARTMENT			\$29,334.62
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HEALTH & HUMAN SERVICES DEPARTMENT

01556523 4413	AMSCO MEDICAL	DCA CASSETTES-BOX/DCA A1C	\$254.97
01556523 4413	AMSCO MEDICAL	HEMOCUE HEMOGLOBIN HB 201	\$221.00
01556523 4413	AMSCO MEDICAL	I SENSE GLUCOSE TEST STRIPS	\$8.99
01556523 4413	AMSCO MEDICAL	NEEDLE 25G X1 SAFETY	\$27.00
01556523 4413	AMSCO MEDICAL	PTS CHOLESTEROL NO GLUCOSE	\$676.00
01556523 4413	AMSCO MEDICAL	SHARPS CONTAINER 1 QUART	\$27.00
01556523 4413	AMSCO MEDICAL	SHARPS CONTAINER 2 GALLON	\$95.76
01556523 4413	AMSCO MEDICAL	UNISTICK ORANGE LANCETS-3	\$37.50
TOTAL HEALTH & HUMAN SERVICES DEPARTMENT			\$1,348.22

BOARDS & COMMISSIONS DEPARTMENT

01605824 4555	FANJA RAOELIJAONA	SISTER CITIES REIMB	\$71.00
01605824 4555	LILLIAN MOSIER	SISTER CITIES REIMB	\$81.99
01605824 4573	ROZAYRA & ROBERTO GUZMAN	HISPANIC HERITAGE DAY - DANCE	\$200.00
01605824 4573	SUSAN COOPER	HISPANIC HERIT DAY SUPPLIES	\$50.00
01605824 4575	MICHELLE PILAFAS	ARTS COMMISSION - PIZZA REIMB	\$56.48
MISCELLANEOUS B & C			\$459.47

TOTAL BOARDS & COMMISSIONS DEPARTMENT			\$459.47
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TOTAL GENERAL FUND			\$267,332.83
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ROAD IMPROVEMENT FUND

29000025 4606	ALAMP CONCRETE CONTRACTORS,INC.	2024 STREET REVITALIZATION	\$193,478.69
29000025 4610	HEY AND ASSOCIATES INC	VILLAGE HALL PARKING LOT	\$54,220.00
TOTAL ROAD IMPROVEMENT FUND			\$247,698.69

CAPITAL IMPROVEMENTS FUND

36000025 4615	CIVILTECH ENGINEERING, INC.	BEVERLY RD PATH & RESURFACE	\$32,778.17
36000025 4615	ILLINOIS DEPT OF TRANSPORTATION	BEVERLY RD PATH & RESURFACE	\$174,442.27
36000025 4615	SCHROEDER & SCHROEDER	2024 SIDEWALK IMPROVEMENT	\$988,637.97
TOTAL CAPITAL IMPROVEMENTS FUND			\$1,195,858.41

VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
CAPITAL VEHICLE AND EQUIPMENT FUND			
37000025 4602	FULTON SIREN SERVICES	AMERICAN SIGNAL T-128 OUT	\$21,950.00
37000025 4603	EBY GRAPHICS	VEHICLE GRAPHIC	\$618.89
37000025 4603	JX TRUCK CENTER WADSWORTH	2025 PETERBILT 548 UNIT 1	\$292,904.78
37000025 4603	JX TRUCK CENTER WADSWORTH	DOCUMENTATION, TITLE, PLATE FEES	\$646.00
37000025 4603	MISSION COMMUNICATIONS LLC	ANTENNA KIT	\$80.00
37000025 4603	MISSION COMMUNICATIONS LLC	ESTIMATED SHIPPING/HANDLING	\$100.00
37000025 4603	MISSION COMMUNICATIONS LLC	MOTOROLA APX6500 MOBILE	\$3,300.00
TOTAL CAPITAL VEHICLE AND EQUIPMENT FUND			\$319,599.67

WATERWORKS AND SEWERAGE FUND

40 1445	ALDRIDGE ELECTRIC INC	HYDRANT METER DEPOSIT REFUND	\$126.45
40 1445	K&M SEWER AND WATER	HYDRANT METER DEPOSIT REFUND	\$1,883.44
WATER MISCELLANEOUS PAYMENT			\$2,009.89

40406723 4414	MENARDS - HNVK PARK	VARIOUS SUPPLIES	\$7.78
40406723 4414	USA BLUE BOOK	VARIOUS SUPPLIES	\$76.46
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1355 WESTBURY	\$83.40
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2 N HILLCREST	\$68.75
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2002 PARKVIEW	\$1,119.47
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2150 STONINGTON	\$4.12
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2550 BEVERLY RD	\$562.57
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 3990 HUNTINGTON	\$76.83
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 4140 CRIMSON	\$777.00
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 4690 OLMSTEAD	\$74.49
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 780 HASSELL RD	\$93.70
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 95 ASTER LANE	\$789.49
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC S/S HIGGINS 1/W	\$236.66
40406724 4507	PRECISE MRM LLC	5MB FLAT DATA PLAN	\$30.00
40406724 4507	VERIZON CONNECT FLEET USA LLC	WIRELESS SERVICES	\$245.99
40406724 4510	KAMMES AUTO & TRUCK REPAIR INC	STATE INSPECTION	\$45.00
40406724 4510	STANDARD EQUIPMENT CO	REPAIR PARTS	\$514.37
40406724 4528	CORE & MAIN LP	5'6" FIRE HYDRANT	\$4,700.00
40406724 4529	BEVERLY MATERIALS, L.L.C.	051 CM-06 020 CM11 WASHED	\$731.89
40406724 4529	BEVERLY MATERIALS, L.L.C.	CLEAN FILL - 4 WHEEL	\$399.00
40406724 4529	BEVERLY MATERIALS, L.L.C.	CLEAN FILL - SEMI	\$68.00
40406724 4529	CORE & MAIN LP	VARIOUS SUPPLIES	\$885.00
40406724 4529	GREEN SOILS MANAGEMENT LLC	PLANTERS MIX /TON	\$228.00
40406724 4529	UNDERGROUND PIPE & VALVE CO	REPAIR PARTS	\$558.00
40406724 4529	WATER PRODUCTS CO.	REPAIR PARTS	\$572.01
40406724 4529	ZIEBELL WATER SERVICE	REPAIR PARTS	\$800.00
40406724 4545	FULLIFE SAFETY CENTER	SAFETY SUPPLIES	\$100.00
40406724 4585	CASSIDY TIRE	MD TRUCK ALIGNMENT	\$175.00
40406724 4585	KAMMES AUTO & TRUCK REPAIR INC	STATE INSPECTION	\$45.00
40406724 4585	NORTHWEST TRUCKS, INC	REPAIR PARTS	\$364.97
40406724 4585	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$495.80
40406724 4585	RUSH TRUCK CENTER OF ILLINOIS, INC	RTN REPAIR PARTS	(\$119.16)
40406724 4585	STANDARD EQUIPMENT CO	REPAIR PARTS	\$377.52
WATER DIVISION			\$15,187.11

VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1200 KINGSDALE	\$129.91
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1215 MOON LAKE	\$834.42
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1629 CROWFOOT	\$152.43
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1775 HUNTINGTON	\$254.50
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1869 HAMPTON	\$112.31
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2090 CENTRAL	\$126.99
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2094 CARLING	\$114.89
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2364 HIGGINS	\$1,479.51
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2380 GOLF RD	\$379.44
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 6100 SHOE FACTOR	\$696.43
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 897 PARK LANE	\$105.25
40406824 4507	SAUL EWING LLP	PROFESSIONAL SERVICES	\$6,424.00
40406824 4530	BUILDERS ASPHALT, LLC	DUMP BROKEN ASPHALT	\$325.00
SEWER DIVISION			\$11,135.08
40407024 4510	QUADIENT INC	LEASE PAYMENT 11/1/24-1/31/25	\$1,127.42
40407024 4542	FIRST BILLING SERVICES LLC	BILLING SERVICES	\$7,921.84
BILLING DIVISION			\$9,049.26
40407324 4528	CORE & MAIN LP	2024 FIRE HYDRANT PURCHASE	\$61,600.00
40407325 4608	ALAMP CONCRETE CONTRACTORS,INC.	2024 STREET REVITALIZATION	\$6,090.00
40407325 4609	ALAMP CONCRETE CONTRACTORS,INC.	2024 STREET REVITALIZATION	\$156,597.50
CAPITAL PROJECTS DIVISION			\$224,287.50
TOTAL WATERWORKS AND SEWERAGE FUND			\$261,668.84
NOW ARENA OPERATING FUND			
41000024 4510	FACILITY GATEWAY CORPORATION	MAIN SERVER REPLACEM/ NOW ARENA	\$25,073.01
TOTAL NOW ARENA OPERATING FUND			\$25,073.01
STORMWATER MANAGEMENT FUND			
42000025 4613	ALAMP CONCRETE CONTRACTORS,INC.	2024 STREET REVITALIZATION	\$14,993.00
TOTAL STORMWATER MANAGEMENT			\$14,993.00
INSURANCE FUND			
46 1101	MICHAEL PLOCINSKI	SICK INCENTIVE REIMB	\$1,694.26
RISK RETENTION			\$1,694.26
46700024 4552	FORREST AUTO BODY	VEHICLE REPAIRS	\$2,233.17
46700024 4552	OTTO'S COLLISION SERVICE CORP	VEHICLE REPAIRS	\$21,177.99
RISK RETENTION			\$23,411.16
TOTAL INSURANCE FUND			\$25,105.42

VILLAGE OF HOFFMAN ESTATES

OCTOBER 21, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
INFORMATION TECHNOLOGY FUND			
47008524 4507	PACE SYSTEMS	MILESTONE CCTV LICENSING	\$12,724.00
47008524 4507	SERVERCENTRAL LLC	CLOUD STORAGE	\$600.00
47008524 4507	TECHNO CONSULTING INC	N-ABLE AND HELP DESK	\$2,161.80
47008524 4510	CDW-GOVERNMENT INC	BACKUP TAPES	\$686.40
47008524 4510	PACE SYSTEMS	CCTV SERVER REBUILD	\$1,500.00
47008524 4542	TECHNO CONSULTING INC	PROFESSIONAL SERVICES	\$2,400.00
OPERATIONS			\$20,072.20
47008625 4602	AXON ENTERPRISE INC	AXON CCTV AT THE POLICE DEPT	\$177,589.28
47008625 4602	TECHNO CONSULTING INC	EXTERNAL WIFI EXPANSION	\$4,550.00
47008625 4619	SUPERION LLC	FINANCE PLUS 5.2 UPGRADE	\$4,365.00
47008625 4619	TKB ASSOCIATES INC	TKB PROFESSIONAL SERVICES	\$6,600.00
CAPITAL ASSETS			\$193,104.28
TOTAL INFORMATION TECHNOLOGY FUND			\$213,176.48
ROSELLE ROAD TIF FUND			
62000024 4507	CHRISTOPHER B. BURKE ENGINEERING	ROSELLE TIF STORM	\$600.00
62000024 4507	NBCUNIVERSAL MEDIA LLC	PROFESSIONAL SERVICES	\$2,199.55
TOTAL ROSELLE ROAD TIF FUND			\$2,799.55
BARRINGTON-HIGGINS TIF FUND			
63000024 4507	ALA CARTE ENTERTAINMENT LP	BARR/HIGG TIF REIMB REQUEST #3	\$367,896.71
TOTAL BARRINGTON-HIGGINS TIF FUND			\$367,896.71
2024 BOND PROJECT			
78000025 4604	CONSTRUCTION & GEOTECHNICAL MATERIA	FIELD EXPLORATION REPORT	\$2,095.00
78000025 4604	RISK PROGRAM ADMINSTRATORS	BUILDERS RISK INSURANCE	\$29,561.00
TOTAL 2024 BOND PROJECT			\$31,656.00
BILL LIST TOTAL			\$2,972,858.61

SUPERION
DATE: 10/17/2024
TIME: 12:16:56

VILLAGE OF HOFFMAN ESTATES
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.t_c='20' and transact.trans_date between '20241004 00:00:00.000' and '20241017 00:00:00.000'
ACCOUNTING PERIOD: 10/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
0102	136706	10/04/24	20911	PEERLESS NETWORK INC	01404424	LANDLINES	0.00	2,394.72
0102	136706	10/04/24	20911	PEERLESS NETWORK INC	40406724	LANDLINES	0.00	903.16
0102	136706	10/04/24	20911	PEERLESS NETWORK INC	01556524	LANDLINES	0.00	3.41
TOTAL	CHECK						0.00	3,301.29
0102	136707	10/07/24	22096	B & B HOLIDAY DECORATING	01605824	OUTDOOR SNOWFLAKE DEC	0.00	6,000.00
0102	136708	10/07/24	1853	TREASURER STATE OF ILLIN	01	UNCLAIMED PROPERTY	0.00	8,082.90
0102	136709	10/08/24	21409	HFS BUREAU OF FISCAL OPS	01303224	GEMT 2023 & 2024	0.00	954,000.53
0102	136710	10/08/24	21677	DANIELA PENALOZA	01605824	HISPANIC HERITAGE DAY	0.00	-200.00
0102	136710	10/08/24	21677	DANIELA PENALOZA	01605824	HISPANIC HERITAGE DAY	0.00	200.00
TOTAL	CHECK						0.00	0.00
0102	136711	10/08/24	21677	DANIELA PENALOZA	01605824	HISPANIC HERITAGE DAY	0.00	200.00
0102	136712	10/10/24	2226	PETTY CASH	01605824	PETTY CASH	0.00	500.00
0102	136713	10/10/24	2226	PETTY CASH	01101422	PETTY CASH	0.00	102.91
0102	136713	10/10/24	2226	PETTY CASH	01101423	PETTY CASH	0.00	60.00
0102	136713	10/10/24	2226	PETTY CASH	01101522	PETTY CASH	0.00	130.86
0102	136713	10/10/24	2226	PETTY CASH	01505922	PETTY CASH	0.00	9.72
TOTAL	CHECK						0.00	303.49
0102	136714	10/10/24	22100	CLAUDIA HOMMEL	01605824	FRENCH EVENING ENTERT	0.00	400.00
0102	136715	10/10/24	19229	JEWEL FOOD STORES	01101123	VARIOUS SUPPLIES	0.00	132.78
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	40406723	VARIOUS SUPPLIES	0.00	29.50
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	01303125	VARIOUS SUPPLIES	0.00	154.68
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	01303525	VARIOUS SUPPLIES	0.00	468.00
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	01404223	VARIOUS SUPPLIES	0.00	98.08
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	01404424	VARIOUS SUPPLIES	0.00	465.37
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	01404424	VARIOUS SUPPLIES	0.00	140.30
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	01404524	VARIOUS SUPPLIES	0.00	21.96
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	01404623	VARIOUS SUPPLIES	0.00	22.64
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	01404625	VARIOUS SUPPLIES	0.00	2,088.00
0102	136716	10/10/24	4065	THE HOME DEPOT #1904	40406723	VARIOUS SUPPLIES	0.00	847.36
TOTAL	CHECK						0.00	4,335.89
0102	136717	10/11/24	21488	JENNY BERMEIO	01605824	HISPANIC HERITAGE DAY	0.00	200.00
0102	136718	10/15/24	4496	VERIZON WIRELESS	01101124	LANDLINES	0.00	475.73
0102	136718	10/15/24	4496	VERIZON WIRELESS	01101224	LANDLINES	0.00	178.39
0102	136718	10/15/24	4496	VERIZON WIRELESS	01101424	LANDLINES	0.00	129.74
0102	136718	10/15/24	4496	VERIZON WIRELESS	01101524	LANDLINES	0.00	43.25
0102	136718	10/15/24	4496	VERIZON WIRELESS	01101624	LANDLINES	0.00	283.96
0102	136718	10/15/24	4496	VERIZON WIRELESS	01102524	LANDLINES	0.00	43.25
0102	136718	10/15/24	4496	VERIZON WIRELESS	01107124	LANDLINES	0.00	43.25
0102	136718	10/15/24	4496	VERIZON WIRELESS	01201224	LANDLINES	0.00	1,448.75
0102	136718	10/15/24	4496	VERIZON WIRELESS	01303124	LANDLINES	0.00	84.33

SUPERION
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VILLAGE OF HOFFMAN ESTATES
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.t_c='20' and transact.trans_date between '20241004 00:00:00.000' and '20241017 00:00:00.000'
ACCOUNTING PERIOD: 10/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
0102	136718	10/15/24	4496	VERIZON WIRELESS	01303224	LANDLINES	0.00	839.05
0102	136718	10/15/24	4496	VERIZON WIRELESS	01303324	LANDLINES	0.00	172.99
0102	136718	10/15/24	4496	VERIZON WIRELESS	01401224	LANDLINES	0.00	125.41
0102	136718	10/15/24	4496	VERIZON WIRELESS	01404224	LANDLINES	0.00	216.25
0102	136718	10/15/24	4496	VERIZON WIRELESS	01404324	LANDLINES	0.00	397.89
0102	136718	10/15/24	4496	VERIZON WIRELESS	01404424	LANDLINES	0.00	285.21
0102	136718	10/15/24	4496	VERIZON WIRELESS	01404524	LANDLINES	0.00	132.98
0102	136718	10/15/24	4496	VERIZON WIRELESS	01404624	LANDLINES	0.00	103.79
0102	136718	10/15/24	4496	VERIZON WIRELESS	01404724	LANDLINES	0.00	64.87
0102	136718	10/15/24	4496	VERIZON WIRELESS	01501224	LANDLINES	0.00	86.49
0102	136718	10/15/24	4496	VERIZON WIRELESS	01505024	LANDLINES	0.00	160.01
0102	136718	10/15/24	4496	VERIZON WIRELESS	01505124	LANDLINES	0.00	678.99
0102	136718	10/15/24	4496	VERIZON WIRELESS	01505224	LANDLINES	0.00	704.95
0102	136718	10/15/24	4496	VERIZON WIRELESS	01505924	LANDLINES	0.00	118.93
0102	136718	10/15/24	4496	VERIZON WIRELESS	01556524	LANDLINES	0.00	86.49
0102	136718	10/15/24	4496	VERIZON WIRELESS	40406724	LANDLINES	0.00	1,846.66
0102	136718	10/15/24	4496	VERIZON WIRELESS	47008524	LANDLINES	0.00	38.92
0102	136718	10/15/24	4496	VERIZON WIRELESS	47001224	LANDLINES	0.00	2,854.08
0102	136718	10/15/24	4496	VERIZON WIRELESS	47001224	EQUIPMENT CHARGE	0.00	879.96
TOTAL CHECK							0.00	12,524.57
TOTAL CASH ACCOUNT							0.00	989,981.45
TOTAL FUND							0.00	989,981.45
TOTAL REPORT							0.00	989,981.45

VILLAGE OF HOFFMAN ESTATES
Monthly Credit Card Activity

From: 08/06/2024

To: 9/5/2024

Account Name	Merchant Name	Transaction Date	Accounting Code	Accounting Code	Transaction Amount	Expense Description
ALAN G WAX	AMAZON MKTPL*R43MJ6Q52	08/22/2024	01303322	4304	\$144.53	BUREAU SUPPLIES
ALAN G WAX	AMAZON MKTPL*R455W1BN1	08/25/2024	01303525	4628	\$65.89	STATION SUPPLIES
ALAN G WAX	AMAZON MKTPL*RK0NV9462	08/25/2024	01301223	4402	\$41.59	OFFICE SUPPLIES
ALAN G WAX	AMAZON MKTPL*RM1LH6241	08/13/2024	01303323	4404	\$72.95	TRAINING SUPPLIES
ALAN G WAX	AMAZON.COM*RK3888VY2	08/28/2024	01303123	4408.13	\$69.27	TRAINING SUPPLIES
ALAN G WAX	AMAZON.COM*RK5JB9N91	08/29/2024	01301223	4402	\$23.99	OFFICE SUPPLIES
ALAN G WAX	AMZN MKTP US*RK6ZN54M1	08/28/2024	01301223	4402	\$42.57	OFFICE SUPPLIES
ALAN G WAX	PAYPAL *METROFIRECH	08/22/2024	01301222	4301	\$105.00	CHEIF SEMINAR
BEN GIBBS	ADOBE *ADOBE	08/27/2024	01	1445	\$21.24	NOW-SUBSCRIPTION
BEN GIBBS	AMAZON MKTPL*R47PV67V0	08/27/2024	01	1445	\$349.90	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*R49NY3WO1	08/27/2024	01	1445	\$33.98	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RF5723BO1	08/06/2024	01	1445	\$89.99	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RF6HK8DP0	08/06/2024	01	1445	\$25.98	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RK2927NF1	08/29/2024	01	1445	\$23.78	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RM9KR5472	08/07/2024	01	1445	\$121.48	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RU24507C1	08/20/2024	01	1445	\$40.80	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RU3RU6851	08/19/2024	01	1445	\$23.98	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RU4R18KZ0	08/20/2024	01	1445	\$191.94	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RU6OL0ZU2	08/14/2024	01	1445	\$70.49	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RU7E92ZN2	08/14/2024	01	1445	\$97.35	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*RU9N45YY0	08/21/2024	01	1445	\$349.90	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*ZT1OZ6562	09/04/2024	01	1445	\$21.99	NOW-SUPPLIES
BEN GIBBS	AMAZON MKTPL*ZT3YY7M92	09/04/2024	01	1445	\$33.99	NOW-SUPPLIES
BEN GIBBS	AMAZON.COM*RF56Q1631	08/06/2024	01	1445	\$17.85	NOW-SUPPLIES
BEN GIBBS	AMAZON.COM*RF5D06RE0	08/07/2024	01	1445	\$33.16	NOW-SUPPLIES
BEN GIBBS	AMAZON.COM*RM4U03IN1	08/14/2024	01	1445	\$126.62	NOW-SUPPLIES
BEN GIBBS	AMAZON.COM*ZT8K70LA0	09/04/2024	01	1445	\$126.62	NOW-SUPPLIES
BEN GIBBS	AMZN MKTP US*R43064MG2	08/21/2024	01	1445	\$117.99	NOW-SUPPLIES
BEN GIBBS	AMZN MKTP US*RM91L5750	08/13/2024	01	1445	\$149.00	NOW-SUPPLIES
BEN GIBBS	BOOEKO PTY LTD	08/31/2024	01	1445	\$39.95	NOW-WEB ASSISTANCE
BEN GIBBS	BRIDGES POPLAR CREEK C	08/26/2024	01	1445	\$47.00	NOW-MEETING EXP
BEN GIBBS	BRIDGES POPLAR CREEK C	08/26/2024	01	1445	\$24.80	NOW-MEETING EXP
BEN GIBBS	BRIDGES POPLAR CREEK C	08/26/2024	01	1445	\$35.20	NOW-MEETING EXP
BEN GIBBS	BUFFALO WILD ECOM 0747	08/16/2024	01	1445	\$128.71	NOW-EVENT EXP
BEN GIBBS	CANVA* I04250-73122128	08/21/2024	01	1445	\$12.99	NOW-SUBSCRIPTION
BEN GIBBS	DNH*GODADDY.COM	08/27/2024	01	1445	\$71.88	NOW-WEB ASSISTANCE
BEN GIBBS	DNH*GODADDY.COM	08/28/2024	01	1445	\$70.32	NOW-WEB ASSISTANCE
BEN GIBBS	EB BUYER	08/12/2024	01	1445	\$58.92	NOW-SUPPLIES
BEN GIBBS	EB BUYER	08/12/2024	01	1445	\$78.56	NOW-SUPPLIES
BEN GIBBS	EB BUYER	08/12/2024	01	1445	\$98.20	NOW-SUPPLIES
BEN GIBBS	JIMMY JOHNS - 650 - EC	08/29/2024	01	1445	\$77.84	NOW-EVENT EXP
BEN GIBBS	JIMMY JOHNS 650	08/29/2024	01	1445	\$9.51	NOW-EVENT EXP
BEN GIBBS	PAYPAL *DROPBOX	08/31/2024	01	1445	\$11.99	NOW-SUBSCRIPTION
BEN GIBBS	PAYPAL *FREELANCEAR	08/28/2024	01	1445	\$1,500.00	NOW-FREE LANCE TALENT MKTPL
BEN GIBBS	PAYPAL *STATIK ONE	08/09/2024	01	1445	\$1,750.00	NOW-SUPPLIES
BEN GIBBS	PETSMART # 1372	08/07/2024	01	1445	\$53.83	NOW-SUPPLIES
BEN GIBBS	PETSMART # 1372	08/09/2024	01	1445	\$74.98	NOW-SUPPLIES
BEN GIBBS	ROSATI S PIZZA OF STRE	08/06/2024	01	1445	\$172.95	NOW-EVENT EXP

VILLAGE OF HOFFMAN ESTATES
Monthly Credit Card Activity

From: 08/06/2024

To: 9/5/2024

Account Name	Merchant Name	Transaction Date	Accounting Code	Accounting Code	Transaction Amount	Expense Description
BEN GIBBS	ROSATIS PIZZA - HOFFMA	09/03/2024	01	1445	\$254.45	NOW-EVENT EXP
BEN GIBBS	SPOTIFY USA	09/05/2024	01	1445	\$11.99	NOW-SUBSCRIPTION
BEN GIBBS	TARGET 00021220	08/07/2024	01	1445	\$16.50	NOW-SUPPLIES
BEN GIBBS	TST*GEORGIOS PIZZA - S	08/12/2024	01	1445	\$180.31	NOW-EVENT EXP
BRIAN A RAYMOND	DKC*DIGI KEY CORP	09/05/2024	01303122	4304.16	\$394.67	AC/DC CONVERTER 12V
BRIAN A RAYMOND	HARBOR FREIGHT TOOLS 4	09/03/2024	01303224	4510	\$263.95	UTILITY CASES
BRIAN A RAYMOND	IAAI	08/27/2024	01303322	4303	\$133.00	MBRSHF-FIRE INVESTIGATIONS
BRIAN A RAYMOND	KIDDE SAFETY	08/13/2024	01303323	4414	\$2,042.09	LOX BOXES
BRIAN A RAYMOND	MAGBAK STORE	08/22/2024	01303524	4510	\$345.00	WIRELESS CHARGERS
BRIAN A RAYMOND	SAMSCLUB.COM	08/12/2024	01303523	4412	\$454.72	KITCHEN SUPPLIES
BRIAN A RAYMOND	SAMSCLUB.COM	08/19/2024	01303523	4412	\$486.54	KITCHEN SUPPLIES
BRIAN A RAYMOND	SAMSCLUB.COM	08/29/2024	01303122	4301.19	\$191.04	WATER-FIRE STATIONS
BRIAN A RAYMOND	THE HOME DEPOT #1904	09/03/2024	01303122	4301.19	\$28.74	TRAINING SUPPLIES
BRIAN A RAYMOND	THE WEBSTRAURANT STORE	08/21/2024	01303525	4628	\$259.71	KITCHEN SUPPLIES
BRYAN ACKERLUND	AMAZON MKTPL*R44J45A01	08/23/2024	40406724	4510	\$237.44	TABLET & CASE
BRYAN ACKERLUND	AMAZON MKTPL*R46VH2OG0	08/22/2024	01404324	4545	\$20.99	FORESTRY SAFETY EQUIP
BRYAN ACKERLUND	AMAZON MKTPL*RK0Q67FT2	08/25/2024	40406823	4408	\$38.98	TOOL HOLDERS
BRYAN ACKERLUND	AMAZON MKTPL*RU3W63UQ0	08/21/2024	01404324	4545	\$62.97	FORESTRY SAFETY EQUIP
BRYAN ACKERLUND	AMAZON MKTPL*RU5QD4UZ0	08/21/2024	01404423	4412	\$73.98	WASTE BAGS
BRYAN ACKERLUND	AMAZON MKTPL*ZT2OG50P1	09/05/2024	40406723	4408	\$17.98	REPAIR COUPLING
BRYAN ACKERLUND	AMAZON MKTPL*ZT2OG50P1	09/05/2024	01401223	4402	\$6.99	DAILY PLANNER
BRYAN ACKERLUND	AMAZON MKTPL*ZT2OG50P1	09/05/2024	40406723	4402	\$6.99	DAILY PLANNER
BRYAN ACKERLUND	AMAZON.COM*RM6Q70HT1	08/12/2024	01401223	4402	\$20.32	OFFICE SUPPLIES
BRYAN ACKERLUND	AMAZON.COM*RM6Q70HT1	08/12/2024	40406723	4402	\$20.32	OFFICE SUPPLIES
BRYAN ACKERLUND	AMZN MKTP US*R49KG7X92	08/21/2024	01404323	4408	\$171.53	FORESTRY TAPE MEASURE
BRYAN ACKERLUND	COMCAST CHICAGO	08/15/2024	40406724	4501	\$125.84	SCADA INTERNET
BRYAN ACKERLUND	SQ *PETERSON'S TASTY D	08/23/2024	01404623	4414	\$56.99	RECYCLING EVENT REFRESHMT
DAREK RASZKA	BLUEBEAM INC.	08/08/2024	47001224	4501	\$880.00	SOFTWARE
DAREK RASZKA	COMCAST CHICAGO	08/08/2024	47008524	4542	\$267.90	INTERNET SERVICE
DAREK RASZKA	COMCAST CHICAGO	08/09/2024	47008524	4542	\$303.38	INTERNET SERVICE
DAREK RASZKA	COMCAST CHICAGO	08/19/2024	47008524	4542	\$252.90	INTERNET SERVICE
DAREK RASZKA	COMCAST CHICAGO	08/21/2024	47008524	4542	\$242.85	INTERNET SERVICE
DAREK RASZKA	COMCAST CHICAGO	08/29/2024	47008524	4542	\$92.95	INTERNET SERVICE
DAREK RASZKA	DLS INTERNET SERVICES	08/23/2024	47008524	4542	\$432.48	INTERNET SERVICE
DAREK RASZKA	DUO*COM	09/04/2024	47008524	4507	\$1,084.90	ADDTNL MFA LICENSES
DAREK RASZKA	DYN*DYN.COM/CHARGE	08/11/2024	47008524	4542	\$20.00	NOW ARENA DNS SERVICE
DAREK RASZKA	IN *DOCUMENT IMAGING S	08/27/2024	47001223	4406	\$110.00	PRINTER REPAIR
DAREK RASZKA	MSFT * E0200T5UE6	08/28/2024	47008525	4619	\$125.41	G5 GCC LICENSES
DAREK RASZKA	WEB*NETWORKSOLUTIONS	08/27/2024	47008524	4542	\$114.15	DOMAIN RENEWAL
DAREK RASZKA	ZOHO CORPORATION	08/05/2024	47008524	4507	\$3,069.00	IT MGNT TOOLS
DEBRA SCHOOOP	IICLE	08/08/2024	01101323	4404	\$357.50	ANN ONLINE LIBRY SUBSCRIP
DR AUDRA MARKS	ELITE	08/27/2024	01556522	4301	\$99.00	LICENSURE TRAINING
DR AUDRA MARKS	MARIANOS #506	09/03/2024	01556523	4405	\$105.71	TRNG ORIENTATION LNCH
DR AUDRA MARKS	MARIANOS #506	09/03/2024	01556523	4405	\$103.81	TRNG ORIENTATION BRKFST
DR AUDRA MARKS	MORETTI'S	08/12/2024	01605824	4599	\$140.01	FIRST FRIDAY
DR AUDRA MARKS	PAYPAL *APAGRASTUDY	08/26/2024	01556522	4303	\$2,588.00	APA ANNUAL FEE
ERIC J PALM	ICMA ONLINE	08/09/2024	01101222	4303	\$1,200.00	MEMBERSHIP DUES
ERIC J PALM	MORETTI'S	08/23/2024	01101222	4301	\$175.68	STAFF RETREAT

VILLAGE OF HOFFMAN ESTATES
Monthly Credit Card Activity

From: 08/06/2024

To: 9/5/2024

Account Name	Merchant Name	Transaction Date	Accounting Code	Accounting Code	Transaction Amount	Expense Description
FREDDY SEGURA	ILLINOIS GEORGRAPHIC I	08/28/2024	01102522	4301	\$350.00	CONFER REG
JACK CAMPBELL	BC* CONSCIOUSCUPCOFFEE	08/05/2024	01	1445	\$975.95	FFIB-TRAVEL EXP
JACK CAMPBELL	GALLS	08/13/2024	01	1445	-\$56.00	FFIB-UNIFORM CREDIT
JENNIFER DJORDJEVIC	CHILIS 1741 ECOMM	08/19/2024	01101123	4414	\$300.80	TRUSTEE DINNER
JENNIFER DJORDJEVIC	COCO NAIL BAR- HOFFMAN	08/08/2024	01	1471	\$100.00	GC-GOLF OUTING EXP
JENNIFER DJORDJEVIC	GOLFSTATUS GOLF EVENT	08/07/2024	01101122	4301	\$735.00	POC GOLF OUTING
JENNIFER DJORDJEVIC	GRUBHUB*JOYTERIYAKI	08/30/2024	01101123	4414	\$70.02	TRUSTEE DINNER
JENNIFER DJORDJEVIC	HIDEAWAY BEER GARDEN	08/21/2024	01101123	4414	\$205.00	WINE WEDNESDAY
JENNIFER DJORDJEVIC	JEWEL OSCO 3316	08/05/2024	01101123	4414	\$217.00	TRUSTEE OFFICES
JENNIFER DJORDJEVIC	JOY TERIYAKI	08/05/2024	01101123	4414	\$287.10	TRUSTEE DINNER
JENNIFER DJORDJEVIC	MARIANOS #506	08/19/2024	01101123	4414	\$53.14	RECEPTION
JENNIFER DJORDJEVIC	MORETTI'S	08/05/2024	01101122	4301	\$45.18	MAYOR LUNCH
JENNIFER DJORDJEVIC	ROSATIS PIZZA HOFFMAN	08/16/2024	01101123	4414	\$22.46	MAYOR LUNCH
JENNIFER DJORDJEVIC	ROSATIS PIZZA HOFFMAN	08/22/2024	01101123	4414	\$23.80	MAYOR LUNCH
JENNIFER DJORDJEVIC	ROSATIS PIZZA HOFFMAN	08/27/2024	01101123	4414	\$23.80	MAYOR LUNCH
JENNIFER DJORDJEVIC	ROSATIS PIZZA HOFFMAN	09/03/2024	01101123	4414	\$18.80	MAYOR LUNCH
JENNIFER DJORDJEVIC	WWW.THEWTFFOUNDATION.ORG	08/16/2024	01101122	4301	\$1,500.00	GOLF OUTING
JENNIFER DJORDJEVIC	WWW.VOLGISTICS.COM	08/29/2024	01101123	4403	\$48.00	SUBSCRIPTION
JOHN JANICKI	ADOBE *ADOBE	08/05/2024	01	1445	\$21.24	NOW-SUBSCRIPTION
JOHN JANICKI	ADOBE *ADOBE	08/08/2024	01	1445	\$13.80	NOW-SUBSCRIPTION
JOHN JANICKI	ADOBE *ADOBE	08/28/2024	01	1445	\$21.24	NOW-SUBSCRIPTION
JOHN JANICKI	DNH*GODADDY#3226882789	08/05/2024	01	1445	\$66.51	NOW-WEB ASSISTANCE
JOHN JANICKI	EIG*CONSTANTCONTACT.CO	08/21/2024	01	1445	\$261.00	NOW-WEB ASSISTANCE
JOHN JANICKI	ENDICIA	08/20/2024	01	1445	\$14.57	NOW-POSTAGE
JOHN JANICKI	FACEBK *75WS69UTB2	08/31/2024	01	1445	\$1,300.00	NOW-MARKETING
JOHN JANICKI	FACEBK *76BUE9CTB2	08/21/2024	01	1445	\$1,000.00	NOW-MARKETING
JOHN JANICKI	FACEBK *7ZFZW8CTB2	08/11/2024	01	1445	\$900.00	NOW-MARKETING
JOHN JANICKI	FACEBK *DDQLL8CTB2	08/05/2024	01	1445	\$900.00	NOW-MARKETING
JOHN JANICKI	FACEBK *GV7KV8YSB2	08/24/2024	01	1445	\$1,100.00	NOW-MARKETING
JOHN JANICKI	FACEBK *KB98N8QTB2	08/31/2024	01	1445	\$70.59	NOW-MARKETING
JOHN JANICKI	FACEBK *LZUCE8GTB2	08/27/2024	01	1445	\$1,200.00	NOW-MARKETING
JOHN JANICKI	FACEBK *MCUNV7GTB2	08/17/2024	01	1445	\$900.00	NOW-MARKETING
JOHN JANICKI	FACEBK *MKW3U8QTB2	09/04/2024	01	1445	\$1,450.00	NOW-MARKETING
JOHN JANICKI	FACEBK *VPHCW7UTB2	08/08/2024	01	1445	\$900.00	NOW-MARKETING
JOHN JANICKI	GOOGLE ADS6015163255	08/14/2024	01	1445	\$500.00	NOW-MARKETING
JOHN JANICKI	GOOGLE ADS6015163255	08/28/2024	01	1445	\$500.00	NOW-MARKETING
JOHN JANICKI	GOOGLE*ADS6015163255	09/01/2024	01	1445	\$120.06	NOW-MARKETING
JOHN JANICKI	INFLUENCY SOFTWARE	08/14/2024	01	1445	\$168.00	NOW-MARKETING SOFTWARE
JOHN JANICKI	WIX.COM, INC. 11299866	08/10/2024	01	1445	\$4.99	NOW-WEB ASSISTANCE
JOHN JANICKI	WOOBX	08/06/2024	01	1445	\$384.00	NOW-MARKETING
JONATHAN PAPE	AMERICAN 0012167274071	08/11/2024	01101222	4301	\$295.95	ICMA CONFER AIRFARE
JONATHAN PAPE	NIU ALUMNI ASSOC TRAVE	08/09/2024	01101222	4301	\$75.00	ICMA CONFER NIU EVENT
JOSEPH CAPIGA	APPLE.COM/BILL	08/11/2024	01404524	4501	\$0.99	50GB STOR PLAN-CAPIGA
JOSEPH CAPIGA	ISA	08/06/2024	01404522	4301	\$190.00	MEMBERSHIP RENEWAL
JOSEPH CAPIGA	MUNICIPAL FLEET MANAGE	08/16/2024	01404522	4301	\$181.50	MANUFACT PRESENTATION
JOSEPH CAPIGA	SQ *PETERSON'S TASTY D	08/21/2024	01404522	4301	\$46.25	CPWA SUPPLIES
JOSEPH NEBEL	APPLE.COM/BILL	08/31/2024	40406724	4529	\$2.99	50GB STOR PLAN-WTR DVCS
JOSEPH NEBEL	APPLE.COM/BILL	09/01/2024	40406722	4301	\$0.99	50GB STOR PLAN-NEBEL

VILLAGE OF HOFFMAN ESTATES
Monthly Credit Card Activity

From: 08/06/2024

To: 9/5/2024

Account Name	Merchant Name	Transaction Date	Accounting Code	Accounting Code	Transaction Amount	Expense Description
JOSEPH NEBEL	DELTA 00671175270021	08/14/2024	40406722	4301	\$93.48	FLIGHT-PWX CONFER
JOSEPH NEBEL	EB *OCTOBER 8TH 2024 D	08/21/2024	01404122	4301	\$75.00	WINTER BEST PRACTICE WRKSH
JOSEPH NEBEL	EXPEDIA 72897449686857	08/14/2024	40406722	4301	\$19.00	FLIGHT-PWX CONFER
JOSEPH NEBEL	EXPEDIA 72897449686857	08/14/2024	40406722	4301	\$3.31	FLIGHT-PWX CONFER
JOSEPH NEBEL	UNITED 01624130850720	08/14/2024	01401222	4301	\$114.47	FLIGHT-PWX CONFER
JOSEPH NEBEL	UNITED 01644259939313	08/14/2024	01401222	4301	\$29.99	FLIGHT PWX-CONFER
JOSEPH NEBEL	WWW.APWA.NET	08/30/2024	40406722	4301	\$85.00	APWA-CHPTR DINNER
KATHRYN CAWLEY	AMAZON MKTPL*R41MM74R1	08/22/2024	01202123	4414	\$314.95	ET SUPPLIES
KATHRYN CAWLEY	AMAZON MKTPL*RM13T0HB0	08/11/2024	01201223	4402	\$20.45	OFFICE SUPPLIES
KATHRYN CAWLEY	AMAZON MKTPL*RU3U59730	08/20/2024	01201223	4402	\$21.77	OFFICE SUPPLIES
KATHRYN CAWLEY	AMAZON MKTPL*ZT8OQ5Q62	09/05/2024	01201223	4402	\$5.01	OFFICE SUPPLIES
KATHRYN CAWLEY	AMAZON.COM*R41F56CM0	08/22/2024	01201223	4402	\$60.30	OFFICE SUPPLIES
KATHRYN CAWLEY	AMAZON.COM*R41M094L1	08/22/2024	01202423	4414	\$10.20	CPA CLASS SUPPLIES
KATHRYN CAWLEY	AMAZON.COM*RM8J389N2	08/12/2024	01201223	4402	\$37.32	OFFICE SUPPLIES
KATHRYN CAWLEY	AMAZON.COM*ZT1F47NB1	09/04/2024	01201223	4402	\$180.37	OFFICE SUPPLIES
KATHRYN CAWLEY	ILSOS INDEX	08/27/2024	01201222	4303	\$16.00	NOTARY REG-MICHAEL
KATHRYN CAWLEY	PAYPAL *TRI MOR K9	08/19/2024	01202623	4414	\$125.00	POLICE K9 6YR LICENSE
KATHRYN CAWLEY	SAMS CLUB RENEWAL	08/25/2024	01201223	4417	\$50.00	MBR RENEW/PRISONER MEALS
KATHRYN CAWLEY	SQ *NOTARY PUBLIC ASSO	08/09/2024	01201222	4303	\$126.95	NOTARY BND PKG W/TRNG-MICHAEL
KATHRYN CAWLEY	WAL-MART #1897	08/05/2024	01202423	4414	\$12.02	COMM EVENT SUPPLIES
KEVIN D KRAMER	AFP*LAI CHICAGO REGION	08/22/2024	01505922	4301	\$140.00	LAMBDA ALPHA LUNCH
KEVIN D KRAMER	AMAZON MKTPL*RK6L59ZN2	08/25/2024	01505923	4414	\$91.99	SOUND PANELS-OFFICE
KEVIN D KRAMER	AMAZON MKTPL*RU4OL5X52	08/15/2024	01605824	4575	\$67.46	SUPPLIES-ART GALLERY
KEVIN D KRAMER	AMAZON.COM*RK41G1010	08/30/2024	01505923	4414	\$12.40	3M HANGING STRIPS
KEVIN D KRAMER	CHICAGO TRIB SUBSCRIPT	08/26/2024	01505923	4404	\$27.96	MONTHLY SUBSCRIPTION
KEVIN D KRAMER	COSTAR GROUP INC	08/31/2024	01505923	44014	\$498.47	MONTHLY SUBSCRIPTION
KEVIN D KRAMER	EB *RETAIL UNCORKED CH	08/23/2024	01505922	4301	-\$65.87	RETAIL UNCORKED REFUND
KEVIN D KRAMER	EB RETAIL UNCORKED CH	08/15/2024	01505922	4301	\$72.62	RETAIL UNCORKED REG
KEVIN D KRAMER	IONOS INC.	08/20/2024	01605824	4575	\$10.00	ARTS COMM WEBSITE
KEVIN D KRAMER	IONOS INC.	08/31/2024	01605824	4575	\$22.00	ARTS COMM WEBSITE
KEVIN D KRAMER	PARKINGMETER3 87724279	08/28/2024	01505922	4301	\$5.06	PARKING-MTG IN CHCG
KEVIN D KRAMER	SPOTHERO 844-356-8054	08/13/2024	01505922	4301	\$13.75	PARKING-ICSC EVENT
KEVIN D KRAMER	SPOTHERO 844-356-8054	08/13/2024	01505922	4301	\$41.73	PARKING-ICSC EVENT
KEVIN D KRAMER	SPOTHERO 844-356-8054	08/27/2024	01505922	4301	\$10.25	PARKING-LAMBDA ALPHA
KEVIN D KRAMER	SPOTHERO 844-356-8054	08/28/2024	01505922	4301	\$0.75	PARKING-LAMBDA ALPHA
MELISSA A BRITO	ELGL NETWORK	08/22/2024	01102522	4303	\$42.50	ANNUAL MEMBERSHIP
MELISSA A BRITO	LOEWS ARLINGTON HOTEL	09/03/2024	01102522	4301	\$230.63	LODGING-NTL 3CMA CONFER
MELISSA A BRITO	LOEWS ARLINGTON HOTEL	09/04/2024	01102522	4301	\$7.50	MEAL-NTL 3CMA CONFER
MELISSA A BRITO	SQ *GINDA PHOTOGRAPHY	08/05/2024	01102524	4507	\$250.00	HEAD SHOT-STAFF
MELISSA A BRITO	SQ *GINDA PHOTOGRAPHY	08/06/2024	01102524	4507	\$250.00	HEAD SHOT-STAFF
MELISSA A BRITO	WALGREENS #3433	08/26/2024	01102523	4403	\$6.49	PHOTO PRINT-ELECTED OFFCL
MONICA SAAVEDRA	AMAZON MKTPL*R42UZ5U62	08/24/2024	01556523	4414	\$206.91	ORIENTATION
MONICA SAAVEDRA	AMAZON MKTPL*R42UZ5U62	08/24/2024	01556524	4507.1	\$243.43	PLAY THERAPY ROOM
MONICA SAAVEDRA	AMAZON MKTPL*R461P9J90	08/23/2024	01556523	4414	\$29.99	ORIENTATION ITEMS
MONICA SAAVEDRA	AMAZON MKTPL*RK3DH0NK0	08/29/2024	01556523	4402	\$15.19	DOOR SIGN-FRONT OFFICE
MONICA SAAVEDRA	AMAZON MKTPL*RK3PB3F90	08/28/2024	01	1445	\$132.83	CLOCKS/ART MATS
MONICA SAAVEDRA	AMAZON MKTPL*RK5S443S0	08/29/2024	01556523	4414	\$49.99	BULLY STICKS-THERAPY DOG
MONICA SAAVEDRA	AMAZON MKTPL*RK6TA4742	08/30/2024	01556523	4402	\$27.75	DEPT SUPPLIES

VILLAGE OF HOFFMAN ESTATES
Monthly Credit Card Activity

From: 08/06/2024

To: 9/5/2024

Account Name	Merchant Name	Transaction Date	Accounting Code	Accounting Code	Transaction Amount	Expense Description
MONICA SAAVEDRA	AMAZON MKTPL*RK7EO6RQ0	09/03/2024	01556523	4402	\$38.99	WALL MOUNTS
MONICA SAAVEDRA	AMAZON MKTPL*RK8QB2KI2	08/30/2024	01556523	4413	\$31.98	CLINIC RM SUPPLIES
MONICA SAAVEDRA	AMAZON MKTPL*ZT03U2ZV2	09/01/2024	01556523	4402	\$302.33	DEPT SUPPLIES
MONICA SAAVEDRA	AMAZON MKTPL*ZT03U2ZV2	09/01/2024	01556523	4414	\$215.14	CLINIC RM SUPPLIES
MONICA SAAVEDRA	AMAZON MKTPL*ZT4C91DJ2	09/05/2024	01556524	4564	\$71.92	OCT WLKG CHALLENGE
MONICA SAAVEDRA	AMAZON.COM*RK4YY2181	08/30/2024	01556523	4402	\$5.75	APPT BOOK/PLANNER
MONICA SAAVEDRA	AMAZON.COM*RU8NH81U2	08/15/2024	01556524	4507.1	\$200.00	PD STRESS SCREEN RAFFLE
MONICA SAAVEDRA	AMAZON.COM*ZT6FG20D2	09/03/2024	01556523	4402	\$21.14	APPT BOOK/PLANNER
MONICA SAAVEDRA	AMZN MKTP US*R41FL0AY1	08/23/2024	01556524	4507.1	\$108.98	FEELINGS CHART
MONICA SAAVEDRA	AMZN MKTP US*R433G2B10	08/25/2024	01556524	4507.1	\$28.64	POSTERS-PLAY RM
MONICA SAAVEDRA	FITNESS* O #24388	09/04/2024	01556524	4564	\$1,046.50	OCT WLKG CHALLENGE
MONICA SAAVEDRA	IL PROF LICENSE FEE	08/05/2024	01556522	4303	\$163.60	LICENSE RENEWAL
MONICA SAAVEDRA	THEFARMERSDOG.COM	08/08/2024	01556523	4414	\$173.69	THERAPY DOG FOOD
MONICA SAAVEDRA	THEFARMERSDOG.COM	08/15/2024	01556523	4414	\$173.69	THERAPY DOG FOOD
MONICA SAAVEDRA	THEFARMERSDOG.COM	08/29/2024	01556523	4414	\$173.69	THERAPY DOG FOOD
MONICA SAAVEDRA	THERANEST MONTHLY SUB	08/15/2024	01556524	4507	\$115.50	EMR-ACTIVE CLIENTS PLAN
MONICA SAAVEDRA	TST*PITA PITA - HOFFMA	08/16/2024	01605824	4559	\$1,230.00	SEN COMM LUNCHEON
MONICA SAAVEDRA	WIGGLE AND WOOF DOG	08/12/2024	01556523	4414	\$400.00	THERAPY DOG TRNG-ONSITE
PATRICK J SEGER	BASS PRO CATALOG U.S.	08/16/2024	01101624	4564	\$1,395.00	WELLNS RAFFLE-WINTZ/MCGRAW
PATRICK J SEGER	CABELA'S ONLINE U.S.	08/30/2024	01101623	4405	\$150.00	ANNV GC-PETZ
PATRICK J SEGER	EAGLE RIDGE RESORT	08/13/2024	01101622	4301	\$202.04	IPELRA LODGING-PATRICK
PATRICK J SEGER	EAGLE RIDGE RESORT	08/15/2024	01101622	4301	\$202.04	IPELRA LODGING-CATHY
PATRICK J SEGER	FRED ASTAIRE - S BARRI	08/06/2024	01556524	4564	\$150.00	FIT CHALL PRIZE-MILLER
PATRICK J SEGER	JEWEL OSCO 3316	08/14/2024	01101623	4405	\$56.99	ANNIV CELEBR-HELLSTROM/GILLES
PATRICK J SEGER	JEWEL OSCO 3316	08/14/2024	01101623	4405	\$89.98	ANNIV CELEBR-HELLSTROM/GILLES
PATRICK J SEGER	JEWEL OSCO 3316	08/27/2024	01101623	4405	\$58.27	ANNV CELEBR-CLARK
PATRICK J SEGER	JEWEL OSCO 3316	08/30/2024	01101623	4405	\$58.27	ANNV CELEBR-GRANGER
PATRICK J SEGER	TARGET.COM *	08/09/2024	01101623	4405	\$125.00	ANNV GC-GRANGER
PATRICK J SEGER	TARGET.COM *	08/29/2024	01101623	4405	\$150.00	ANNV GC-WONDOLKOWSKI
PATRICK J SEGER	THE ASSEMBLY AMERICAN	08/16/2024	01556524	4564	\$125.00	FIT CHALL TEAM PRIZE
PATTY RICHTER	EASTERN IL UNIVERSITY	08/20/2024	01101522	4301	\$765.00	MCI TRNG INSTITUTE REG
PAUL W PETRENKO	AMAZON MKTPL*RF0WC3WZ0	08/07/2024	01404424	4510	\$97.98	HESHUNCHANG BATTERY
PAUL W PETRENKO	AMAZON MKTPL*RK7HD0Z40	08/29/2024	01404424	4510	\$28.98	LED LIGHT BULBS
PAUL W PETRENKO	AMAZON MKTPL*RM12K5342	08/08/2024	01404424	4510	\$55.46	FERRULES/TERM CNCT/CRIMP TOOL
PAUL W PETRENKO	AMAZON MKTPL*PMTS	08/30/2024	01404424	4510	-\$97.98	HESHUNCHANG BATTERY CR
PAUL W PETRENKO	AMZN MKTP US*RK8MB8IF2	08/30/2024	01404424	4516	\$89.50	UNIVERSAL DIM BALLAST
PAUL W PETRENKO	AMZN MKTP US*RM87115Y0	08/11/2024	01404424	4518	\$40.31	WASHR/DRYR COMBO KIT
PAUL W PETRENKO	APPLE.COM/BILL	09/03/2024	01404424	4510	\$0.99	50GB STOR PLAN-PETRENKO
PAUL W PETRENKO	SUPPLYHOUSE.COM	08/21/2024	40406824	4525	\$52.39	LINE VOLTAGE THERMOSTAT
PAUL W PETRENKO	SUPPLYHOUSE.COM	08/21/2024	40406824	4525	\$61.35	PAN TREATMENT TABLETS
PAUL W PETRENKO	SUPPLYHOUSE.COM	08/21/2024	40406824	4525	\$32.35	CONDENSER COIL CLEANER
PAUL W PETRENKO	SUPPLYHOUSE.COM	08/27/2024	40406824	4525	\$81.41	HIGH PRESSURE SWITCH
PAUL W PETRENKO	WWP*ROSE PEST SOLUTION	08/06/2024	01404424	4518	\$113.00	PEST SER-225 FLAGSTAFF
PAUL W PETRENKO	WWP*ROSE PEST SOLUTION	08/06/2024	01404424	4518	\$130.00	PEST SER-1700 MOON LK
PAUL W PETRENKO	WWP*ROSE PEST SOLUTION	08/06/2024	01404424	4507	\$161.00	PEST SER-1900 HASSELL
PAUL W PETRENKO	WWP*ROSE PEST SOLUTION	08/06/2024	01404424	4518	\$148.00	PEST SER-5775 BEACON PT
PAUL W PETRENKO	WWP*ROSE PEST SOLUTION	08/06/2024	01404424	4518	\$130.00	PEST SER-1300 WESTBURY
PAUL W PETRENKO	WWP*ROSE PEST SOLUTION	08/22/2024	01404424	4507	\$130.00	PEST SER-411 W HIGGINS

VILLAGE OF HOFFMAN ESTATES
Monthly Credit Card Activity

From: 08/06/2024

To: 9/5/2024

Account Name	Merchant Name	Transaction Date	Accounting Code	Accounting Code	Transaction Amount	Expense Description
PETER GUGLIOTTA	AMAZON MKTPL*R48HW6710	08/27/2024	01501223	4402	\$9.99	PHONE CORD DETANGLERS
PETER GUGLIOTTA	AMAZON MKTPL*RK45N6E40	08/30/2024	01505225	4602	\$50.96	CASES/SCREEN PROTECTORS
PETER GUGLIOTTA	AMAZON.COM*RK5K32WO1	09/03/2024	01505225	4602	\$15.49	PHONE CASE
RACHEL E MUSIALA	AMZN MKTP US*ZT12K4J31	09/04/2024	01101423	4402	\$17.16	CASH DEPO BAGS
RACHEL E MUSIALA	GOVERNMENT FINANCE OFF	09/03/2024	01101422	4303	\$595.00	VLG MEMBERSHIP
RACHEL E MUSIALA	ILLINOIS GOVERNMENT FI	09/03/2024	01101422	4301	\$60.00	CHGO METRO TRNG-MUSIALA
RACHEL E MUSIALA	WCI*GROOT EAST	08/19/2024	09000024	4542	\$206,133.47	VLG REFUSE SERVICE
RYAN M CHRISTENSEN	ILLINOIS AWWA	08/28/2024	40406722	4301	\$256.00	WTR OPERATOR TRNG
SANYOKTA KAPUR	AMAZON MKTPL*ZT5TH0LE0	09/04/2024	01505123	4414	\$127.47	CODE EQUIP SUPPLIES
SANYOKTA KAPUR	AMAZON MKTPL*ZT98D2Z91	09/04/2024	01505123	4414	\$16.99	CODE EQUIP SUPPLIES
SANYOKTA KAPUR	FSP*SUBURBAN BUILDING	08/16/2024	01505122	4301	\$80.00	STAFF SOCIAL EVENT
SANYOKTA KAPUR	INT'L CODE COUNCIL INC	08/13/2024	01505122	4301	\$246.50	ICC TEST/TRNG SUPPLIES
SANYOKTA KAPUR	ODP BUS SOL LLC # 1010	08/22/2024	01501223	4402	\$6.49	OFFICE SUPPLIES
SANYOKTA KAPUR	ODP BUS SOL LLC# 10686	08/06/2024	01501223	4402	\$93.40	OFFICE SUPPLIES
SANYOKTA KAPUR	ODP BUS SOL LLC# 10686	08/08/2024	01501223	4402	\$63.78	OFFICE SUPPLIES
SANYOKTA KAPUR	ODP BUS SOL LLC# 10686	08/22/2024	01501223	4402	\$58.01	OFFICE SUPPLIES
SANYOKTA KAPUR	ODP BUS SOL LLC# 10686	08/30/2024	01501223	4402	\$1.53	OFFICE SUPPLIES
SANYOKTA KAPUR	ODP BUS SOL LLC# 10686	09/03/2024	01505123	4414	\$51.17	OFFICE SUPPLIES
SUSANA ARROYO	ILLINOIS GOVERNMENT FI	08/05/2024	01101422	4301	\$390.00	IGFOA CONFER REG-KISSANE
WILLIAM D MCLEOD	HIDEAWAY BEER GARDEN	08/21/2024	01101122	4301	\$10.05	WORK EVENT
WILLIAM D MCLEOD	THE ASSEMBLY AMERICAN	08/17/2024	01101122	4301	\$71.99	MEETING
WILLIAM D MCLEOD	THE ASSEMBLY AMERICAN	08/24/2024	01101122	4301	\$55.10	MEETING
WILLIAM D MCLEOD	THE ASSEMBLY AMERICAN	09/02/2024	01101122	4301	\$34.34	MEETING
Total					\$263,721.96	

Detail of Wire/ACH Activity
For the Period 09/01/24 - 09/30/24

Date	Vendor	Description	Source of Funds	Amount
09/03/24	IPBC	Insurance Premium	General	\$ 660,098.32
09/03/24	Payment Express	Credit Card Merchant Fees 08/24	General, Water & Sewer	\$ 125.40
09/05/24	FGM Architects Inc	Professional Services	2024 Bond Proceeds	\$ 95,040.00
09/06/24	Employer's Claim Service	Workers Comp Claims	Insurance	\$ 80,540.55
09/09/24	Neopost	Replenish Postage Machine	General, Water & Sewer	\$ 1,600.00
09/09/24	Wex Bank	Fuel Purchases	General	\$ 1,514.45
09/12/24	IMRF	IMRF August 2024 Payroll Costs	Various	\$ 112,603.76
09/13/24	Verra Mobility American Traffic Solutions	Red Light Cameras	General	\$ 7,600.00
09/13/24	DataProse LLC	Printing & Postage for Water Bills	Water & Sewer	\$ 19,800.13
09/16/24	JAWA	Monthly Water Usage	Water & Sewer	\$ 916,016.00
09/16/24	Canon Financial Services Inc	Copier Lease Payment	Capital Vehicle & Equipment	\$ 1,734.00
09/16/24	Leaf	Copier Lease Payment	Capital Vehicle & Equipment	\$ 765.62
09/16/24	Illinois Worker's Compensation Commission	IWCC Assessments	Insurance	\$ 51.33
09/16/24	Amalgamated Bank of Chicago	2018 Bond Registrar Debt Payment Fee	Water & Sewer, 2018 GO Debt Service	\$ 476.75
09/16/24	Amalgamated Bank of Chicago	2017B Bond Registrar Debt Payment Fee	General, Water & Sewer	\$ 476.75
09/16/24	Amalgamated Bank of Chicago	2017A Bond Registrar Debt Payment Fee	General, Water & Sewer	\$ 476.75
09/18/24	Employer's Claim Service	Workers Comp Claims	Insurance	\$ 317.17
09/18/24	SWANCC	Monthly Tipping Fees	Municipal Waste System	\$ 74,032.00
09/23/24	Neopost	Replenish Postage Machine	General, Water & Sewer	\$ 1,600.00
09/23/24	Bestco Benefit Plans	Monthly Retiree Premiums	General	\$ 16,351.30
09/23/24	Central States Pension Fund	Liability Withdrawal	NOW Arena Operating	\$ 763.16
	TOTAL			\$ 1,991,983.44



AGENDA ITEM REPORT

Village Board of Trustees
October 21, 2024
ITEM 5C

REQUEST: Approval of an Ordinance accepting a public utility easement at 1305 N. Barrington Road

FROM: Kevin Anderson, Associate Planner
Jennifer Horn, Director of Planning & Transportation

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

On September 19, 2022, the Village Board approved Ordinance 4960-2022 granting site plan amendment for the property at 1305 N. Barrington Road to permit a Dunkin' coffee shop with a drive-through. One of the conditions of the Ordinance required the applicant to grant a public utility easement over an existing public watermain. To address this condition, the owner has submitted a Plat of Easement granting said public utility easement to the Village.

There is an existing 8" public watermain located within the subject property's parking area. This watermain pre-dates the Dunkin' application but no easement was ever created. The creation of the easement will allow the Village to enter and repair the existing watermain as needed. The location and size of the easement are acceptable to Village Engineering and Public Works staff. Corporation Counsel has reviewed and approved the easement language and Plat format.

FINANCIAL IMPACT

N/A

RECOMMENDATION

Approval of an Ordinance accepting a public utility easement at 1305 N. Barrington Road.

ATTACHMENTS

1. Ordinance - Plat of Easement for 1305 N. Barrington Rd
2. Exhibit A - Location Map
3. Exhibit B - Plat of Easement

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE ACCEPTING A PUBLIC UTILITY EASEMENT AT
1305 N. BARRINGTON ROAD, HOFFMAN ESTATES, ILLINOIS

WHEREAS, 2950 W. Golf LLC (“Owner”) is the owner of the property located at 1305 N. Barrington Road, as shown on Exhibit “A” attached hereto and made a part hereof; and

WHEREAS, Owner received site plan amendment approval from the Village of Hoffman Estates pursuant to Ordinance 4960-2022, dated September 19, 2022; and

WHEREAS, as a condition of Ordinance 4960-2022, Owner is required to grant a public utility easement to the Village of Hoffman Estates over the existing watermain on the property; and

WHEREAS, Owner is now prepared to grant a public utility easement to the Village of Hoffman Estates as described in the Plat of Easement attached hereto and made part hereof as Exhibit “B”; and

WHEREAS, it is in the public interest to accept such public utility easement.

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, as follows:

Section 1: That the public utility easement granted in the Plat of Easement attached hereto as Exhibit B is hereby accepted.

Section 2: That the Village President and Village Clerk are hereby authorized to execute the Plat of Easement for 1305 N. Barrington Road dated July 15, 2024.

Section 3: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: The Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 5: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2024

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Deputy Village Clerk

Published in pamphlet form this _____ day of _____, 2024.

Exhibit A
1305 N Barrington Road
PINs: 07-07-300-044-0000



Legend

- Parcels
- Subject Property



Planning and Transportation Division
Department of Development Services
September 2024

PLAT OF EASEMENT

LEGAL DESCRIPTION:

EASEMENT FOR PUBLIC UTILITIES A:

That part of Lot 2 in Golf & Barrington Subdivision, being a subdivision in part of the Southwest Quarter of Section 7, Township 41 North, Range 10 East of the Third Principal Meridian according to the Plat thereof recorded November 16, 1994 as Document No. 94070387, being described as follows: Commencing at the Northwest corner of said Lot 2, thence North 89 degrees 35 minutes 58 seconds East along the North line thereof, 99.96 feet; thence South 78 degrees 48 minutes 43 seconds East along said North line, 54.22 feet to the Place of Beginning; thence continuing South 78 degrees 48 minutes 43 seconds East along said line, 10.39 feet; thence South 04 degrees 30 minutes 17 seconds East, 8.15 feet to the North line of a 20 foot Watermain Easement recorded as Document No. 98396417; thence South 86 degrees 28 minutes 47 seconds West along said North line, 10.00 feet; thence North 04 degrees 30 minutes 17 seconds West, 10.78 feet to the Place of Beginning in Cook County, Illinois.

EASEMENT FOR PUBLIC UTILITIES B:

That part of Lot 2 in Golf & Barrington Subdivision being a subdivision in part of the Southwest Quarter of Section 7, Township 41 North, Range 10 East of the Third Principal Meridian according to the Plat thereof recorded November 16, 1994 as Document No. 94070387, being described as follows: Commencing at the Northwest corner of said Lot 2, thence North 89 degrees 35 minutes 58 seconds East along the North line thereof, 99.96 feet; thence South 78 degrees 48 minutes 43 seconds East along said North line, 54.22 feet to the Place of Beginning; thence continuing South 78 degrees 48 minutes 43 seconds East along said line, 10.39 feet; thence South 04 degrees 30 minutes 17 seconds East, 8.15 feet to the North line of a 20 foot Watermain Easement recorded as Document No. 98396417; thence South 86 degrees 28 minutes 47 seconds West along said North line, 10.00 feet; thence North 04 degrees 30 minutes 17 seconds West, 10.78 feet to the Place of Beginning in Cook County, Illinois.

OWNERS CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK)

This is to certify that 2590 W. Golf LLC is the owner of a portion of the land described on the plat hereon drawn and shown hereon as subdivided; that he (they) has (have) caused said land to be surveyed, subdivided, stated and plotted as shown hereon, for the purpose of having this plat recorded provided by law and have determined to the best of my (our) knowledge the school district in which this subdivision lies in: Palatine Township High School District 211.

In witness where I (we) have hereunder set my (our) hand (s) of Seal (s)

this 1st day of August, A.D. 2024

By: *[Signature]*

Attest: *[Signature]*

NOTARY CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK)

I, Paula Meyer, a Notary Public, in and for said County, in the

State aforesaid, do hereby certify that the people whose signatures appear in the "Owner's Certificate" are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners and that they appeared before me this day in person and acknowledged that they signed and delivered the Plat as their own free and voluntary act for purposes therein set forth.

Given under my hand and Notarial Seal in Cook County, Illinois on

this 1st day of August, A.D. 2024

Notary Public: *[Signature]* My Commission Expires *[Date]*

VILLAGE BOARD CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK)

Approved by the Board of Trustees of the Village of Hoffman Estates, of Cook County, Illinois, on

this _____ day of _____, 20____, A.D.,

Village President _____

Attest: Village Clerk _____

RECORDERS CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK)

This instrument filed for record in the Recorder's Office of Cook County, Illinois, on

this _____ day of _____, 20____, A.D.,

at _____ o'clock _____ M. and recorded as

Document Number _____

Cook County Recorder _____

SURVEYORS DESIGNATION OF RECORDING

STATE OF ILLINOIS)
COUNTY OF COOK)

I, Charles G. Gritman, a Professional Land Surveyor, in the State of Illinois, hereby designated the Village Clerk of Hoffman Estates to record a certain Plat of Subdivision shown as Golf & Barrington Subdivision with the Cook County Recorder of Deeds of Register of Titles on this 5th day of March, 2024, A.D.,

This designation is granted under the right to designate under 765 ILCS 205/2.

Professional Land Surveyor: *[Signature]*

MORTGAGE CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK)

The undersigned as Mortgagee pursuant to the mortgage dated 12/23/2019 and recorded as Document No. 20002732049 and as modified by Document No. 211111111 and recorded on 01/11/2020 hereby consents to the

dedication and plat shown hereon.

Dated this 28 day of August, A.D. 2024, by Barbara B. B. B. on

By: *[Signature]* Attest: *[Signature]*

Title: Low Organisms Officer

NOTARY CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK)

I, Charles G. Gritman, a Notary Public, in and for said County, in the

State aforesaid, do hereby certify that the people whose signatures appear in the "Mortgage Certificate" are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners and that they appeared before me this day in person and acknowledged that they signed and delivered the Plat as their own free and voluntary act for purposes therein set forth.

Given under my hand and Notarial Seal in Cook County, Illinois on

this 28 day of August, A.D. 2024

Notary Public: *[Signature]* My Commission Expires *[Date]*

P.U.E. = EASEMENT FOR PUBLIC UTILITIES

SCALE: 1" = 30'

CLIENT: HEIDNER PROPERTIES, INC.

DRAWN BY: D.V. CHECKED BY: _____

SCALE: 1" = 30' T. 41 R. 10 E.

DATE OF BEARING ASSIGNED:

P.L.N.: 07-07-300-044

JOB NO.: 240009 I.D. PCA

FIELDWORK COMP. N/A INK PG. 202408

ALL DIMENSIONS SHOWN IN FEET AND DECIMALS HEREON CORRECTED TO 6" F.



An easement is hereby reserved by and granted to the Village of Hoffman Estates and to utility service providers and their successors that hold a license or franchise upon the date of this document within the Village of Hoffman Estates and Cook County, Illinois, within the area shown by bold lines and within the area defined "Easements for Public Utilities A and Easement for Public Utilities B" on this plat, to install, lay, construct, renew, operate and maintain conduits, cables and wires, and sanitary sewer and water mains and drainage sewers, above and underground, with all necessary manholes, water valves and other equipment for the purpose of serving the subdivision and other property with telephone, electric, television, sewer and water service, and drainage purposes, the right to enter upon the lots of all times to install, lay, construct, renew, operate and maintain within said easement area said conduits, cables, wires, manholes, water valves and other equipment, and for the installation, maintenance, relocation, renewal and removal of gas mains and appurtenances, and finally the right is hereby granted to cut down and remove and trim and keep trimmed, trees, shrubs, or saplings that interfere or threaten to interfere with any of the said public utility equipment. Operation and maintenance of the stormwater management facilities will be performed by the Village only in the event of owner default in the owner's maintenance obligations, and will be done at the owner's expense in accordance with the accompanying Easement Agreement. No permanent buildings or concrete piers shall be placed on said easement, but same may be used for gardens, shrubs, landscaping and other purposes that do not then or later interfere with the aforesaid uses or rights herein granted. However, if fences are to be erected by any owner or owners in this subdivision within said easement, these must be placed in a location acceptable to the Village of Hoffman Estates and prior to erecting such a fence, a permit for such a fence installation must be obtained from said Village.

07/15/24 - OKV - REVISED LOT 2 DIVIDING PROPERTY LINE
05/03/24 - OKV - REVISED EASEMENT PROVISIONS LANGUAGE PER CLIENT REQUEST
04/08/24 - APG - REVISED EASEMENT LANGUAGE PER CLIENT REQUEST
03/05/24 - OKV - REVISED CERTIFICATES PER CLIENT REQUEST
02/27/24 - OKV - REVISED CERTIFICATES PER CLIENT REQUEST

STATE OF ILLINOIS)
COUNTY OF McHENRY)

I hereby state that we have platted the premises above

described, and that the plat hereon is a true representation

of the said description.

This is not a Boundary Survey

Dated at Woodstock, McHenry County, Illinois, 02/26, A.D., 2024.

Vanderstappen Land Surveying, Inc.,
Design Firm No. 194-026782

By: *[Signature]*
Illinois Professional Land Surveyor No. 3957



AGENDA ITEM REPORT

Village Board of Trustees
October 21, 2024
ITEM 5D

REQUEST: Approval of Phase II Engineering Services Agreement with Strand Associates, Inc. for the Hassell Road Bicycle and Pedestrian Illinois Transportation Enhancement Program project, in an amount not to exceed \$200,273

FROM: Sonia Zala, Senior Transportation Engineer
Phil Green, Transportation & Long Range Planner

ITEM TYPE: Agreement - Village Board

REQUEST SUMMARY

The Hassell Road Bicycle and Pedestrian Enhancement project was selected by the Illinois Department of Transportation (IDOT) to receive *Illinois Transportation Enhancement Program* (ITEP) funds. The project scope includes pedestrian, bicycle, lighting, and other streetscape enhancements along Hassell Road, Pembroke Avenue and Stonington Avenue to improve safety and access for transit users of the Pace Barrington Road station. The grant funding will cover all three phases of engineering and construction with a deadline of September 2025 to obligate the funds. Efforts are underway to seek an extension of this deadline. The next step in the process is to provide final engineering plans, specifications, and an engineer's cost estimate for the project, so contractors can bid on the work.

A requirement of the selection process is to follow the Qualifications Based Selections (QBS) process per federal policy when selecting a firm to provide professional services. The Village's QBS policy, which mirrors the federal policy, was followed during the solicitation and evaluation of responding firms.

A Request for Qualifications to provide Phase II engineering services was released on June 11, 2024, with a response date of July 10, 2024. Responses to questions received in the RFQ were posted to the website. Six firms replied with statements of interest and qualifications by the submittal deadline. The review team included three individuals from the Development Services Department. Submittals were individually reviewed and scored by each review team member according to the criteria listed in the RFQ, which follows the required QBS process. The evaluation categories included project understanding, technical approach, firm experience/past performance, staff capabilities, and specialized experience with ITEP projects.

Firms were required to be prequalified with IDOT, and were asked to demonstrate their experience and capability through work on similar projects. Each reviewer rated the responses from each firm independently before meeting as a group to discuss further, after which Strand Associates was chosen as the top respondent. While many of the firms cited relevant experience and capability in one or more areas, Strand Associates

received the highest overall rating based on its experience on similar projects, technical approach, staff capabilities, and specific experience with similar ITEP projects. As the chosen firm, Strand Associates was asked to submit a specific scope of work detailing their proposed tasks, hours, direct costs, labor costs, and subconsultants to be used. Staff negotiated with Strand Associates to reduce the hours and eliminate some tasks deemed non-essential, which reduced costs, while still meeting the requirements of the Phase II scope of work. The attached contract form and proposal are the result of the negotiation process.

The project schedule calls for Phase II engineering to be completed in late 2025 with letting for construction occurring in early 2026.

FINANCIAL IMPACT

The ITEP commitment for this project will cover 100% of the estimated costs for all phases of engineering and construction, up to a total cost of \$1,749,638. The following table summarizes the estimated costs per phase as included in the ITEP application.

Summary of Estimated Costs:

Work Item	ITEP Estimate
Preliminary Engineering Phase I (5%)	\$67,294
Final Engineering Phase II (10%)	\$134,588
Construction Engineering Phase III (15%)	\$201,881
Construction	\$1,345,875
Total Project Cost Summary	\$1,749,638

The estimated Phase II engineering cost as included in the ITEP application was \$134,588 (10% of estimated construction cost). Strand Associates' proposed scope and fee for Phase II engineering is \$200,273. This higher cost came as a result of required land acquisition work and cost escalations since project inception. As such, the Village is seeking to cover this overage by utilizing funds from Phase III for Phase II. A \$250,000 cost increase of the ITEP grant is being requested for the project to cover the construction phase.

RECOMMENDATION

Approval of Phase II Engineering Services Agreement with Strand Associates, Inc. for the Hassell Road Bicycle and Pedestrian Illinois Transportation Enhancement Program project, in an amount not to exceed \$200,273.

ATTACHMENTS

1. Strand Proposal and Agreement



Using Federal Funds? ☒ Yes ☐ No Agreement For
Federal PE

Agreement Type
Original

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Village of Hoffman Estates	Cook	21-00109-00-BT	
Project Number	Contact Name	Phone Number	Email
	Phil Green	(847) 252-5801	phil.green@vohe.org

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Hassell Road	FAU 1100	1.27 miles	N/A
Location Termini			
Barrington Road to Rosedale Lane			
Add Location			
Remove Location			

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Pembroke Avenue	MUNI 2016	0.55 miles	N/A
Location Termini			
Hassell Road and eastern end of Pembroke Avenue			
Add Location			
Remove Location			

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Stonington Avenue	MUNI 2015	0.34 miles	N/A
Location Termini			
Hassell Road to Pembroke Avenue			
Add Location			
Remove Location			

Project Description

Phase II engineering for new sidewalk on Pembroke Avenue from the Pace Transit Station and Kiss-n-Ride at Barrington Road to the eastern terminus of Pembroke Avenue, new crosswalks and pedestrian connections, new bus pads and intersection improvements on Hassell Road, improved on-street bicycle pavement markings, new directional and guide signage, new streetscape features, and new street lighting along Hassell Road, Pembroke Avenue, and Stonington Avenue

Engineering Funding ☒ Federal ☒ MFT/TBP ☐ State ☐ Other

Anticipated Construction Funding ☒ Federal ☒ MFT/TBP ☐ State ☐ Other

AGREEMENT FOR

☐ Phase I - Preliminary Engineering ☒ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Strand Associates, Inc.	Ryan Smith	(815) 744-4200	ryan.smith@strand.com
Address	City	State	Zip Code
1170 South Houbolt Road	Joliet	IL	60431

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT A: Scope of Services
- ☒ EXHIBIT B: Project Schedule
- ☒ EXHIBIT C: Qualification Based Selection (QBS) Checklist
- ☒ EXHIBIT D: Cost Estimate of Consultant Services (CESCS) Worksheet (BLR 05513 or BLR 05514)
- ☒ EXHIBIT E: Subconsultant CECS and Direct Costs
- ☐
- ☐

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are 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.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. 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 United States Department of Transportation (US DOT) assisted contract. 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.
9. 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 be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affix the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. 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 DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly 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 in Exhibit A (Scope of Services).
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
 - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (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 DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Lump Sum

☐ Specific Rate

☒ Cost plus Fixed Fee:

Fixed

(Maximum Fee \$40,000) (For federal funds the lump sum shall be developed using Cost Plus Fixed Fee Formula.)

(Maximum Fee \$150,000) (For Federal Projects this limited to testing services only)

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US 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 US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US 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 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, 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: the Federal Highways Administration (FHWA) or any authorized representative of the federal government, 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 DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. 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 DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. 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 incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this

AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
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 have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not 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 the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not 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) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has 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 indicated 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) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 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 DEPARTMENT 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 on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an 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 contract or grant of \$5,000 or more from the DEPARTMENT, as defined 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 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 statue conviction for a violation occurring int he workplace no later than (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 maintain 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.
- (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.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Preliminary Engineering Contracts:
 - (a) That tracing, 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, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT 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.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Strand Associates, Inc.	39-1020418	\$145,273.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
American Surveying & Engineering, Ltd.	36-3307274	\$40,137.00
Hitchcock Design Group	36-3059328	\$14,863.00
Subconsultant Total		\$55,000.00
Prime Consultant Total		\$145,273.00
Total for all work		\$200,273.00

AGREEMENT SIGNATURES

Executed by the LPA:

The

Local Public Agency Type
Village

 of

Local Public Agency
Village of Hoffman Estates

Attest:

By (Signature & Date)

--

By (Signature & Date)

--

Name of Local Public Agency
Village of Hoffman Estates

Local Public Agency Type
Village

 Clerk

Title

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name
Strand Associates, Inc.

Attest:

By (Signature & Date)

--

Title

By (Signature & Date)

--

Title
Corporate Secretary

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hoffman Estates	Strand Associates, Inc.	Cook	21-00109-00-BT

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

**EXHIBIT A
SCOPE OF SERVICES**

FOR FEDERAL PARTICIPATION PROJECTS

See attached Exhibit A.

**SCOPE OF SERVICES
PHASE II DESIGN ENGINEERING SERVICES**

Village of Hoffman Estates, Illinois (LPA)
Strand Associates, Inc.[®] (ENGINEER)
Illinois Department of Transportation (DEPARTMENT)

PROJECT Understanding

The Hassell Road Pedestrian and Bicycle Phase II PROJECT termini are Hassell Road, from Barrington Road to Rosedale Lane (western intersection east of Huntington Boulevard); Pembroke Avenue, from Hassell Road to the eastern terminus of Pembroke Avenue; and Stonington Avenue, from Hassell Road to Pembroke Avenue in the Village of Hoffman Estates, Illinois. PROJECT will be funded with Illinois Transportation Enhancement Program (ITEP) and local Motor Fuel Tax funds.

Hassell Road, Pembroke Avenue, and Stonington Avenue are all under the jurisdiction of the LPA. Barrington Road is under the jurisdiction of the DEPARTMENT. All other streets that intersect Hassell Road, Pembroke Avenue, and Stonington Avenue within the PROJECT limits are under the jurisdiction of the LPA.

A Phase I Study (Section Number: 21-00109-00-BT) was prepared by others and approved by the DEPARTMENT in July 2024. The Phase I Study's improvements included new sidewalk on Pembroke Avenue, from the Pace Transit Station and Kiss-n-Ride at Barrington Road to the eastern terminus of Pembroke Avenue across from the LPA's Public Works facility; new crosswalks and pedestrian connections; new bus pads and intersection improvements on Hassell Road; improved on-street bicycle pavement markings; new directional and guide signage; new streetscape features; and new street lighting along Hassell Road, Pembroke Avenue, and Stonington Avenue. It is anticipated the Phase I consultant will provide all PROJECT computer-aided draft and design (CADD) files to the ENGINEER for use in developing the Phase II drawings.

The Phase II engineering services generally include preparation of drawings, special provisions (SPs), opinions of probable construction cost (OPCC), and an estimate of construction duration.

PROJECT Schedule

The PROJECT schedule anticipates receiving notice to proceed from the LPA the week of November 1, 2024. The current deadline for obligation of ITEP funds, including construction and Phase III engineering, is September 2025. An extension of this deadline is anticipated to be approved. The anticipated letting date, after the obligation time extension is approved, is January 2026.

Scope of Services

ENGINEER will provide the following Services in accordance with the DEPARTMENT's Bureau of Local Roads and Streets (BLRS) Manual.

1.0 Administration and Meetings

- 1.01 Track PROJECT schedule, budget, and task completion.
- 1.02 Prepare and submit invoices.
- 1.03 Develop SUBCONSULTANT agreements and track SUBCONSULTANT schedules, budgets, and task completion.
- 1.04 Assist LPA with a request for additional funding and schedule extension from Northwest Council of Mayors (NWCM), if appropriate.
- 1.05 Prepare and submit up to six quarterly status updates to NWCM.
- 1.06 Organize, conduct, and prepare meeting minutes for distribution to attending parties for the following meetings:
 - a. One virtual DEPARTMENT Phase II kickoff meeting with LPA and DEPARTMENT BLR.
 - b. Two progress meetings with LPA.
 - c. One plan-in-hand walkthrough on site with LPA.

2.0 Data Collection

- 2.01 Submit a J.U.L.I.E. design stage ticket for utility location. Compare the list of utility companies that responded to the Phase I J.U.L.I.E. design stage ticket against the Phase II utility company response list.
- 2.02 Obtain from LPA existing data including as-built drawings, crash data, and LPA standards.
- 2.03 Obtain from LPA Phase I data including photometrics, mailing lists, CADD files, topographic survey notes, control points, benchmarks, and terrain surface files.
- 2.04 Obtain from DEPARTMENT existing data including as-built drawings of lighting and traffic signals for the intersection of Hassell Road and Barrington Road.
- 2.05 Update LPA's Phase I mailing list of stakeholders including local agencies, utility companies, and private parties that may be affected by the PROJECT.

3.0 Topographical Survey

- 3.01 See SUBCONSULTANT American Survey & Engineering, Ltd. (ASE) scope of services for topographical survey.
- 3.02 Develop a base map in MicroStation and Geopak Select Series 4/10.
- 3.03 Import spatially tied aerial photography provided by the LPA.
- 3.04 Communicate with ASE regarding their topographic survey scope of services.

4.0 Land Acquisition

- 4.01 Communicate with Wheatland Title Company (Wheatland) regarding title acquisition. Title will be requested by ENGINEER and provided by Wheatland.
- 4.02 See SUBCONSULTANT ASE's scope of services for land acquisition survey, Plat of Highway and legal descriptions, appraisal, and negotiations.
- 4.03 See SUBCONSULTANT Polach Appraisal Group, Inc.'s (Polach) scope of services for appraisal review.
- 4.04 Submit land acquisition documents to DEPARTMENT Bureau of Land Acquisition to obtain right-of-way certification.
- 4.05 Communicate with LPA, DEPARTMENT, ASE, Polach, and Wheatland regarding land acquisition scope of services and proceedings.

5.0 Public Information Meeting

ENGINEER will attend one public information meeting held by LPA at its village hall. Public information meeting notification letters shall be created and distributed by LPA. LPA shall advertise the public meeting in publications servicing the PROJECT area. LPA shall mail responses to comments received. ENGINEER will provide the following services for the meeting.

- 5.01 Prepare up to ten exhibit boards (to be displayed on easels) and aerial exhibits (to be laid flat on a table) summarizing the PROJECT including the current status and next steps. Make exhibits available for review by LPA prior to the meeting. The exhibit boards will be used to facilitate discussions about the PROJECT with members of the public.
- 5.02 Facilitate the public information meeting in an open house format. It is anticipated that the open house will last up to three hours and will be held on a weeknight.
- 5.03 Provide a sign-in sheet and comment forms for members of the public. Collect comment forms at the end of the open house.
- 5.04 Prepare an electronic log of up to 100 written comments received before, during, and up to two weeks after the public information meeting. Formal responses on LPA letterhead will be emailed or mailed to respond to each comment received within that timeframe.
- 5.05 Prepare a written summary of the public information meeting, including information about the number of attendees and a summary of the comments that were received. The written summary will be made available to LPA.

6.0 Environmental

- 6.01 Review the Phase I Preliminary Environmental Site Assessment (PESA) and prepare PESA response and forms for PESA validation with supporting exhibits using the DEPARTMENT forms. Quantify earthwork including the volume, area of disturbance, and depth of excavation for each parcel identified in the PESA. Earthwork will be quantified for each parcel and the LPA's right of way regardless of whether it has been identified to contain potential Recognized Environmental Conditions.

- 6.02 Communicate with LPA regarding the Preliminary Site Investigation (PSI) prepared by others.
- 6.03 Review Phase I environmental clearances. Communicate with the DEPARTMENT to obtain an update to the biological/natural resources clearance expiring in March 2025, prior to the anticipated letting.

7.0 Sidewalk, Pavement Marking, and Signage Design

- 7.01 Design up to 1,750 feet of sidewalk horizontal alignment and vertical profile.
- 7.02 Develop 14 American with Disability Act (ADA)-compliant curb ramp designs.
- 7.03 Develop sidewalk model and proposed terrain file to generate cross sections at 50-foot intervals for the proposed sidewalk along Pembroke Avenue. Show existing and proposed surface geometry in the cross sections.
- 7.04 See SUBCONSULTANT Hitchcock Design Group (HDG) scope of services for wayfinding signage.

8.0 Street Lighting Design

- 8.01 Conduct one site visit and review and catalog existing lighting facilities.
- 8.02 Communicate with LPA on light pole and fixture selections, including aesthetics.
- 8.03 Attend one virtual meeting with LPA's Department of Public Works to discuss existing and proposed lighting system.
- 8.04 Review Phase I Agi32 lighting photometrics and lighting calculations prepared for Hassell Road, Pembroke Avenue, and Stonington Avenue.
- 8.05 Prepare Agi32 photometrics for LPA selected pole and fixture at up to three intersection locations. It will be assumed that photometric results of these three intersections apply to intersections with similar geometric layouts within the project limits.
- 8.06 Communicate with ComEd and submit new business electric service requests.
- 8.07 Prepare voltage drop calculations.

9.0 Landscaping and Aesthetics

- 9.01 See SUBCONSULTANT HDG's scope of services for landscaping and aesthetics.
- 9.02 Communicate with HDG regarding its scope of services.

10.0 Permitting

- 10.01 Communicate with Illinois Department of Natural Resources Office of Water Resources regarding floodway permitting requirements. It is anticipated that the proposed improvements will be covered by Part 3708 Regional Permit 3 and that no formal permit application submittal will be required.
- 10.02 Communicate with and submit a permit inquiry to Metropolitan Water Reclamation District Greater Chicago.

11.0 Drawings, Specifications, Opinion of Probable Construction Costs, and Opinion of Construction Duration

Provide the following services in accordance with the DEPARTMENT's BLRS Manual.

- 11.01 Prepare the following drawings.

<u>Drawing Name</u>	<u>No. of Drawings</u>
Cover Drawing	1
Index of Drawings and Standards	1
General Notes and Commitments	1
Summary of Quantities	4
Schedule of Quantities	2
Alignment, Ties, and Benchmarks	3
Typical Sections	4
Existing Conditions and Removal Plan	3
Suggest Maintenance of Traffic General Notes	2
Sidewalk, Pavement Marking, and Signage Drawings	13
Roadway Details	3
ADA Curb Ramp Details (two details per Drawing)	8
Landscape Details	2
Temporary and Permanent Erosion and Sediment Control	2
Street Lighting Drawings	22
Street Lighting Details	6
DEPARTMENT District One Details	4
LPA Details	4
Cross Sections (five cross sections per drawing)	10

- 11.02 Prepare an OPCC for the PROJECT on the DEPARTMENT's BDE 213 Form using the pay items and quantities developed. Base unit costs on comparable projects recently let by the LPA and DEPARTMENT. Prepare an OPCC and submit at prefinal and final submittals. Submit lump sum breakdowns for lump sum pay items at prefinal and final submittals. Any OPCC prepared by ENGINEER are supplied for general guidance of LPA only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such OPCCs as compared to contract bids or actual costs to LPA.
- 11.03 Prepare opinion of construction duration on the DEPARTMENT's standard form. Production rates provided in BDE Chapter 63 will be used. Opinion of construction duration will be developed for the final submittal only.

11.04 Prepare specifications for prefinal and final submittals. Specifications shall contain the following:

- a. DEPARTMENT Recurring and Supplemental SPs.
- b. DEPARTMENT Bureau of Design and Environment SPs.
- c. DEPARTMENT District One SPs.
- d. PROJECT-specific SPs (including LPA SPs).

12.0 Quality Assurance (QA) and Quality Control (QC)

Perform QA and QC reviews.

13.0 Submittal Process

13.01 Submit 65 percent preliminary drawings to LPA.

13.02 Incorporate 65 percent preliminary drawing review comments from LPA, as appropriate.

13.03 Submit 95 percent prefinal drawings, specifications, and OPCC concurrently to LPA, DEPARTMENT, jurisdictional permitting agencies, and private utility companies. Private utility company conflict resolution that causes design changes shall be considered additional services.

13.04 Incorporate 95 percent prefinal drawings, specifications, and OPCC comments from LPA, DEPARTMENT, and jurisdictional permitting agencies, as appropriate.

13.05 Submit final documents concurrently to LPA, DEPARTMENT, jurisdictional permitting agencies, and private utility companies.

14.0 Services Elements Not Included

14.01 Preparing environmental survey request addenda.

14.02 Preparing ADA Maximum Extent Practicable Forms.

14.03 Providing geotechnical engineering services.

14.04 Providing Phase III construction engineering services including prebid information and preconstruction meetings.

14.05 Revising Phase I Agi32 photometrics based on alternative pole and/or fixture selection by LPA.

14.06 Preparing Agi32 photometrics at the intersection of Barrington Road and Hassell Road.

14.07 Preparing Agi32 photometrics for more than three intersection locations.

14.08 Preparing a PSI.

Further Clarification

Modify the following in the Agreement Provisions of the Local Public Agency Engineering Services Agreement.

1. Wherever the term “work” is used, REPLACE with “services.”
2. Wherever the term “work is” is used, REPLACE with “services are.”
3. Wherever the term “estimate of cost” is used, REPLACE with “opinion of probable construction cost.”
4. Wherever the term “recipient” is used, REPLACE with “LPA.”
5. Wherever the term “firm” is used, REPLACE with “ENGINEER.”
6. Wherever “Department” is used, REPLACE with “DEPARTMENT.”
7. Wherever “contract” is used, REPLACE with “agreement.”

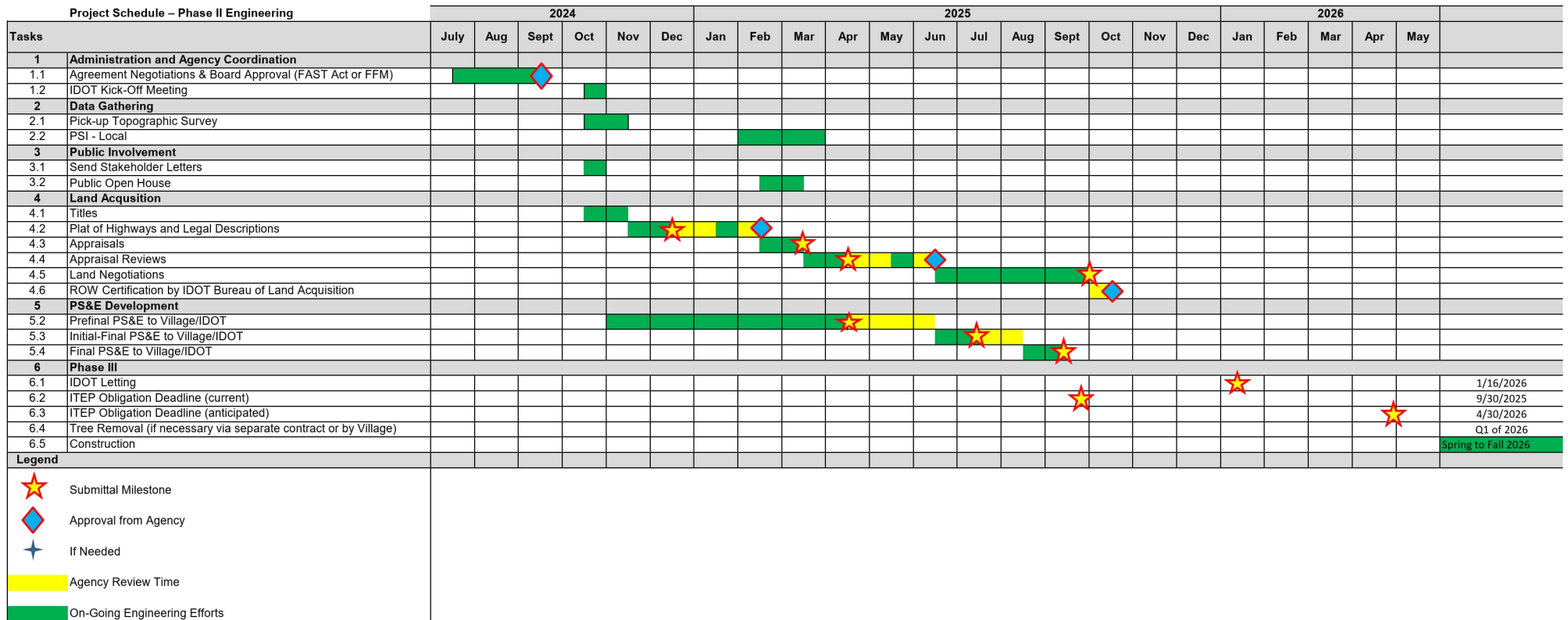
Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hoffman Estates	Strand Associates, Inc.	Cook	21-00109-00-BT

**EXHIBIT B
PROJECT SCHEDULE**

See attached Exhibit B.

EXHIBIT B

Client: Village of Hoffman Estates
Project: Hassell Road Pedestrian and Bicycle Project



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hoffman Estates	Strand Associates, Inc.	Cook	21-00109-00-BT

Exhibit C
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☐ Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	☐	☒
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 BLRS Manual?	☐	☒
3	Was the scope of services for this project clearly defined?	☐	☒
4	Was public notice given for this project?	☐	☒

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	☐	☒
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	☐	☒
7	Do the written QBS policies and procedures discuss the methods of evaluation?	☐	☒

Project Criteria	Weighting
Project Understanding	20%
Technical Approach	25%
Firm Experience / Past Performance	20%
Staff Capabilities	20%
Specialized experience - Federal aid projects	15%

8	Do the written QBS policies and procedures discuss the method of selection?	☐	☒
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Selection committee (titles) for this project

Top three consultants ranked for this project in order	
1	Strand Associates, Inc.
2	TranSystems Corporation
3	Epstein A. & Sons Intern, Inc.

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	☐	☒
10	Were negotiations for this project performed in accordance with federal requirements.	☐	☒
11	Were acceptable costs for this project verified?	☐	☒
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?	☐	☒
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	☐	☒
14	QBS according to State requirements used?	☒	☐
15	Existing relationship used in lieu of QBS process?	☒	☐

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hoffman Estates	Strand Associates, Inc.	Cook	21-00109-00-BT
16	LPA is a home rule community (Exempt from QBS).		☐ ☒



Local Public Agency Village of Hoffman Estates	County Cook	Section Number 21-00109-00-BT
Prime Consultant (Firm) Name Strand Associates, Inc.	Prepared By Ryan Smith	Date 9/20/2024
Consultant / Subconsultant Name Strand Associates, Inc.	Job Number 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	16	MONTHS	OVERHEAD RATE	145.10%
START DATE	11/1/2024		COMPLEXITY FACTOR	
RAISE DATE	7/1/2025		% OF RAISE	2.00%
END DATE	2/28/2026			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	11/1/2024	7/1/2025	8	50.00%
1	7/2/2025	3/1/2026	8	51.00%

The total escalation = 1.00%

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

[illegible]

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

Strand Associates, Inc.

Job Number

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	300	\$0.67	\$201.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	3260	\$0.15	\$489.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)	482	\$14.00	\$6,748.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Copies, Oversized	Actual cost (per square foot)	1500	\$0.30	\$450.00
Copies, Color	Actual cost (each)	300	\$0.75	\$225.00
Non-CADD	Actual Cost (Max \$15/hour)	134	\$14.00	\$1,876.00
Titles and Appraisal Reviews	Actual Cost	1	\$5,985.00	\$5,985.00
TOTAL DIRECT COSTS:				\$15,974.00

BLR 05514 (Rev. 02/09/23)

DIRECT COSTS

HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN
VILLAGE OF HOFFMAN ESTATES

Direct Costs



XEROX (In-House)

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration		400	\$0.15	\$60.00
2.0 Data Collection			\$0.15	\$0.00
3.0 Pickup Topographical Survey			\$0.15	\$0.00
4.0 Land Acquisition			\$0.15	\$0.00
5.0 Public Information Meeting		500	\$0.15	\$75.00
6.0 Environmental			\$0.15	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		60	\$0.15	\$9.00
8.0 Street Lighting Design		400	\$0.15	\$60.00
9.0 Landscaping and Aesthetics			\$0.15	\$0.00
10.0 Permitting			\$0.15	\$0.00
11.0 Drawings		400	\$0.15	\$60.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.15	\$0.00
TOTALS		1760	\$0.15	\$264.00

XEROX 11"X17" (In-House)

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration			\$0.15	\$0.00
2.0 Data Collection			\$0.15	\$0.00
3.0 Pickup Topographical Survey			\$0.15	\$0.00
4.0 Land Acquisition			\$0.15	\$0.00
5.0 Public Information Meeting		500	\$0.15	\$75.00
6.0 Environmental			\$0.15	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		100	\$0.15	\$15.00
8.0 Street Lighting Design		200	\$0.15	\$30.00
9.0 Landscaping and Aesthetics			\$0.15	\$0.00
10.0 Permitting			\$0.15	\$0.00
11.0 Drawings		700	\$0.15	\$105.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.15	\$0.00
TOTALS		1500	\$0.15	\$225.00

HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN

VILLAGE OF HOFFMAN ESTATES

XEROX OVERSIZED (In-House)

Direct Costs

TASK	DESCRIPTION	QTY (SQ FT)	RATE	TOTAL
1.0 Administration			\$0.30	\$0.00
2.0 Data Collection			\$0.30	\$0.00
3.0 Pickup Topographical Survey			\$0.30	\$0.00
4.0 Land Acquisition			\$0.30	\$0.00
5.0 Public Information Meeting		1500	\$0.30	\$450.00
6.0 Environmental			\$0.30	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design			\$0.30	\$0.00
8.0 Street Lighting Design			\$0.30	\$0.00
9.0 Landscaping and Aesthetics			\$0.30	\$0.00
10.0 Permitting			\$0.30	\$0.00
11.0 Drawings			\$0.30	\$0.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.30	\$0.00
TOTALS		1500	\$0.30	\$450.00

MILEAGE (Outside)

TASK	DESCRIPTION (V=vehicle, T=trip, M=miles)	MILES	RATE	TOTAL
1.0 Administration	1V x 1T x 100 M (round trip)	100	\$0.67	\$67.00
2.0 Data Collection			\$0.67	\$0.00
3.0 Pickup Topographical Survey			\$0.67	\$0.00
4.0 Land Acquisition			\$0.67	\$0.00
5.0 Public Information Meeting	2V x 1T x 100 M (round trip)	200	\$0.67	\$134.00
6.0 Environmental			\$0.67	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design			\$0.67	\$0.00
8.0 Street Lighting Design			\$0.67	\$0.00
9.0 Landscaping and Aesthetics			\$0.67	\$0.00
10.0 Permitting			\$0.67	\$0.00
11.0 Drawings			\$0.67	\$0.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.67	\$0.00
TOTALS		300	\$0.67	\$201.00

HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN

VILLAGE OF HOFFMAN ESTATES

Non-CADD Computer (In-House)

Direct Costs

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration		16	\$14.00	\$224.00
2.0 Data Collection		8	\$14.00	\$112.00
3.0 Pickup Topographical Survey			\$14.00	\$0.00
4.0 Land Acquisition			\$14.00	\$0.00
5.0 Public Information Meeting		16	\$14.00	\$224.00
6.0 Environmental			\$14.00	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		8	\$14.00	\$112.00
8.0 Street Lighting Design		16	\$14.00	\$224.00
9.0 Landscaping and Aesthetics			\$14.00	\$0.00
10.0 Permitting			\$14.00	\$0.00
11.0 Drawings		60	\$14.00	\$840.00
12.0 Quality Assurance (QA) and Quality Control (QC)		10	\$14.00	\$140.00
TOTALS		134	\$14.00	\$1,876.00

CADD (In-House)

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration			\$14.00	\$0.00
2.0 Data Collection			\$14.00	\$0.00
3.0 Pickup Topographical Survey		4	\$14.00	\$56.00
4.0 Land Acquisition			\$14.00	\$0.00
5.0 Public Information Meeting		24	\$14.00	\$336.00
6.0 Environmental			\$14.00	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		32	\$14.00	\$448.00
8.0 Street Lighting Design		32	\$14.00	\$448.00
9.0 Landscaping and Aesthetics			\$14.00	\$0.00
10.0 Permitting			\$14.00	\$0.00
11.0 Drawings		380	\$14.00	\$5,320.00
12.0 Quality Assurance (QA) and Quality Control (QC)		10	\$14.00	\$140.00
TOTALS		482	\$14.00	\$6,748.00

HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN

VILLAGE OF HOFFMAN ESTATES

TITLES and APPRAISAL REVIEWS (Outside)

Direct Costs

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration				\$0.00
2.0 Data Collection				\$0.00
3.0 Pickup Topographical Survey				\$0.00
4.0 Land Acquisition	Polach for Appraisal Reviews and Wheatland for Title	1	\$5,985.00	\$5,985.00
5.0 Public Information Meeting				\$0.00
6.0 Environmental				\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design				\$0.00
8.0 Street Lighting Design				\$0.00
9.0 Landscaping and Aesthetics				\$0.00
10.0 Permitting				\$0.00
11.0 Drawings				\$0.00
12.0 Quality Assurance (QA) and Quality Control (QC)				\$0.00
TOTALS		1		\$5,985.00

COLOR COPIES (In-House)

TASK	DESCRIPTION	Sheets	RATE	TOTAL
1.0 Administration			\$0.75	\$0.00
2.0 Data Collection			\$0.75	\$0.00
3.0 Pickup Topographical Survey			\$0.75	\$0.00
4.0 Land Acquisition			\$0.75	\$0.00
5.0 Public Information Meeting		300	\$0.75	\$225.00
6.0 Environmental			\$0.75	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design			\$0.75	\$0.00
8.0 Street Lighting Design			\$0.75	\$0.00
9.0 Landscaping and Aesthetics			\$0.75	\$0.00
10.0 Permitting			\$0.75	\$0.00
11.0 Drawings			\$0.75	\$0.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.75	\$0.00
TOTALS		300	\$0.75	\$225.00

HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN

VILLAGE OF HOFFMAN ESTATES

Direct Costs

TOTAL		(In-House)	(Outside)	TOTAL
1.0 Administration		\$284.00	\$67.00	\$351.00
2.0 Data Collection		\$112.00	\$0.00	\$112.00
3.0 Pickup Topographical Survey		\$56.00	\$0.00	\$56.00
4.0 Land Acquisition		\$0.00	\$5,985.00	\$5,985.00
5.0 Public Information Meeting		\$1,385.00	\$134.00	\$1,519.00
6.0 Environmental		\$0.00	\$0.00	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		\$584.00	\$0.00	\$584.00
8.0 Street Lighting Design		\$762.00	\$0.00	\$762.00
9.0 Landscaping and Aesthetics		\$0.00	\$0.00	\$0.00
10.0 Permitting		\$0.00	\$0.00	\$0.00
11.0 Drawings		\$6,325.00	\$0.00	\$6,325.00
12.0 Quality Assurance (QA) and Quality Control (QC)		\$280.00	\$0.00	\$280.00
TOTALS		\$9,788.00	\$6,186.00	\$15,974.00

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

Strand Associates, Inc.

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 145.10%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
1.0 Administration	351	48	2,969	4,309	980		8,258	4.12%
2.0 Data Collection	112	10	555	806	183		1,544	0.77%
3.0 Pickup Topographical Survey	56	8	436	633	144		1,213	0.61%
4.0 Land Acquisition	5,985	6	337	489	111		937	0.47%
5.0 Public Information Meeting	1,519	78	4,129	5,991	1,362		11,482	5.73%
6.0 Environmental	0	8	440	638	145		1,223	0.61%
7.0 Sidewalk, Pavement Marking, and	584	48	2,573	3,734	849		7,156	3.57%
8.0 Street Lighting Design	762	55	3,171	4,602	1,047		8,820	4.40%
9.0 Landscaping and Aesthetics	0	2	132	191	43		366	0.18%
10.0 Permitting	0	2	132	191	43		366	0.18%
11.0 Drawings	6,325	537	28,472	41,313	9,396		79,181	39.54%
12.0 Quality Assurance (QA) and Qua	280	36	2,658	3,857	877		7,392	3.69%
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			-	-	-		-	
			-	-	-		-	
American Surveying & Engineering, Ltd.			-	-	-	40,137	40,137	20.04%
Hitchcock Design Group			-	-	-	14,863	14,863	7.42%
			-	-	-		-	
			-	-	-		-	
Subconsultant DL							\$1,360.50	0.68%
Direct Costs Total ==>	\$15,974.00						\$15,974.00	7.98%
TOTALS		838	46,004	66,754	15,180	55,000	200,273	100.00%

112,758

BLR 05514 (Rev. 02/09/23)

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

Strand Associates, Inc.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1.0 Administration			2.0 Data Collection			3.0 Pickup Topographical Survey			4.0 Land Acquisition			5.0 Public Information Meeting		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
R1 Principal	86.00	2.0	0.24%	0.21	2	4.17%	3.58												
R1 Project Manager	80.25	117.0	13.96%	11.20	20	41.67%	33.44	2	20.00%	16.05	1	12.50%	10.03	1	16.67%	13.38	10	12.82%	10.29
R1 Structural	78.91	0.0																	
R1 Project Engineer	51.36	409.0	48.81%	25.07	8	16.67%	8.56	6	60.00%	30.82	1	12.50%	6.42	5	83.33%	42.80	36	46.15%	23.70
R1 Technician	50.74	270.0	32.22%	16.35							6	75.00%	38.06				12	15.38%	7.81
R1 Clerical	43.41	40.0	4.77%	2.07	18	37.50%	16.28	2	20.00%	8.68							20	25.64%	11.13
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Section Number

21-00109-00-BT

Job Number

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Local Public Agency

Village of Hoffman Estates

Consultant / Subconsultant Name

Strand Associates, Inc.

County

Cook

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6.0 Environmental			7.0 Sidewalk, Pavement Marking, and Signage Design			8.0 Street Lighting Design			9.0 Landscaping and Aesthetics			10.0 Permitting			11.0 Drawings		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
R1 Principal	86.00																		
R1 Project Manager	80.25	1	12.50%	10.03	4	8.33%	6.69	12	21.82%	17.51	1	50.00%	40.13	1	50.00%	40.13	36	6.70%	5.38
R1 Structural	78.91																		
R1 Project Engineer	51.36	7	87.50%	44.94	32	66.67%	34.24	43	78.18%	40.15	1	50.00%	25.68	1	50.00%	25.68	261	48.60%	24.96
R1 Technician	50.74				12	25.00%	12.69										240	44.69%	22.68
R1 Clerical	43.41																		
TOTALS		8.0	100%	\$54.97	48.0	100%	\$53.61	55.0	100%	\$57.66	2.0	100%	\$65.81	2.0	100%	\$65.81	537.0	100%	\$53.02

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

Strand Associates, Inc.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 3 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	12.0 Quantity Assurance (QA) and Quality Control (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
R1 Principal	86.00																		
R1 Project Manager	80.25	28	77.78%	62.42															
R1 Structural	78.91																		
R1 Project Engineer	51.36	8	22.22%	11.41															
R1 Technician	50.74																		
R1 Clerical	43.41																		
TOTALS		36.0	100%	\$73.83	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



**HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - MANHOURS BREAKDOWN
VILLAGE OF HOFFMAN ESTATES**

TASK	NO. OF	HOURS PER	HOURS	SAI SCOPING COMMENTS
1.0 ADMINISTRATION AND MEETINGS				
Scheduling, Progress Report, and Invoice Preparations	16 MONTHS	1.5 HRS/MONTHS	24	
Communicate with NWCM regarding additional funding and time extension			2	
Prepare and submit up to six quarterly status reports to NWCM.			2	
Organize, conduct, and prepare meeting minutes for distribution to attending parties for the following meetings:				
a. One virtual DEPARTMENT Phase II kickoff meeting with LPA and DEPARTMENT BLR.	1	4	4	1 Meetings with 1 Engineers
b. Two virtual progress meetings with LPA.	2	3	6	2 Meetings with 1 Engineers
c. One plan-in-hand walkthrough onsite with LPA.	1	10	10	1 Meetings with 2 Engineers
1.0 ADMINISTRATION AND MEETINGS TOTAL			48	
2.0 DATA COLLECTION				
Submit J.U.L.I.E design stage ticket			2	
Obtain & Review Existing Data From LPA and DEPARTMENT			6	
Update Mailing List of Stakeholders			2	
2.0 DATA COLLECTION TOTAL			10	
3.0 PICKUP TOPOGRAPHICAL SURVEY (See SUBCONSULTANT ASE's Scope of Services)				
Develop Base Map Using GEOPAK			4	
Import Spatially Tied Aerial Photography			2	
Communicate with ASE regarding their pickup topographic survey scope of services.			2	
3.0 PICKUP TOPOGRAPHICAL SURVEY TOTAL			8	
4.0 LAND ACQUISITION (See SUBCONSULTANT ASE's Scope of Services)				
Communicate with Wheatland regarding title acquisition.			2	
Communicate with ASE and Polach regarding their land acquisition scope of services.			2	
Submit land acquisition documents to DEPARTMENT Bureau of Land Acquisition			2	
4.0 LAND ACQUISITION TOTAL			6	
5.0 PUBLIC INFORMATION MEETING				
5.01 Prepare up to eight exhibit boards (to be displayed on easels) and aerial exhibits (to be laid flat on a table) summarizing the PROJECT, including current status and next steps. Make exhibits available for review by LPA prior to the meeting. The exhibit boards will be used to facilitate discussions about the PROJECT with members of the public.	8	5	40	8 exhibit boards X 5 hours each
5.02 Facilitate the public information meeting in an open house format. It is anticipated that the open house will last up to three hours and will be held on a weeknight.	1	5	10	1 meeting x 2 engineers x 5 hours (includes setup, tear down, and travel)
5.03 Provide a sign-in sheet and comment forms for members of the public. Collect comment forms at the end of the open house.			4	
5.04 Prepare an electronic log of up to 100 written comments received before, during, and up to two weeks after the public information meeting. Formal responses on LPA letterhead will be emailed or mailed to respond to each comment received within that timeframe.			16	
5.06 Prepare a written summary of the public information meeting, including information about the number of attendees and a summary of the comments that were received. The written summary will be made available to LPA.			8	
5.0 PUBLIC INFORMATION MEETING TOTAL			78	
6.0 ENVIRONMENTAL (See SUBCONSULTANT SECCO Scope of Services)				
6.01 Review Phase I PESA and prepare PESA response and forms.			4	
6.02 Communicate with LPA regarding the Preliminary Site Investigation (PSI) prepared by others.			2	
6.03 Review Phase I Environmental Clearances and communicate with DEPARTMENT to obtain update to Biological/Nature Resources clearance.			2	
6.0 ENVIRONMENTAL TOTAL			8	
7.0 SIDEWALK, PAVEMENT MARKING, AND SIGNAGE DESIGN				
7.01 Prepare up to 1,750 feet of preliminary, prefinal, and final sidewalk horizontal and vertical alignment.			0	
7.02 Develop 14 American with Disability Act (ADA) compliant curb ramp designs.	14	2	28	
7.03 Develop sidewalk model and proposed terrain file to generate earthwork and cross sections at 50-foot intervals for the proposed sidewalk along Pembroke Avenue. Show existing and proposed surface geometry in the cross sections.			20	
7.0 SIDEWALK, PAVEMENT MARKING, AND SIGNAGE DESIGN TOTAL			48	
8.0 STREET LIGHTING DESIGN				
8.01 Conduct one site visit and review and catalog existing lighting facilities.			8	
8.02 Communicate with LPA on light pole and fixture selection, including aesthetics.			2	
8.03 Attend one virtual meeting with LPA Department of Public Works to discuss existing and proposed lighting system.			2	
8.04 Review Phase I AGI 32 lighting photometrics and lighting calculations prepared for Hassell Road, Pembroke Avenue, and Storington Avenue.			8	
8.05 Prepare Agi32 photometrics for LPA selected pole and fixture at up to 7 intersection locations.	7	3	21	
8.06 Communicate with ComEd and submit new business electric service requests.			4	Assume 2 new services
8.07 Prepare voltage drop calculations.			10	
8.0 STREET LIGHTING DESIGN TOTAL			55	


**HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - MANHOURS BREAKDOWN
VILLAGE OF HOFFMAN ESTATES**

TASK	NO. OF	HOURS PER	HOURS	SAI SCOPING COMMENTS
9.0 LANDSCAPE AND AESTHETICS				
Communicate with Hitchcock regarding their scope of services.			2	
9.0 LANDSCAPE AND AESTHETICS			2	
10.0 PERMITTING				
10.01 Communicate with IDNR-OWR regarding floodway permitting requirements. It is anticipated that the proposed improvements will be covered by Part 3708 Regional Permit 3 and that no formal permit application submittal will be required.			1	
10.02 Communicate with and submit a permit inquiry to Metropolitan Water Reclamation District.			1	
10.0 PERMITTING TOTAL			2	
11.0 DRAWINGS, SPECIFICATIONS, OPCC, AND OPINION OF CONSTRUCTION TIMELINE				
11.01 Prepare the following drawings in accordance with the DEPARTMENTS's BLRS Manual.				
Cover Drawing	1	4	4	
Index of Drawings and Standards	1	6	6	
General Notes and Commitments	1	8	8	
Summary of Quantities	4	8	32	includes quantity calculation effort
Schedule of Quantities	2	8	16	includes quantity calculation effort
Earthwork Schedule	1	10	10	
Alignment, Ties, and Benchmarks				
Hassell Road	1	8	8	
Pembroke Avenue	1	6	6	
Stonington Avenue	1	6	6	
Typical Sections				
Hassell Road	3	6	18	
Pembroke Avenue	1	6	6	
Stonington Avenue	0	8	0	A typically section is not anticipated for Stonington Avenue
Existing Conditions and Removal Plan				
Hassell Road	2	6	12	
Pembroke Avenue	1	6	6	
Stonington Avenue	0	6	0	No existing conditions and removal plan is anticipated for Stonington Avenue
Suggest Maintenance of Traffic General Notes	2	6	12	
Sidewalk, Pavement Marking, and Signage Drawings				
Hassell Road-Dual Pane Plan-Plan	8	8	64	
Pembroke Avenue-Dual Pane Plan-Plan	1	8	8	
Pembroke Avenue-Dual Pane Plan-Profile	4	8	32	
Stonington Avenue-Dual Pane Plan-Plan	0	8	0	No sidewalk, pavement marking, and signage drawings are anticipated for Stonington Avenue
Roadway Details				
Driveway Detail	1	8	8	
Bench/Planter Details			0	See Hitchcock Design Scope of Services
Bus Stop Details	2	6	12	
ADA Curb Ramp Details				
Hassell and Barrington Town Square	2	2	4	
Hassell and Holtbrook Lane	1	2	2	
Hassell and Oxford Lane	2	2	4	
Pembroke Avenue and Stonington Avenue	2	2	4	
End of Pembroke Avenue	1	2	2	
Signing Details			0	See Hitchcock Design Scope of Services
Landscape Details			0	See Hitchcock Design Scope of Services
Temporary and Permanent Erosion and Sediment Control	2	8	16	
Street Lighting Drawings				
Lighting General Notes and Legend Sheet	1	8	8	
Hassell Road-Dual Pane Plan-Plan (Removal)	3	4	12	
Pembroke Avenue-Dual Pane Plan-Plan (Removal)	2	4	8	
Stonington Avenue-Dual Pane Plan-Plan (Removal)	2	4	8	
Hassell Road-Dual Pane Plan-Plan	8	10	80	
Pembroke Avenue-Dual Pane Plan-Plan	3	12	36	
Stonington Avenue-Dual Pane Plan-Plan	2	12	24	
Single Line Diagram	1	12	12	
Street Lighting Details (IDOT BE Standards and LPA Standards)	6	0.5	3	
DEPARTMENT District One Details	4	0.5	2	
LPA Details	4	0.5	2	
Cross Sections (Five Cross Sections per Drawing)				
Hassell Road				
Pembroke Avenue-50	10	1	10	
Stonington Avenue				
11.02 Prepare an OPCC.			6	
11.03 Prepare an opinion of probable construction duration.			4	
11.04 Prepare specifications.			16	
11.0 DRAWINGS TOTAL			537	
12.0 QUALITY CONTROL/QUALITY ASSURANCE				
QUALITY CONTROL/QUALITY ASSURANCE			36	Approximate 4% of total hours
12.0 QUALITY CONTROL/QUALITY ASSURANCE TOTAL			36	
PROJECT MANHOUR TOTALS			838.00	

Scope of Work



AMERICAN
SURVEYING & ENGINEERING, LTD.

PROJECT SUMMARY

Project Name: Hassell Road Pedestrian and Bicycle Enhancements

ASE Proposal No. 224087

Owner: Village of Hoffman Estates

Date August 21, 2024

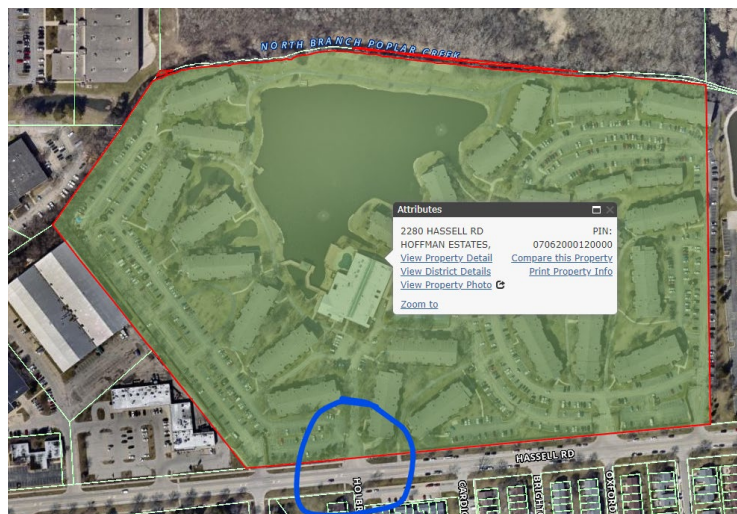
Agent: Strand Associates

Revision Date September 20, 2024

Project Description – ASE will provide professional services, including Land Acquisition Survey, Appraisal, and Negotiation for one (1) Temporary Easement acquisition in support of the project. In addition, ASE will provide a supplemental topographic survey for approximately 1,850' of Pembroke Ave., where ComEd recently completed an underground project.

The location of the parent parcel for the Temporary Easement is shown below outlined in red in this client supplied exhibit. The approximate location of the Temporary Easement is circled in blue.

PIN 07-06-200-012-0000



Topographic Survey Location and Limits are shown below in this ASE prepared Exhibit. The proposed limits are a 50' strip, 40' north and 10' south of the existing north curb of Pembroke Avenue.



GENERAL CONDITIONS AND SCOPE ASSUMPTIONS

1. All professional services will be performed to appropriate Minimum Standards of practice and Section 1270.56, Minimum Standards of Practice for surveys in Illinois.
2. Horizontal Control will use NAD 83 (2011) IL East Zone State Plane Coordinates. Vertical Control will use GPS-derived NAVD88 values.
3. All previous and relevant survey information such as pertinent site information including, but not limited to previous horizontal and vertical survey control survey information, existing aerial photography, Right-of-Way plans, centerline alignment, construction plans and plats of highway will be furnished to ASE, at no cost to ASE, prior to commencement of field operations.
4. Owner/Agent will provide a Letter of Introduction to facilitate field operations.
5. American Surveying & Engineering shall not be responsible for any erroneous or missing information provided by underground utility providers.
6. Hazardous Waste sites designated as requiring protective equipment of "Class D" or greater will not be entered unless provided for otherwise in the Scope of Work Tasks.
7. American Surveying & Engineering is not signatory to any organized labor agreements. We will not provide services in any capacity where labor disputes may exist. We will not be responsible for costs or delays associated with labor disputes relevant to work on this project.
8. Field work performed on this project is subject to the vagaries of weather. In the event weather impairs our ability to perform any specified professional services, we will contact the Owner/Agent to determine changes in schedule or cost. No additional work will be performed until the owner/agent has reviewed and approved a revised cost or schedule.
9. This proposal assumes the flowlines of project drainage structures (culverts, manholes, inlets, etc.) will be surveyed as existing conditions. ASE will not clean, excavate, pump or otherwise remove debris, silt, trash or other material from project structures.
10. ASE will begin work after Notice to Proceed at a mutually agreed upon date.
11. This SOW shall become part of the contract between Owner/Agent and ASE.
12. Title Commitments will be supplied to ASE by others.

PROPOSED TASKS

1. Administration
 - 1.1. Meetings with Owner or Agent, including in-house meetings. Progress Reports, scheduling, invoicing, and other project administrative tasks.
 - 1.2. Technical direction of staff.
 - 1.3. Project Management, resource coordination.
2. Document Compilation
 - 2.1. Obtain relevant project documents from Owner/Agent.
 - 2.2. Compile, review, and index information.
 - 2.3. Prepare compiled information for field and office tasks.

3. Horizontal and Vertical Control
 - 3.1. Search and reconnaissance for record control points. Recover and verify previous control points. Set secondary control.
 - 3.2. Traverse/GPS/level through found monuments to establish primary control.
Traverse/GPS/level through secondary control to densify control.
 - 3.3. Office calculations, adjustment, tabulations of coordinates, and working drawings.
4. Land Acquisition Surveys (assume 1 acquisition parcel)
 - 4.1. Perform courthouse research. Record Descriptions or Title Commitments of property to be surveyed shall be furnished by others prior to commencement of Boundary Survey.
 - 4.2. Search and locate section/quarter corners – assume 5 corners to be surveyed.
 - 4.3. Search property boundary corner monumentation and evidence.
 - 4.4. Calculate property boundaries and Existing Right-of-Way within project location.
 - 4.5. Calculate areas for proposed temporary easement.
 - 4.6. Prepare legal description and Plat of Highway. Note that individual Parcel Plats will not be prepared and are not part of this contract.
5. Appraisal – Unit Cost (does not include expert witness or court exhibits for condemnation proceedings)
 - 5.1. Document collection and property visit.
 - 5.2. Data analysis and review.
 - 5.3. Prepare Appraisal Report.
 - 5.4. Professional service support and coordination time.
6. Negotiations – Unit Cost
 - 6.1. Assemble and review title, plat, appraisal, contract plans and conveyance documents.
 - 6.2. Prepare Introductory Letter in name of the Village of Hoffman Estates.
 - 6.3. Schedule and conduct meeting with property owner to present Offer to Purchase, appraisal, and proper conveyance documents.
 - 6.4. Negotiate with owner, communicate owner concerns to the county with eye on settlement. If no progress is made after 3 contacts with owner, a 60-day letter will be recommended, with negotiations continuing during the 60-day period.
 - 6.5. Present any counteroffers to the Village.
 - 6.6. Prepare and send 60-day letter if necessary.
 - 6.7. Obtain IDOT certification if required.
 - 6.8. Maintain Negotiator's Log.
7. Topographic Survey
 - 7.1. Locate the following visible, marked, or available from record man-made topographic features within the survey limits: Point(s) of access to property(ies), sewers, culverts, and discharge pipes (including size and invert elevation), catch basins, inlets, drainage structures, fire hydrants, manholes, hand holes, traffic signals, wells, guardrails, retaining walls, large and/or overhead signs, railroad tracks, pavement, curbs and other manmade improvements.
 - 7.1.1. Locate Buildings. Dimension buildings with exterior dimensions at ground level.
 - 7.1.2. Locate roadways, driveways, sidewalks, paved paths, and parking lots.
 - 7.1.3. Locate fences and other evidence of occupation.
 - 7.2. Conduct elevation surveys at intervals and at locations necessary to create DTM (Note: Shots may be taken on random stationing and locations as required to create a Digital Terrain Model "DTM"). Elevations shall be obtained to provide client with a DTM with an appropriate

accuracy to depict existing conditions. Hard surface elevations will be obtained to an equivalent of cross sections at 50-foot intervals. Cross sections will extend to the survey limits on either side (previously described in this scope). Locations may be obtained with terrestrial based, 3-D LiDAR scanning or conventional survey methods.

7.2.1. Site elevations shall be obtained to provide client with a DTM. Provide elevation data at apparent Right-of Way, edge of sidewalks, centerline of driveways, edge of pavement, centerline of pavement, edge of curb, flowline of curb and back of curb, and ground elevations at break points.

7.2.2. Elevations on paved surfaces shall be reported to 0.01 of a foot.

7.2.3. Elevations on other surfaces shall be reported to 0.1 of a foot.

7.3. Office calculations for data, downloading, and editing.

7.4. CADD drafting and incorporate the following topographic features into mapping:

7.4.1. Digital Terrain Model (DTM) will be generated and will include one-foot contours.

8. QA/QC

8.1. Review contract documents and survey requirements to verify ASE project QA/QC requirements. Create project-specific QA/QC plan.

8.2. Final review and report of QA/QC compliance.

ASE WILL DELIVER TO CLIENT:

- A. Plat of Highway and legal description for one land acquisition parcel. Plat of Highway to be completed per IDOT D1 Standards.
- B. Completed Appraisal Dossier.
- C. Negotiator's Log and closing documents or recommendation for condemnation.
- D. Electronic versions of drawings in Open Roads.
- E. Field detail drawing sheets of underground structures.

DIRECT/UNIT COST ITEMS

- A. Courthouse Cost – assume \$75.
- B. Appraisal – assume one at \$6,970.00.
- C. Negotiation – assume one at \$6,245.00.

ITEMS SUPPLIED BY OTHERS

- A. Record plans, including any previous survey information (if available).
- B. All pertinent site information including, but not limited to previous horizontal and vertical survey control information, existing aerial photography, Right-of-Way plans, centerline alignment, construction plans and plats of highway will be furnished to ASE, at no cost to ASE, prior to commencement of field operations.
- C. Permission and access to closed or locked areas requiring access to complete the survey.
- D. Letter of Introduction and written authorization for access to subject property for ASE's services on subject site.



PROJECT: Hassel Road - Temporary Easment & Topo Survey

LOCATION: Hoffman Estates

PROPOSAL No.: 224087

CLIENT: Strand

DATE: 9/20/2024

TASK 1.0 Administration		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
1.1	Meetings, reports, scheduling, etc.		1		1																2		4
1.2	Technical Direction of Staff		1																				1
1.3	Project management & coordination		1		1																		2
1.4																							0
1.5																							0
1.6																							0
1.7																							0
1.8																							0
1.9																							0
	TOTAL HOURS	0	3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	7

TASK 2.0 Data Compilation		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
2.1	Retrieve Existing Survey information		2																				2
2.2	Prepare working drawings		2																				2
2.3	Catalog and transfer to field		2																				2
2.4																							0
2.5																							0
2.6																							0
2.7																							0
2.8																							0
2.9																							0
TOTAL HOURS		0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6

TASK 3.0 Horizontal & Vertical Control		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
3.1	Recon. & locate existing mon's.		1							4	4												9
3.2	Traverse/GPS				2					2	2												6
3.3	Office Calc's.		1		2																		3
3.4																							0
3.5																							0
3.6																							0
3.7																							0
3.8																							0
3.9																							0
	TOTAL HOURS	0	2	0	4	0	0	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	18

TASK 4.0 Land Acquisition Survey		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
4.1	Courthouse research.		4																				4
4.2	Search and locate section corners		2		4					12	12												30
4.3	Search Property corners									8	8												16
4.4	Calculate boundaries and Existing ROW		2		8																		10
4.5	Calculate area for temporary easement				4																		4
4.6	Prepare legal description and Plat of Highway		4		2			16															22
4.7																							0
4.8																							0
4.9																							0
	TOTAL HOURS	0	12	0	18	0	0	16	0	20	20	0	0	0	0	0	0	0	0	0	0	0	86



PROJECT: Hassel Road - Temporary Easement & Topo Survey
 LOCATION: Hoffman Estates PROPOSAL No. 224087
 CLIENT: Strand DATE: 9/20/2024

TASK 5.0 Appraisal - Unit Cost		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
5.1	Market Data Analysis																						0
5.2	Market Data Research																						0
5.3	Meet with owner to conduct inspection.																						0
5.4	Comparable sale properties.																						0
5.5	Valuation analysis																						0
5.6	Appraisal reports																						0
5.7																							0
5.8																							0
5.9																							0
	TOTAL HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TASK 6.0 Negotiations - Unit Cost		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
6.1	Assemble and review title																						0
6.2	Prepare letter.																						0
6.3	Schedule and conduct meeting to present offer.																						0
6.4	Negotiate with owner.																						0
6.5	Present any counter offers to the Village																						0
6.6	Secure proper conveyance documents																						0
6.7	Maintain Negotiators Log																						0
6.8																							0
6.9																							0
	TOTAL HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TASK 7.0 Topographic Survey		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
7.1	Locate planimetric features		1						4	4													9
7.2	Measure contours								4	4													8
7.3	Office Calcs		2		2																		4
7.4	CADD drafting of Topo basesheet		1		2			8															11
7.5																							0
7.6																							0
7.7																							0
7.8																							0
7.9																							0
	TOTAL HOURS	0	4	0	4	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	32

TASK 8.0 QA/QC		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
8.1	Review contract and prepare plan.		1		1																		2
8.2	Final review and report.		1		1																		2
8.3																							0
8.4																							0
8.5																							0
8.6																							0
8.7																							0
8.8																							0
8.9																							0
	TOTAL HOURS	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4



PROJECT: Hassel Road - Temporary Easment & Topo Survey
LOCATION: Hoffman Estates
CLIENT: Strand

PROPOSAL No. : 224087
DATE: 9/20/2024

SUMMARY OF TASKS											MANHOURS											
TASK	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
1.0 Administration	0	3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	7
2.0 Data Compilation	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
3.0 Horizontal & Vertical Control	0	2	0	4	0	0	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	18
4.0 Land Acquisition Survey	0	12	0	18	0	0	16	0	20	20	0	0	0	0	0	0	0	0	0	0	0	86
5.0 Appraisal - Unit Cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6.0 Negotiations - Unit Cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7.0 Topographic Survey	0	4	0	4	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	32
8.0 QA/QC	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours	0	29	0	30	0	0	24	8	34	26	0	0	0	0	0	0	0	0	0	2	0	153

COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET
FIXED RAISE

Local Public Agency Village of Hoffman Estates	County Cook	Section Number 21-00109-00-BT
Prime Consultant (Firm) Name Strand Associates, Inc.	Prepared By TB	Date 09.20.24
Consultant / Subconsultant Name American Surveying & Engineering, Ltd.	Job Number ASE No. 224087	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks**PAYROLL ESCALATION TABLE**

CONTRACT TERM	6	MONTHS	OVERHEAD RATE	178.20%
START DATE	11/1/2024		COMPLEXITY FACTOR	
RAISE DATE	1/1/2025		% OF RAISE	2.00%
END DATE	4/30/2025			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	11/1/2024	1/1/2025	2	33.33%
1	1/2/2025	5/1/2025	4	68.00%

The total escalation = 1.33%

BLR 05514 (Rev. 02/09/23)

Local Public Agency	County	Section Number
Village of Hoffman Estates	Cook	21-00109-00-BT
Consultant / Subconsultant Name	Job Number	
American Surveying & Engineering, Ltd.	ASE No. 224087	

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	1.33%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
PRINCIPAL IN CHARGE	\$89.44	\$86.00
PROJECT MANAGER	\$84.45	\$85.58
PROJECT SURVEYOR/ENGINEER 4	\$79.96	\$81.03
PROJECT SURVEYOR/ENGINEER 3	\$67.52	\$68.42
PROJECT SURVEYOR/ENGINEER 2	\$51.46	\$52.15
PROJECT SURVEYOR/ENGINEER 1	\$38.43	\$38.94
CADD TECHNICIANS	\$45.52	\$46.13
ENGINEERING/SURVEY TECHNICIAN 4	\$67.12	\$68.01
ENGINEERING/SURVEY TECHNICIAN 3	\$43.72	\$44.30
ENGINEERING/SURVEY TECHNICIAN 2	\$33.04	\$33.48
ENGINEERING/SURVEY TECHNICIAN 1	\$21.10	\$21.38
RIGHT-OF-WAY SPECIALIST 4	\$65.04	\$65.91
RIGHT-OF-WAY SPECIALIST 3	\$44.75	\$45.35
RIGHT-OF-WAY SPECIALIST 2	\$35.11	\$35.58
RIGHT-OF-WAY SPECIALIST 1	\$22.50	\$22.80
SUBSURFACE UTILITY ENGINEER 4	\$50.00	\$50.67
SUBSURFACE UTILITY ENGINEER 3	\$44.72	\$45.32
SUBSURFACE UTILITY ENGINEER 2	\$31.04	\$31.45
SUBSURFACE UTILITY ENGINEER 1	\$25.00	\$25.33
ADMINISTRATIVE/CLERICAL 3	\$32.00	\$32.43
ADMINISTRATIVE/CLERICAL 2	\$21.63	\$21.92

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

American Surveying & Engineering, Ltd.

Job Number

ASE No. 224087

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost	1	\$75.00	\$75.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Title Commitment	Actual Cost - Estimated \$990	0	\$990.00	\$0.00
Appraisal	Unit Cost	1	\$6,970.00	\$6,970.00
Negotiation	Unit Cost	1	\$6,245.00	\$6,245.00
				\$0.00
TOTAL DIRECT COSTS:				\$13,290.00

DLR 05514 (Rev. 02/09/23)

Section Number

County

Village of Hoffman Estates

Cook

21-00109-00-BT

[illegible]**Job Number**

American Surveying & Engineering, Ltd.

ASE No. 224087

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE	178.20%
----------------------	----------------

COMPLEXITY FACTOR 0

24,000

Local Public Agency

Village of Hoffman Estates

Consultant / Subconsultant Name

American Surveying & Engineering, Ltd.

County

Cook

EXHIBIT E

Section Number

21-00109-00-BT

Job Number

ASE No. 224087

AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1.0 Administration			2.0 Data Compilation			3.0 Horizontal & Vertical Control			4.0 Land Acquisition Survey			5.0 Appraisal - Unit Cost		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL IN CHARGE	86.00	0.0			0			0			0			0			0		
PROJECT MANAGER	85.58	29.0	18.95%	16.22	3	42.86%	36.68	6	100.00%	85.58	2	11.11%	9.51	12	13.95%	11.94	0		
PROJECT SURVEYOR/ENGINEER 4	81.03	0.0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 3	68.42	30.0	19.61%	13.42	2	28.57%	19.55	0			4	22.22%	15.20	18	20.93%	14.32	0		
PROJECT SURVEYOR/ENGINEER 2	52.15	0.0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 1	38.94	0.0			0			0			0			0			0		
CADD TECHNICIANS	46.13	24.0	15.69%	7.24	0			0			0			16	18.60%	8.58	0		
ENGINEERING/SURVEY TECHNICIAN 4	68.01	8.0	5.23%	3.56	0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 3	44.30	34.0	22.22%	9.85	0			0			6	33.33%	14.77	20	23.26%	10.30	0		
ENGINEERING/SURVEY TECHNICIAN 2	33.48	26.0	16.99%	5.69	0			0			6	33.33%	11.16	20	23.26%	7.79	0		
ENGINEERING/SURVEY TECHNICIAN 1	21.38	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 4	65.91	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 3	45.35	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 2	35.58	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 1	22.80	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 4	50.67	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 3	45.32	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 2	31.45	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 1	25.33	0.0			0			0			0			0			0		
ADMINISTRATIVE/CLERICAL 3	32.43	2.0	1.31%	0.42	2	28.57%	9.26	0			0			0			0		
ADMINISTRATIVE/CLERICAL 2	21.92	0.0			0			0			0			0			0		
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
TOTALS		153.0	100%	\$56.39	7.0	100.00%	\$65.49	6.0	100%	\$85.58	18.0	100%	\$50.64	86.0	100%	\$52.93	0.0	0%	\$0.00

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

American Surveying & Engineering, Ltd.

Job Number

ASE No. 224087

AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6.0 Negotiations - Unit Cost			7.0 Topographic Survey			8.0 QA/QC			9			10			11		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL IN CHARGE	86.00	0			0			0			0			0			0		
PROJECT MANAGER	85.58	0			4	12.50%	10.70	2	50.00%	42.79	0			0			0		
PROJECT SURVEYOR/ENGINEER 4	81.03	0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 3	68.42	0			4	12.50%	8.55	2	50.00%	34.21	0			0			0		
PROJECT SURVEYOR/ENGINEER 2	52.15	0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 1	38.94	0			0			0			0			0			0		
CADD TECHNICIANS	46.13	0			8	25.00%	11.53	0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 4	68.01	0			8	25.00%	17.00	0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 3	44.30	0			8	25.00%	11.08	0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 2	33.48	0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 1	21.38	0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 4	65.91	0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 3	45.35	0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 2	35.58	0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 1	22.80	0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 4	50.67	0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 3	45.32	0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 2	31.45	0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 1	25.33	0			0			0			0			0			0		
ADMINISTRATIVE/CLERICAL 3	32.43	0			0			0			0			0			0		
ADMINISTRATIVE/CLERICAL 2	21.92	0			0			0			0			0			0		
TOTALS		0.0	0%	\$0.00	32.0	100%	\$58.86	4.0	100%	\$77.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



September 11, 2024
Hoffman Estates Hassell Road Improvements
Page 1

Scope of Services

Phase II – Final Design and Engineering

The goal for this part of the engagement is to finalize the Plans, Specifications, and Estimates (PS&E) and submit the documents as required by IDOT for final approval and bid letting.

A. Preliminary Landscape Design

Objective: Reach consensus on the type, location, organization, scale, character, and potential cost of specific landscape improvements.

Process: Hitchcock Design Group will:

1. (Mtg 1) Participate in a kick-off meeting with Village representatives and project team members confirming:
 - a. Project area
 - b. Status of Phase I PDR approval
 - c. IDOT requirements
 - d. Preliminary budget costs
 - e. Team responsibilities
 - f. Communications protocol
 - g. Decision making
 - h. Stakeholder involvement
 - i. Schedule
2. Review the Phase I PDR to understand the project scope and requirements including:
 - a. Project limits
 - b. Topography
 - c. Right-of-way and property ownership
 - d. Utility locations
 - e. Improvement components
 - f. Preliminary construction cost estimate
3. Observe and photograph the project area and immediate surroundings to identify readily apparent physical conditions and patterns of use.
4. Using CAD files provided by others, prepare Base Maps at appropriate scales for the relevant areas of the study area.
5. Prepare up to (3) Schematic Landscape Design Alternatives including appropriate plan views, sections, elevations, and comparable project images to illustrate the organization, scale, and character of the landscape improvements including:
 - a. Seating area hardscape and curbed planters
 - b. Site furnishings
 - c. Plantings
 - d. Wayfinding signage
6. Prepare a Preliminary Construction Cost Estimate using recognized IDOT pay items for each schematic design alternative.
7. (Telecon) Review the Schematic Design Alternatives with Village representatives and project team members.
8. (Mtg 2) Prepare for and participate in a Public Open House to present the Schematic Design Alternatives and gather input from attendees regarding the Preferred Alternative to advance.



September 11, 2024
Hoffman Estates Hassell Road Improvements
Page 2

9. Based on input received from the public meeting and Village representatives, refine the Preferred Alternative (or combination of alternatives) including updating the preliminary Construction Cost Estimate.
10. (Telecon) Review the Preferred Alternative with Village representatives and project team members.

B. Plan Development

Objective: Produce the landscape plans, specifications, and estimates that will be incorporated into the overall project documents, for IDOT review and approval to bid and construct the improvements.

Process: Hitchcock Design Group will:

1. Prepare the plans based on IDOT standards for the landscape components, and submit to the engineer to incorporate into the overall project documents including:
 - a. Landscape Layout and Material plans including seating area hardscape, curbed planters, and site furnishings
 - b. Planting plans
 - c. Wayfinding signage plans
 - d. Construction details
2. Prepare the specifications and special provisions based on IDOT standards for the landscape components and submit to the engineer to incorporate into the overall project documents.
3. Prepare the quantity estimate and construction cost estimate using IDOT coded pay items and submit to the engineer to incorporate into the overall project documents.

C. Plan Review

Objective: Submit the plans, specifications, and estimates to the engineer to incorporate into the overall project documents, for IDOT review, and finalize the documents as necessary to bid and construct the improvements.

Process: Hitchcock Design Group will:

1. Submit the documents to IDOT for Preliminary Plan Review.
2. Revise the documents (1) time based on preliminary plan review and submit the documents to IDOT for Pre-Final Plan Review. Prepare a disposition of comments to include with the submittal.
3. Revise the documents (1) time based on pre-final plan review and submit the documents to IDOT for Final Plan Review. Prepare a disposition of comments to include with the submittal. The purpose of the final plan review is to ensure that the reviewer's comments from the pre-final plan review have been addressed. Additional revisions should not be necessary at this stage.
4. Submit the documents to the engineer to incorporate into the overall project documents for submittal to IDOT for Final Plan Approval and Release.

General Project Administration

In addition to the services outlined above, HDG will administer the performance of its own work throughout the term of the contract by providing the following services:

A. Communications

1. Participate in periodic meetings.



September 11, 2024
Hoffman Estates Hassell Road Improvements
Page 3

2. Rehearse, attend, and present at public forums identified.
3. Periodically inform your representative about our progress.

B. Schedules

1. Contribute to development of the project schedule prepared by others.
2. Coordinate the activities of our staff with the project team.

C. Staffing

1. Select and assign staff members to appropriate tasks and services.
2. Prepare and administer consultant agreements.

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files.
2. Obtain appropriate insurance certificates as required.
3. Maintain appropriate time and expense records.

Optional, Additional Services

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent, and cost of the additional services, and perform only such additional services following your written authorization.

The following items are excluded and will be considered additional services if required:

1. Design and documentation of components not listed in the Scope of Services.
2. Additional design alternatives beyond those listed in the Scope of Services.
3. Revisions to design alternatives beyond those listed in the Scope of Services.
4. Revisions based on IDOT comments beyond those listed in the Scope of Services.
5. Participation at in-person meetings beyond those listed in the Scope of Services.



COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ANNIVERSARY RAISE

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

Prime Consultant (Firm) Name

Strand Associates

Prepared By

Tim King

Date

5/24/2024

Consultant / Subconsultant Name

Hitchcock Design Group

Job Number

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS
START DATE	10/1/2024	
RAISE DATE	ANNIVERSARY	

OVERHEAD RATE	160.89%
COMPLEXITY FACTOR	
% OF RAISE	2.00%

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

6

CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.00%

The total escalation for this project would be:

1.00%

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

[illegible]

Total	0.00	0.00
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NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	80	\$0.66	\$52.40
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)	5	\$15.00	\$75.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	50	\$0.50	\$25.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	50	\$1.50	\$75.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utlility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$237.40

Local Public Agency

Village of Hoffman Estates

County

Cook

Consultant / Subconsultant Name

Hitchcock Design Group

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

OVERHEAD RATE	160.89%
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COMPLEXITY FACTOR 0.00%

TASK	DIRECT COSTS	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
A.1. KICK OFF	40	3	124	200	41		365	2.46%
A.2. REVIEW PDR		1	41	67	14		122	0.82%
A.3. SITE REVIEW		1	41	67	14		122	0.82%
A.4. BASE MAPS		2	58	93	19		170	1.14%
A.5. (3) ALTERNATIVES		21	692	1,113	228		2,033	13.68%
A.6. PRELIM. COST ESTIMATE		5	158	253	52		463	3.12%
A.7. REVIEW WITH VILLAGE		1	41	67	14		122	0.82%
A.8. PUBLIC OPEN HOUSE	140	6	224	360	74		658	4.43%
A.9. PREFERRED ALTERNATIVE		21	692	1,113	228		2,033	13.68%
A.10. REVIEW WITH VILLAGE		1	41	67	14		122	0.82%
B.1. PLAN DEVELOPMENT		45	1,438	2,314	475		4,227	28.44%
B.2. SPECIAL PROVISIONS		9	393	633	130		1,156	7.78%
B.3. COST ESTIMATE		11	377	606	124		1,107	7.45%
C.1. PRELIM. SUBMITTAL	24	3	99	160	33		292	1.96%
C.2. PRE-FINAL SUBMITTAL		6	199	320	66		585	3.94%
C.3. FINAL REVIEW SUBMITTAL	24	7	261	420	86		767	5.16%
C.4. FINAL SUBMITTAL		3	99	160	33		292	1.96%
			-	-	-		-	
			-	-	-		-	
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			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL							\$0.00	
Direct Costs Total ==>	\$227.40						\$227.40	1.53%
TOTALS		146	4,978	8,013	1,645	-	14,863	100.00%

Job Number

Local Public Agency

Village of Hoffman Estates

County

Cook

Consultant / Subconsultant Name

Hitchcock Design Group

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

SHEET 3 **OF** 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	B.2. SPECIAL PROVISIONS			B.3. COST ESTIMATE			C.1. PRELIM. SUBMITTAL			C.2. PRE-FINAL SUBMITTAL			C.3. FINAL REVIEW SUBMITTAL			C.4. FINAL SUBMITTAL		
		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	61.81																		
Principal	61.81	1	11.11%	6.87	1	9.09%	5.62							1	14.29%	8.83			
Senior Associate	41.45	8	88.89%	36.84	2	18.18%	7.54	1	33.33%	13.82	2	33.33%	13.82	2	28.57%	11.84	1	33.33%	13.82
Associate	32.58																		
Junior Associate	29.02				8	72.73%	21.10	2	66.67%	19.34	4	66.67%	19.34	4	57.14%	16.58	2	66.67%	19.34
TOTALS		9.0	100%	\$43.71	11.0	100%	\$34.26	3.0	100%	\$33.16	6.0	100%	\$33.16	7.0	100%	\$37.25	3.0	100%	\$33.16



AGENDA ITEM REPORT

Village Board of Trustees
October 21, 2024
ITEM 5E

REQUEST: Approval of Phase II Engineering Services Agreement with Chastain & Associates, LLC for the Jones Road STP Resurfacing project, in an amount not to exceed \$82,113

FROM: Alan Wenderski, Director of Engineering
Oscar Gomez, Civil Engineer II

ITEM TYPE: Agreement - Village Board

REQUEST SUMMARY

The project is located on Jones Road between Highland Boulevard and Higgins Road (IL 72). The project scope includes pavement resurfacing, along with curb & gutter and sidewalk repairs. A Surface Transportation Program - Local (STP-L) application for funding was submitted and approved in late 2022. The STP-L funding was granted for 75% funding for construction and construction engineering costs (up to \$750,000) with a target for fiscal year 2026. Design approval (Phase I engineering) was granted by IDOT in January 2023.

Since STP-L funding is being utilized, Phase II engineering, and subsequent project letting for construction, must be coordinated with IDOT. It is necessary to begin Phase II engineering by the start of 2025 to meet IDOT's submittal deadlines for a scheduled March 2026 letting.

Utilizing the prequalified engineering services short list, an RFP was sent to six firms (Chastain & Associates, Civiltech, Hancock Engineering, HLR, TranSystems, and V3) and submittals were reviewed by staff. The proposals were evaluated based on project approach and understanding, personnel assigned to the project, experience on comparable projects, and project schedule. Upon review, it was determined that Chastain & Associates provided the best overall proposal based on the evaluation criteria above. Upon staff request, Chastain & Associates submitted proposed scope, hours, and fees which were then reviewed and revised per staff comment. The full scope, hours, and fees are attached as part of the agreement.

The general scope of services includes:

1. Review of existing conditions
2. Spot field survey
3. IDOT Coordination
4. Preliminary (65%) and Pre-Final (90%) plans
5. Final Plans (100%)

FINANCIAL IMPACT

Funds were not budgeted for this work in 2024 as it was originally planned to begin in 2025. Given IDOT review times, it is necessary to start this work in 2024 to maintain the target March 2026 construction letting. The proposed 2025 budget identified \$100,000 from the General Fund for Phase II engineering between 2024 and 2025 expenses. The not-to-exceed amount of \$82,113 is within the proposed \$100,000 budgeted amount.

RECOMMENDATION

Approval of Phase II Engineering Services Agreement with Chastain & Associates, LLC for the Jones Road STP Resurfacing project, in an amount not to exceed \$82,113.

ATTACHMENTS

1. Jones Rd (FAU 1101) Location Map
2. Jones Rd PH II Agreement



Jones Rd Resurfacing Location Map (FAU 1101)



1 inch = 750 feet

Engineering Division
Village of Hoffman Estates

VILLAGE OF HOFFMAN ESTATES

Professional Services Agreement

This Professional Services Agreement (the “Agreement”) is made and entered into this ____ day of October, 2024, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL (“Village”) and Chastain & Associates LLC, with a principal place of business at 120 W. Center Ct., Schaumburg, Illinois (“Contractor”) and sets forth the terms and conditions under which Contractor agrees to perform certain engineering services as set forth below.

This Agreement is made pursuant to Hoffman Estates RFP dated August 9, 2024 and Contractor’s Proposals dated August 30, 2024 attached hereto as Exhibit A and incorporated herein by reference.

1. SERVICES

Contractor shall perform engineering services detailed in scope of services, attached hereto as Exhibit A and incorporated herein by reference, at various locations within the Village of Hoffman Estates, Illinois.

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

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

2. TERM AND TERMINATION

This Agreement shall be effective and binding upon execution. The parties agree that the time for completion of the services outlined in Exhibit A is December 31, 2025. Failure to complete the services outlined in Exhibit A by the completion date shall be considered a breach of this Agreement unless an extension is agreed to in writing by both parties.

3. FEES AND PAYMENT TERMS

The total cost for services shall not exceed \$82,112.82.

Costs include all mobilization, equipment and labor charges incurred throughout the duration of the services. Traffic control, heavy clearing, root cutting, waste hauling and disposal, structure location, municipal water usage license, fees, permits, and or deposits are not considered part of the fee.

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

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

4. RELATIONSHIP OF THE PARTIES

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

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

5. INSURANCE

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

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

Village of Hoffman Estates
1900 Hassell Rd.
Hoffman Estates, IL

6. THIRD PARTY MATERIALS

Contractor will not prepare any deliverables or other material for Village that contains any limitations by third parties on its use without first securing either (i) Village's prior written approval of such limitations, or (ii) the third party's prior written waiver of such limitations. Contractor will not use any materials produced or provided by any third party ("Third Party Materials") having said limitations without having secured the appropriate licenses or prior written approval of each said third party. In addition, Contractor will not, without Village's prior written approval, use any Third Party Materials pursuant to licenses or agreements that limit or

prohibit the assignment of Contractor's rights in and to such Third Party Materials to Village or Village's designee. Contractor shall maintain a copy of all such licenses and agreements and provide copies to Village upon Village's request.

7. OWNERSHIP OF WORK PRODUCT

Contractor agrees that all work product produced by Contractor hereunder, including, without limitation, all reports and other documents ("Work Product") shall be deemed to be works made for hire under U.S. copyright laws and that all right, title, and interest in and to the Work Product shall be the sole property of Village and Village shall have the exclusive right to the copyrights on the Work Product. To the extent that the Work Product is not deemed to satisfy the requirements for a work made for hire under U.S. copyright laws, Contractor hereby assigns to Village all copyrights the Work Product and agrees to execute any additional documents requested by Village to further such assignment at no additional cost to Village. Contractor warrants that the Work Product shall not infringe the patent, copyright or other intellectual property or proprietary right of any third party and agrees to defend, indemnify and hold Village harmless against any such third party claim.

8. ASSIGNMENT AND SUBCONTRACTING

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

9. NOTICE

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

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

If to Contractor: Brent Pendry

Chastain & Associates LLC
120 West Center Court
Schaumburg, IL 60195
Email: bpendry@chastainengineers.com
Phone: (224) 955-3015

10. GOVERNING LAW AND VENUE

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

11. COMPLIANCE WITH LAWS

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

12. SEVERABILITY

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted and the remainder construed so as to give them meaningful and valid effect. It is the intention of the parties that if any particular provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

13. WAIVER

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

14. ENTIRE AGREEMENT

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

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

The Village of Hoffman Estates

By: _____
Printed Name: _____
Title: _____
Date: _____

Chastain & Associates LLC

By:  _____
Printed Name: Brent Pendry
Title: Project Manager
Date: September 25, 2024

EXHIBIT A
SCOPE OF WORK

Jones Road Phase II Design – Village of Hoffman Estates

Topographic Survey

- Geometric survey of the existing roadway from Higgins Road (IL 72) to Highland Boulevard. Additional shots will be taken throughout the parkway where new sidewalk will be installed, and at all sidewalk ramps within the project limits.
- Downloading, processing, and editing survey data to develop base CAD drawings.
- Review of sidewalk, curb and gutter, and utility structure investigation - **will be completed by the Village.**
- Utility coordination – Coordinate with owners of public and private utilities within the project vicinity, draw utilities into base files, and keep a log of coordination
- Right-of-Way Investigation – Reasonable effort to locate and field survey property corners in areas where new sidewalk will be installed. Work also includes review of Cook County Viewer data.
- Visit project site to gather any additional information following the topographic survey.

Soil Evaluation

- Collect one (1) pavement core south of Cambridge Lane.
 - Existing pavement structure information north of Cambridge Lane to be **provided by the Village.**
- Soils in areas of possible excavation and disposal will be tested for CCDD compliance and the preparation of form LPC-663.
 - CCDD testing will be performed in accordance with IEPA requirements.
 - If the analytical testing indicates the soils fail to meet PH and MAC limits, additional testing and an additional disposal source may be necessary (Composite Non-Hazardous Non-Special Waste Analytical for landfill disposal if necessary).
- Pavement cores, soil testing, and preparation of LPC-663 will be provided by Rubino Engineering Inc.

Final Plans – Phase II Design

- Preparation of final engineering plans, specifications, and estimates in accordance with IDOT requirements and as described in this Scope of Work. Plan sheets to be prepared include:
 - Cover Sheet
 - General Notes
 - Summary of Quantities
 - Typical Sections
 - Roadway Plan and Profile showing proposed profile of new sidewalk
 - ADA Ramp Details
 - Cross Sections in areas with newly constructed sidewalk where it previously did not exist
- Assist in responding to questions received once the project is advertised for letting.

Project Coordination and Management

- Collection of available project information.
- Project administration and coordination required for proper progress of project.
- Coordination and the preparation of forms and reports for the Northwest Municipal Conference (NWMC).
- One Village Kick-off meeting
- One IDOT Kick-off meeting
- One additional/plan review meeting with the Village

Project Schedule

TASK	DATE
Award of PH II ESA	October 2024
Kick-off Meeting	November 2024
Pre-Final PS&E Submittal	September 2025
Final PS&E Submittal	November 2025
Target Letting	March 2026

Project: Hoffman Estates - Jones Road PH II				PROJECT HOURS AND FEE							Labor				Direct Cost Estimate			
Chastain Proj No: 9112				Professional V	Professional III	Professional II	Professional I	Technician V	Admin	Task Direct Cost	\$18.00 CADD (Hours)	\$65.00 Vehicles (Days)	\$1.00 Rubino (Each)					
Date: 9/25/2024																		
H:\Prj_Municipal\9112 Hoffman Estates-Jones Rd PH II\Management\Agreements\Jones Rd Project Budget.xlsx\budget-ForHoffman				Professional V	Professional III	Professional II	Professional I	Technician V	Admin	Task Direct Cost	\$18.00 CADD (Hours)	\$65.00 Vehicles (Days)	\$1.00 Rubino (Each)					
	Task No.	Item Description	Sheet Count											Billing	Hours			
1		Topographic Surveys																
1.1		Topo and Cross Sections of Roadway and Parkway		\$4,701.84	42		2	40				4						
1.2		Download Data, Process, and DTM		\$1,302.91	12			12				1						
1.3		Review Village Sidewalk, C&G, and Structure Evaluation		\$1,531.92	10		2	8										
1.4		QA/QC		\$692.64	4				4									
1.5		Utilities		\$1,825.20	12		2	10										
1.6		Field Visit		\$358.80	2		2					1						
1.7		ROW Investigation		\$651.46	6			6										
Labor Subtotals				\$11,064.77	88	0	8	18	58	4	0	0	6	0				
Direct Cost				\$390.00							\$390.00	\$0.00	\$390.00	\$0.00				
Total				\$11,454.77														
2		Evaluate Soils																
2.1		Pavement Core & LPC 663												6050				
2.2		Review Soil Borings & LPC 663		\$358.80	2		2											
Labor Subtotals				\$358.80	2	0	2	0	0	0	0	0	0	6050				
Direct Cost				\$6,050.00							\$6,050.00	\$0.00	\$0.00	\$6,050.00				
Total				\$6,408.80														
3		Final Plans - Roadway																
3.1		Cover Sheet	1	\$346.32	2					2		2						
3.2		General Notes	1	\$998.40	6		2	2		2		4						
3.3		Summary of Quantities	2	\$639.60	4			2		2		4						
3.4		Typical sections	2	\$1,638.00	10		2	4		4		8						
3.5		Roadway Plan & Profile	6	\$10,402.08	70		8	18	20	24		24						
3.6		New Sidewalk Design & Cross Sections	5	\$8,605.58	56		4	8	14	30		20						
3.7		ADA Ramp Details	10	\$22,184.45	180		4	28	128	20		40						
3.8		Special Provisions & Bid Documents		\$3,063.84	20		4	16										
3.9		Quantities and Estimate of Cost		\$4,214.50	32		4	12	16									
3.10		QA/QC		\$1,497.60	6	6												
3.11		Contractor Bidding Questions		\$717.60	4		4											
Total Sheet Count			27															
Labor Subtotals				\$54,307.97	390	6	32	90	178	84	0	102	0	0				
Direct Cost				\$2,019.60							\$2,019.60	\$2,019.60	\$0.00	\$0.00				
Total				\$56,327.57														
4		Project Coordination and Management																
4.1		Project Administration & Management		\$4,236.96	28		20				8							
4.2		Project Coordination (NWMC)		\$1,435.20	8		8											
4.3		Meetings		\$2,249.52	14		6	8										
Labor Subtotals				\$7,921.68	50	0	34	8	0	0	8	0	0	0				
Direct Cost				\$0.00							\$0.00	\$0.00	\$0.00	\$0				
Total				\$7,921.68														
Total Project & QC/QA Personnel Hours					530													
Total Project & QC/QA Personnel Costs					\$73,653.22						\$8,459.60	\$2,019.60	\$390.00	\$6,050.00				
Total Project & QC/QA Direct Costs					\$8,459.60													
Total Project & QC/QA Costs					\$82,112.82													



AGENDA ITEM REPORT

Village Board of Trustees
October 21, 2024
ITEM 5F

REQUEST: Approval of an Intergovernmental Agreement with the Cook County Department of Transportation and Highways for the Central Road Reconstruction Project

FROM: Phil Green, Transportation & Long Range Planner
Jennifer Horn, Director of Planning & Transportation

ITEM TYPE: Agreement - Village Board

REQUEST SUMMARY

In 2020, the Village was awarded federal *Congestion Mitigation and Air Quality* (CMAQ) and the Regional Transportation Authority's *Access to Transit* grant funding for a new shared-use bicycle path on the north side of Central Road from the existing Paul Douglas Forest Preserve path to the Pace Suburban Bus I-90 / Barrington Road station.

Cook County included design of the path with preliminary engineering plans to reconstruct Central Road. Phase I design was approved in 2021. Phase II design engineering is also being led by Cook County. The planned improvements include reconstruction of approximately 1.31 miles of Central Road between Huntington Boulevard and Barrington Road, combination curb and gutter, an enclosed storm water conveyance system, construction of a 10-foot-wide shared-use path along the north side of Central Road from the Paul Douglas Forest Preserve to the Pace station, traffic signal replacement at Huntington Boulevard, construction of retaining walls along portions of the path, and installation of transitional and mid-block crossing lighting near the Pace station and Claire's.

The attached IGA outlines the responsibilities for construction, engineering, funding, and long-term maintenance of the project. The County will assume the overall responsibility of the project, including obtaining permits, easements, and agreements, and managing pre-construction notices and public outreach. The County will pay all actual construction and construction engineering costs for the project. The Village will reimburse the County for actual costs of the emergency vehicle preemption (EVP) system on the traffic signal at Huntington Boulevard, decorative railings along portions of the shared-use path, and related construction engineering costs.

Upon completion of the project, the Village will own, operate, and maintain the shared-use path on the County right-of-way, the EVP system, and the mid-block crossing and transitional lighting near the Pace station. The Village will continue to contribute 1/3 of the cost of maintaining and energizing the traffic signal and Huntington Boulevard.

Cook County is expected to begin construction on the project in 2025.

FINANCIAL IMPACT

Estimated construction and construction engineering costs for the project are \$18,221,431. The awarded grant funding of \$540,000 will go toward the project. The Village's local share of the project is estimated to be \$37,270, which will be paid for by developer contributions previously collected by the Village for anticipated future construction of the path.

RECOMMENDATION

Approval of an Intergovernmental Agreement with the Cook County Department of Transportation and Highways for the Central Road Reconstruction Project.

ATTACHMENTS

1. Central Rd Project IGA

INTERGOVERNMENTAL AGREEMENT

County of Cook

Central Road
Barrington Road to Huntington Blvd.

Village of Hoffman Estates

Section: 21-A6107-00-PV

This Intergovernmental Agreement (Agreement) is made and entered into this _____ day of _____, 2024, by and between the County of Cook, a body politic and corporate of the State of Illinois (County), acting by and through its Department of Transportation and Highways (Department), and the Village of Hoffman Estates, a municipal corporation of the State of Illinois (Village). The County and Village are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, in order to facilitate the free flow of traffic and ensure the safety of pedestrians, bicyclists, and the motoring public, the Parties desire to make improvements to Central Road from Barrington Road to Huntington Boulevard (Project);

WHEREAS, the planned improvements include, but are not limited to, reconstruction of approximately 1.31 miles of Central Road, combination curb and gutter, an enclosed storm water conveyance system, construction of a 10-foot-wide shared-use path along Central Road from near the entrance to Pace’s I-90 / Barrington Road station (Pace Station) to the Paul Douglas Preserve (Shared-Use Path), traffic signal installation at the intersection of Central Road and Huntington Boulevard, construction of retaining walls, and lighting installation at the mid-block crossing near Pace Station and Claire’s;

WHEREAS, the County has agreed to install an emergency vehicle preemption (EVP) system on the traffic signals at the intersection of Central Road and Huntington Boulevard, at the request of the Village, and to construct transitional lighting along Central Road near the entrance to Pace Station;

WHEREAS, the County has been awarded federal Congestion Mitigation and Air Quality (CMAQ) grant funding for the Project, and has received additional funding commitments from the Regional Transportation Authority and a Congressionally Directed Spending allocation;

WHEREAS, this Agreement sets forth the Parties’ respective responsibilities and obligations for construction and construction engineering, maintenance, and funding of the Project;

WHEREAS, the County, by virtue of its powers as set forth in the Counties Code, 55 ILCS 5/1-1 et seq., and the Illinois Highway Code, 605 ILCS 5/1-101 et seq., is authorized to enter into this Agreement;

WHEREAS, the Village, by virtue of its powers as set forth in the Illinois Municipal Code, 65 ILCS 5/1-1 et seq., is authorized to enter into this Agreement; and

WHEREAS, this Agreement is further authorized under Article VII, Section 10 of the Illinois Constitution and by the provisions of the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

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

• **SECTION 1. CONSTRUCTION**

- A. **Plans and Specifications; Village Review.** The County will prepare final construction plans and specifications for the Project, including the Village Work. The County will submit the plans and specifications for the Project to the Village for review and approval at the following stages of plan preparation:

90% - Pre-Final

100% - Final

The Village may review the construction plans and specifications within 14 calendar days of receipt thereof. If the County does not receive comments from the Village within this time period, or receive a request for an extension of time, which request shall be reasonably considered, the lack of response will be deemed approval of the plans and specifications for the Project. In the event of disapproval, the Village will detail in writing its objections to the proposed plans and specifications for review and consideration by the County. The County will work cooperatively with the Village to address and resolve any objections raised by the Village with respect to the proposed plans and specifications for the Project.

- B. **Bid Documents.** The County will prepare contract bid documents for the Project, including, but not limited to, the minimum qualifications, plans and specifications, special provisions, and cost estimates.
- C. **Construction Contract.** The County will advertise, let, award, and execute a construction contract to furnish all labor and materials needed to complete the Project. In awarding and administering the contract, the County will comply with all applicable state and federal laws and regulations.

- D. **Insurance.** The County will require that its construction contractor name the Village as an additional insured party under the contractor's general liability insurance policy. All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition, or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management.
- E. **Construction Engineering Agreement.** The County will enter into an agreement with a professional engineering firm/consultant to perform construction engineering services for the Project. Construction engineering services may include, but are not limited to, attendance at pre-construction and progress meetings, providing full-time or part-time inspection services, and/or providing material testing reports. In awarding and administering the construction engineering agreement, the County will comply with all applicable state and federal laws and regulations.
- F. **Lead Agency.** The County will assume overall responsibility for the Project, including ensuring that all required permits, easements, and agreements are secured prior to the start of construction.
- G. **Pre-Construction Notices.** The County will provide not less than 14 calendar days' advance written notice to the Village prior to the pre-construction meeting for the Project and not less than seven calendar days' advance written notice to the Village prior to the start of construction.
- H. **Public Outreach.** The County will coordinate and control public notification of the scope, timing, and duration of the Project.
- I. **Right of Inspection.** The Village and its authorized agents will have reasonable rights of inspection (including pre-final and final inspection) during construction of the Project. The County will work cooperatively with the Village to address and resolve any concerns raised by the Village with respect to construction and/or construction engineering of the Project.
- J. **Final Inspection Notice.** The County will provide not less than 7 calendar days' advance written notice to the Village prior to final inspection of the Project. The Village will be provided the opportunity to attend the inspection and will submit final punch list items to the County on or within 7 calendar days prior to the final inspection date.
- K. **County Permits.** The County will apply for and the Village will not unreasonably withhold any and all permits for right of access (ingress or egress) and/or temporary

use of the Village's property within the Project limits to the County and/or its agents, without charge of permit fees to the County.

• **SECTION 2. FINANCIAL**

- A. **Cost Estimate.** Estimated construction and construction engineering costs for the Project are \$18,221,431.
- B. **County Cost Participation.** The County will pay all actual construction and construction engineering costs for the Project, subject to reimbursement by the Village as described below.
- C. **Village Cost Participation.** The Village will reimburse the County for the following Project costs:
- i. All actual construction costs for the installation of the EVP system on the traffic signals at the intersection of Central Road and Huntington Boulevard;
 - ii. All installation costs for a decorative railing at various points along the Shared-Use Path that are in excess of the costs of a standard railing; and
 - iii. Related construction engineering costs for the work set forth above in this subsection C., which shall be calculated as 15% of the actual construction costs that are to be reimbursed to the County by the Village.

The estimated cost to the Village under this Agreement is \$37,270.

- D. **Village Reimbursement.** Upon substantial completion of construction of the Project and receipt of an invoice from the Project, the Village will make payment to the County for the Village's financial obligations incurred under Section 2.C. of this Agreement. Payment will be submitted by the Village to the Superintendent of the Department within 60 calendar days of receipt of the invoice from the County.
- E. **Substitutions/Substitute Work.** Either Party may request in writing that bid work or materials be substituted with different work or materials. Provided that the substitute work and/or materials do not unreasonably delay the Project schedule, the County will cause said substitute work and/or materials to be included in the Project. Each Party will pay the costs of substitutions for their associated work items.
- F. **Additional Work.** Either Party may request in writing that additional work be added to the Project. Provided that the additional work does not unreasonably delay the Project schedule, the County will cause said additional work to be included in the

Project. Additional work will be paid for by force account or agreed unit price. Each Party will pay the costs of additional work for their associated work items.

- G. **Funding Breakdown.** An estimated funding breakdown for the Project is incorporated into and made a part of this Agreement and attached as Exhibit A.

- **SECTION 3. TERM AND TERMINATION**

- A. **Term.** This Agreement will commence as of the date of final execution by both Parties and will continue until completion of the Project and final reimbursement to the County by the Village.
- B. **Termination.** This Agreement may be terminated prior to the expiration of its term by mutual agreement of the Parties in a writing signed by the Department's Superintendent and an authorized representative of the Village. This Agreement may also be terminated by either Party upon 90 calendar days' written notice sent to the other Party in accordance with Section 6.R. of this Agreement. If the Village elects to terminate this Agreement prior to its expiration, the Village will pay the County for its share of Project costs spent or incurred by the County up to the date such notice is provided to the County by the Village.

- **SECTION 4. POST-PROJECT MAINTENANCE - DEFINITIONS**

- A. As used herein, the terms "maintenance" or "maintain" mean keeping the facility being maintained in good and sufficient repair and appearance. Such maintenance includes the full responsibility for the construction, removal, and/or replacement of the maintained facility when needed. Maintenance includes, but is not limited to:
 - i. "Routine maintenance," which refers to the day-to-day pavement maintenance, pothole repair, anti-icing and de-icing, snow removal, sweeping, pavement marking, mowing, litter and debris removal, and grate and scupper cleaning and repair, including compliance with State laws and local ordinances.
 - ii. "Signal maintenance," which refers to all aspects of the installation, repair, replacement, timing, and operation of traffic signals, including signal loops, signal supports or bases, interconnects to Ramp Queue Detection Warning Systems and power, but shall not include permanently installed variable message signs or temporary signals or signs relating to construction or repair projects.

- iii. “Lighting maintenance,” which refers to all aspects of the installation, repair, replacement, and operation of roadway lighting, including power, but shall not include temporary lighting relating to construction or repair projects.
 - iv. “Emergency maintenance,” which refers to any maintenance activity that must be performed immediately in order to avoid or to repair a condition on the roadway or right-of-way that causes or threatens imminent danger or destruction to the Parties’ roadway facilities or right-of-way, to the motoring public, and/or to public health, safety, or welfare, including, but not limited to, accident restoration, chemical or biological removal or remediation, or response to acts of God or terrorism.
- B. The terms “be responsible for” or “responsibility” refer to the obligation to ensure performance of a duty or provision of a service under this Agreement, provided that a Party may arrange for actual performance of the duty or provision of the service by another competent entity if the other Party to this Agreement is notified of such arrangement, but in no case shall the Party with the duty be relieved of ultimate responsibility for performance of the duty or provision of the service.

• **SECTION 5. POST-PROJECT MAINTENANCE - RESPONSIBILITIES**

- A. **Bicycle and Pedestrian Facilities.** Upon completion of the Project, the Village will own, operate, and maintain those portions of the Shared Use-Path on County right-of-way within the Project limits, in compliance with the Americans with Disabilities Act, Public Right-of-Way Accessibility Guidelines, and all other applicable federal and State laws and regulations.

To the extent allowed by law, the Village will defend, indemnify, and hold harmless the County and its commissioners, officials, employees, agents, and representatives, and their respective heirs, successors, and assigns, from and against any and all costs, expenses, attorneys’ fees, losses, damages, and liabilities incurred and/or suffered, directly or indirectly, from or attributable to claims arising out of or incident to the use, repair, and/or maintenance of the Shared-Use Path.

- B. **EVP System.** Upon completion of the Project, the Village will own and be responsible for 100% of the maintenance costs for the EVP system installed on the traffic signals at the intersection of Central Road and Huntington Boulevard. The Village acknowledges that it will not have access to or on the County’s traffic signals at this location. The County will monitor the operational status of the EVP system at no cost to the Village and will inform the Village should it detect fault with the operation of the EVP system. In the event the County detects fault with the operation of the EVP system, the Village will enter into an agreement with a contractor prequalified by the

Illinois Department of Transportation in the following category: Electrical, for repair or removal and replacement of the EVP system.

- C. **Lighting.** Upon completion of the Project, the Village will own, operate, energize, and maintain the lighting installed at the mid-block crossing near Pace Station and Claire's and the transitional lighting along Central Road near the entrance to Pace Station.
- D. **Roadways.** Upon completion of the Project, the County will continue to own, operate, and maintain Central Road from Barrington Road to Huntington Boulevard, including, but not limited to, any existing or future County-owned utilities, signage, landscaping seed and sod, storm sewers and/or other drainage facilities on the County right-of-way, but excluding the new retaining walls, decorative railing along the Shared-Use Path, landscaping beyond seed and sod (e.g., trees and shrubs), and any Village-owned utilities on the County right-of-way.

Upon completion of the Project, the Village will continue to own, operate, and maintain those portions of Huntington Boulevard, Center Drive, Eagle Pointe Drive, and North Eagle Way under its established jurisdictional authority, including, but not limited to, any existing or future Village-owned utilities, signage, storm sewers and/or other drainage facilities on the Village right-of-way. The Village will also own and maintain the landscaping beyond seed and sod (e.g., trees and shrubs), decorative railing along the Shared-Use Path, and retaining walls along Central Road.

- E. **Traffic Signals.** Upon completion of the Project, the County will own, operate, and maintain the new traffic signals at the intersection of Central Road and Huntington Boulevard, including any associated interconnect system components. The financial responsibilities of the Parties for maintenance and electrical energy costs for the operation of these traffic signals, including any luminaires, are as follows:

	Maintenance	Electrical Energy
Cook County	66.67%	66.67%
Village of Hoffman Estates	33.33%	33.33%

- F. **Survives Termination.** The Parties' maintenance obligations described in this section will survive termination of this Agreement

• **SECTION 6. GENERAL TERMS AND CONDITIONS**

- A. **Audit and Document Retention.** Each Party, to the extent applicable, will maintain for a minimum of three years after completion of this Agreement, adequate books, records, and supporting documents related to the Agreement and any associated expenditures; such books, records, and supporting documents will be available for

review and audit by each Party and their internal or external auditors; and each Party will cooperate fully with any audit and provide full access to all relevant materials.

- B. **Binding Agreement.** This Agreement will be binding on and inure to the benefit of the Parties and their permitted successors and assigns, except that a Party will not assign its obligations under this Agreement without the other Party's express written consent, such consent not to be unreasonably withheld or delayed.
- C. **Compliance with Laws, Rules, and Regulations.** The Parties will at all times observe and comply with all applicable federal, state, and local laws and regulations, as amended from time to time, in carrying out the terms and conditions of this Agreement.
- D. **Conflict with Exhibits.** In the event of a conflict between any attached exhibit and the text of this Agreement, the text of this Agreement will control.
- E. **Cooperation.** The County and Village agree at all times to cooperate fully with one another in the implementation of this Agreement.
- F. **Counterparts.** This Agreement may be executed in counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.
- G. **County Section Number.** The Project is hereby designated as County section number 21-A6107-00-PV. The Parties will include County section number 21-A6107-00-PV on all Project-related submittals, including, but not limited to, written correspondence and invoices.
- H. **Effective Date.** The Effective Date of this Agreement will be the date that the last authorized signatory signs and dates this Agreement. This Agreement will become effective only in the event the corporate authorities of each Party approve this Agreement.
- I. **Electronic or Digital Signatures.** The Parties agree that this Agreement may be signed by an electronic or digital signature. The Parties further agree that the electronic or digital signatures appearing on and affixed to this Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility, and are acknowledged as secure, genuine electronic signatures attributable to the Parties, pursuant to the Uniform Electronic Transactions Act, 815 ILCS 333/1 et seq., or any successor law.

- J. **Entire Agreement.** This Agreement sets forth the entire understanding between the Parties with respect to the subject matter thereof and supersedes all prior agreements or understandings with respect to its subject matter.
- K. **Force Majeure.** Neither Party will be liable for failing to fulfill any obligation under this Agreement if such failure is caused by an event beyond such Party's reasonable control and which is not caused by such Party's fault or negligence. Such events will include, but not be limited to, acts of God, acts of war, fires, lightning, earthquakes, floods, labor strikes or walkouts, epidemics, pandemics, and riots.
- L. **Governing Law and Venue.** This Agreement will be exclusively governed by and construed in accordance with the laws of the State of Illinois, without reference to or use of any conflict of laws provisions. The Parties irrevocably submit to the exclusive jurisdiction and venue of the Circuit Court of Cook County, Illinois, for the purposes of any and all proceedings arising out of this Agreement, to the exclusion of all other courts and venues, and both Parties waive any objection to such jurisdiction and venue.
- M. **Interpretation.** Any headings of this Agreement are for convenience of reference only and do not define or limit the provisions thereof. All references to any exhibit or document will be deemed to include all supplements and/or amendments to any such exhibit or document entered into in accordance with the terms and conditions thereof. All references to any person or entity will be deemed to include any person or entity succeeding to the rights, duties, and obligations of such person or entity in accordance with the terms and conditions of this Agreement.
- N. **Liability.** Subject to Section 5.A. herein, no official, officer, employee, attorney, agent, or assign of either Party will be liable for any negligent or wrongful act chargeable to the other unless such liability is imposed by a court of competent jurisdiction. The County assumes no liability for the actions of the Village and its officials, officers, employees, attorneys, or agents under this Agreement. The Village assumes no liability for the actions of the County and its officials, officers, employees, attorneys, or agents under this Agreement. Each Party agrees to be solely responsible for liability, suits, losses, judgments, damages, or other demands imposed upon it as a result of its own actions or omissions in the performance of its obligations specified in this Agreement. In the event of a claim for any wrongful or negligent act, each Party will bear the cost of its own defense.
- O. **Modifications.** No change or modification of this Agreement will be of any force or effect unless made in writing and duly signed by the Department's Superintendent and an authorized representative of the Village.

- P. **No Individual or Personal Liability.** The Parties agree that the actions taken, and representations made by each respective Party and by their respective corporate authorities have not been taken or made in anyone's individual capacity, and no mayor/president, board member, council member, official, officer, employee, volunteer, or representative of any Party will incur personal liability in conjunction with this Agreement.
- Q. **No Third-Party Beneficiaries.** This Agreement is not intended to benefit any person, entity, or municipality not a party to this Agreement, and no other person, entity, or municipality will be entitled to be treated as beneficiary of this Agreement. This Agreement is not intended to and does not create any third-party beneficiary or other rights in any third person or party, including, but not limited to, any agent, contractor, subcontractor, consultant, volunteer, or other representative of any Party. No agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of any Party will be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of the other.
- R. **Notices.** Unless otherwise specified, all notices and other communications related to this Agreement will be in writing and will be personally delivered or mailed via first class, certified or registered U.S. Mail or electronic mail delivery to the following persons at the following addresses:

To the County:

Cook County Department of Transportation and Highways
Superintendent
Attn: Jennifer "Sis" Killen, P.E., PTOE
69 W. Washington Street, 24th Floor
Chicago, IL 60602
E-mail: jennifer.killen@cookcountyil.gov

To the Village:

Village of Hoffman Estates
Village Manager
Attn: Eric Palm
1900 Hassell Road
Hoffman Estates, IL 60169
E-mail: eric.palm@vohe.org

- S. **Recitals.** The introductory recitals included at the beginning of this Agreement are agreed to and incorporated into and made a part of this Agreement.

- T. **Severability.** In the event any portion of this Agreement is held to be invalid or unenforceable, such portion will be construed as nearly as possible to reflect the original intent of the Parties, or if such construction cannot be made, such provision or portion thereof will be severable from this Agreement, provided that the same will not affect in any respect whatsoever the remainder of this Agreement.
- U. **Waivers of Default.** No waiver of any provision or breach of this Agreement (i) will be effective unless made in writing, or (ii) will operate as or be construed to be a continuing waiver of such provision or breach.
- V. **Warranties and Representations.** In connection with the execution of this Agreement, the County and Village each warrant and represent that it is legally authorized to execute and perform, or cause to be performed, this Agreement under the terms and conditions stated herein.

(signature page to follow)

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates indicated.

EXECUTED BY COUNTY OF COOK:

EXECUTED BY VILLAGE OF HOFFMAN ESTATES:

Toni Preckwinkle
President
Cook County Board of Commissioners

William D. McLeod
Village President

This ____ day of _____, 2024

This ____ day of _____, 2024

ATTEST: _____
County Clerk

ATTEST: _____
Village Clerk

RECOMMENDED BY:

APPROVED AS TO FORM:
Kimberly M. Foxx, State's Attorney

Jennifer "Sis" Killen, P.E., PTOE
Superintendent
County of Cook
Department of Transportation and Highways

By: _____
Assistant State's Attorney

Exhibit A

Village Cost Responsibility Breakdown

ITEM	CMAQ	RTA	CONGRESSIONAL ALLOCATION	VILLAGE	COUNTY	TOTAL
Construction	\$540,000	\$67,500	\$500,000	\$32,409	\$14,704,814	\$15,844,723
Construction Engineering	-	-	-	\$4,861	\$2,371,847*	\$2,376,708
Total	\$540,000	\$67,500	\$500,000	\$37,270	\$17,076,661	\$18,221,431

*CE amount includes items covered by RTA grant and congressional allocation.



AGENDA ITEM REPORT

Village Board of Trustees
October 21, 2024
ITEM 5G

REQUEST: Approval of a sales agreement with Revize for redesign and hosting services for the Village of Hoffman Estates website in an amount not to exceed \$59,400 over a four-year term.

FROM: Missy Brito, Communications Manager

ITEM TYPE: Agreement - Village Board

REQUEST SUMMARY

The Village recently conducted a Request for Proposals (RFP) for comprehensive website design and hosting services for the Village's website at hoffmanestates.org. The Village is looking to create a state of the art, user-friendly and visually engaging website that will utilize the latest advances and technology in website design and functionality.

The website was last substantially refreshed in 2018, however the current web platform is a legacy system that was originally implemented in 2007. The Village's current website vendor Granicus offered another standard refresh for the site as part of the original agreement, but upon review, it was determined that the legacy platform lacks the functionality and design of newer systems. The RFP was issued to seek vendors to redesign the entire website to improve the appearance, layout and functionality of this important communications and marketing tool for the Village.

The RFP generated 14 proposals from potential vendors. Upon review, three were selected to demonstrate their platform to the Village's Website RFP Review Team that included 10 employees from various departments. These vendors were chosen based on cost of proposal and experience with developing municipal websites. The price breakdown from the three chosen vendors is as follows:

Revize

Year 1 project cost and subscription \$38,700

Year 2 subscription \$6,900

Year 3 subscription \$6,900

Year 4 subscription \$6,900

Total cost over 4 years: \$59,400

Govstack

Year 1 project cost and subscription \$40,430

Year 2 subscription \$6,330

Year 3 subscription \$6,330

Year 4 subscription \$6,330

Total cost over 4 years: \$59,420

CivicPlus

Year 1 project cost and subscription \$41,000

Year 2 subscription \$19,445

Year 3 subscription \$20,417.25

Year 4 subscription \$21,438.11

Total cost over 4 Years: 102,300.36

The recommendation to enter into an agreement with Revize is based on feedback from the RFP review team and recommendations from other local municipalities that are currently Revize clients. The benefits of selecting Revize include:

- They provide greater ability to customize pages versus "cookie-cutter" templates
- A separate employee intranet is included in their base price
- Their system integrates seamlessly with Microsoft 365

FINANCIAL IMPACT

Funding in the amount of \$35,000 for the website redesign project is included in the Village's approved FY2024 budget (01102524-4507). FY2024 costs for this project are anticipated to be \$38,700. Subscription costs for years 2 through 4 of the agreement (FY2025, FY2026 & FY2027) are projected to be \$6,900 per year. For reference, the annual subscription cost with our current website vendor for FY2024 is \$8,890.34.

RECOMMENDATION

Approve a sales agreement with Revize for redesign and hosting services for the Village of Hoffman Estates website in an amount not to exceed \$59,400 over a four-year term.

ATTACHMENTS

1. Village Website Redesign Agreement
2. Hoffman Estates Website Redesign RFP

VILLAGE OF HOFFMAN ESTATES

Professional Services Agreement for Website Redesign

This Professional Services Agreement (the “Agreement”) is made and entered into this 21st day of October, 2024, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL (“Village”) and Revize LLC., with a principal place of business at 150 Kirts Blvd., Troy, Michigan (“Consultant”) and sets forth the terms and conditions under which Consultant agrees to perform certain website redesign services as set forth below.

This Agreement is made pursuant to a Hoffman Estates Request for Proposals dated July 18, 2024, and Consultant’s Proposal dated August 30, 2024, attached hereto as Exhibit A and incorporated herein by reference.

1. SERVICES

Consultant will complete services as outlined in Exhibit A.

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

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

2. TERM AND TERMINATION

This Agreement shall be effective and binding upon execution. The parties agree that the time for completion of the services outlined in Exhibit A is September 15, 2025. Failure to complete the services outlined in Exhibit A by September 15, 2025, shall be considered a breach of this Agreement unless an extension is agreed to in writing by both parties.

Village may terminate this Agreement with 60 day written notice prior to the annual hosting and maintenance renewal date of November 1. Unless terminated earlier, this Agreement shall terminate on October 31, 2028.

The Village and Consultant agree that the promise contained in Exhibit A to provide a website re-design at Year 4 with no cost to Village upon execution of a new four year hosting and maintenance agreement shall survive the expiration of this Agreement.

3. FEES AND PAYMENT TERMS

The total cost for Services shall be \$38,700.00.

The cost for annual hosting and maintenance shall be as follows:

November 1, 2025 through September 30, 2026	\$6,900.00
November 1, 2026 through September 30, 2027	\$6,900.00
November 1, 2027 through September 30, 2028	\$6,900.00

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

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

Payment shall be made according to the schedule provided in Exhibit A.

4. PERFORMANCE

Consultant shall perform all Services in accordance with applicable professional standards. Consultants' responsibility to perform Services shall be limited to those Services expressly set forth in Exhibit A. The Services will be provided to Village for its review and all conclusions and decisions as a result of the Services will be the responsibility of Village.

5. RELATIONSHIP OF THE PARTIES

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

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

6. CONFIDENTIALITY

During the course of this Agreement, Consultant may have access to data and information of the Village that should remain confidential. Consultant agrees to keep such data and information confidential and not disclose any data or information obtained during the course of performing the Services to any third party without the prior written consent of the Village.

7. INSURANCE

At Consultant's sole expense, Consultant shall be required to maintain at all times insurance of such types and such amounts outlined in the Village Insurance Requirements outlined in Exhibit B attached hereto and incorporated herein by reference. Failure to continuously maintain the insurance requirements outlined in Exhibit B shall be considered a breach of this agreement and the Village may terminate this agreement without penalty for such breach.

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

Village of Hoffman Estates
1900 Hassell Rd.
Hoffman Estates, IL

8. INDEMNIFICATION

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

9. ASSIGNMENT AND SUBCONTRACTING

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

10. NOTICE

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

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

If to Consultant: Revize Software Systems
Thomas Jean
150 Kirts Blvd.
Troy, MI 48084

11. GOVERNING LAW AND VENUE

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

12. COMPLIANCE WITH LAWS

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

13. SEVERABILITY

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted and the remainder construed so as to give them meaningful and valid effect. It is the intention of the parties that if any particular provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

14. WAIVER

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

15. ENTIRE AGREEMENT

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

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

The Village of Hoffman Estates

By: _____
Printed Name: _____
Title: _____
Date: _____

Revize

By:  _____
Printed Name: Thomas Jean
Title: Program Manager
Date: 10/9/2024

Revize Web Services Sales Agreement

This Sales Agreement is between The Village of Hoffman Estates, Illinois ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 10-8-2024

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	<u>Village of Hoffman Estates</u>	Revize Software Systems
Company Address:	<u>1900 Hassell Road</u>	150 Kirts Blvd.
Company City/State/Zip:	<u>Hoffman Estates, IL 60169</u>	Troy, MI 48084
Contact Name:	<u>Missy Brito 847.781.2614</u>	248-269-9263
Billing Dept. Contact:	<u>Missy.Brito@vohe.org</u>	
CLIENT Website Address:	<u>www.hoffmanestates.org</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Phase 1: Kickoff Meeting and Discovery/Project Planning, onetime fee:	\$2,500.00
1	Phase 2 – Design Mockups/Wireframes, onetime fee: 1 mockup with unlimited rounds of changes - Home page template and inner page design and layout. - Subsite design with unlimited rounds of revisions for Economic Development - Unnique department subsite design with unlimited revisions and the ability to be reused for any department with the Village	\$9,500.00
1	Phase 3 & 4 – HTML Development & Revize CMS Integration, onetime fee: - Set-up all CMS modules listed in this agreement - Integration with all 3rd party web applications	\$13,200.00
1	Phase 5 – Quality Assurance Testing & Custom Development, onetime fee:	\$1,900.00
1	Phase 6 – Sitemap Development & Content Migration, onetime fee: Site map development and content migration from old website including spell checking and style corrections – up to 1,000 webpages & 1,000 documents	\$7,700.00
1	Phase 7 –Content Editing Training, onetime fee:	\$2,900.00
1	Phase 8 – Go Live:	Included
1	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, 30GB website storage, 100GB/Month Bandwidth, SSL Certificate pre-paid annual fee:	\$6,900.00
1	Grand Total First Year	\$38,700.00

EXHIBIT A

Payment Schedule

Payment Amount	Payment Date	Includes
\$ 29,025.00	11/1/2024	75% 1 st Year Project Costs
\$ 9,675.00	3/1/2025	25% 1 st Year Project Costs
\$ 6,900.00	11/1/2025	Year 2 of Annual Hosting & Maintenance
\$ 6,900.00	11/1/2026	Year 3 of Annual Hosting & Maintenance
\$ 6,900.00	11/1/2027	Year 4 of Annual Hosting & Maintenance

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:



Name of Authorized Person:

Thomas Jean

Title of Authorized Person

Project Manager

Date:

10/9/2024

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

Terms:

1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Revize requires a check for the amount listed above to start this project.
3. Additional content migration, if requested, is available for \$3 per web page or document.
4. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
5. Additional website storage is available at \$500 per year for each additional 10GB website storage.
6. Both parties must agree in writing to any changes or additions to this Sales Agreement.
7. CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
 - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - b. During the project, CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
 - c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
8. Four-year contract. CLIENT may terminate this agreement upon 60 day written notice to Revize before annual service renewal date listed within payment schedule on page 2 of this agreement. Revize will provide a free redesign of the website in year 4 of the agreement. This assumes the CLIENT agrees to 4 consecutive years of annual software subscription, tech support, CMS updates, and hosting.
9. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
10. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
11. Storage is limited only to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat/property maps, tax records, GIS data, etc.
12. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages.
13. Revize requires a 60-day written termination notice in advance before the next annual renewal date

Project Timeline Statement of Understanding

Revize and CLIENT agree and understand that the timeline provided is an estimate of our expected timeline for this project. It is not a guarantee. Revize intends to adhere as closely to the proposed timeline expectation as reasonable. CLIENT is expected to take an active role in this project including, but not limited to, participating in meetings with Revize, providing design feedback and approval, providing sitemap feedback and approval, scheduling and participating in user training, etc. Revize expects to complete phase 7 (training) of this project according to timeline provided. Upon completion of phase 7 it is the CLIENT's responsibility to decide when to go live with the website. CLIENT decision to delay go-live for any reason, unrelated to a functional defect making site inoperable, does not constitute breach of contract on the part of Revize. CLIENT understands that it is incumbent upon the CLIENT to respond to Revize requests in a timely manner. CLIENT further agrees that any timeline delays due to their lack of timely communication do not constitute a breach of contract on the part of Revize. CLIENT also acknowledges that satisfaction related to visual and experiential services like that of a website design project can be subjective. The parties agree that this project is a collaborative project and agree to work in good faith to "fine-tune" final deliverables in preparation for go live of new website. Parties further agree that generalized dissatisfaction related to the aesthetic aspects or services previously approved by the CLIENT does not constitute a breach of contract unless Revize fails to cure the functional defect with the website. The CLIENT may also elect to postpone or delay certain deliverables in favor of earlier go-live date of the website.

Enterprise Revize CMS License

As part of this agreement Revize LLC. will provide full usage access to our Enterprise Revize CMS Software, hosted in our cloud servers. This software is a proprietary software built and maintained by Revize LLC. and is intended to allow the CLIENT to easily update the content of their website. CLIENT agrees that this software access will only be used to maintain the websites included in this agreement. Sharing of the access, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS in our cloud server during the contract period. In the event that the contract is terminated, for any reason, Revize will halt CLIENT access to the Revize CMS, and will provide website content to the client, provided all payments for the entire length of the contract are fully paid. Notice of termination must be in writing and given to the non-terminating party at least 60 days prior to the effective date of termination.

Revize will integrate the following web applications into your website

The Following Applications & Features will be integrated into Your Website:

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- Citizen Connect (Community Blog)
- Curated "Smart Search"
- Online Interactive Forms with Bookables (Public Records Request App)
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

Recommended Guidelines For Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be as least as broad as:

1. Insurance Service Office Commercial General Liability occurrence form CG 0001 (ED. 11/85) and, if requested, Owners and Contractors Protective Liability policy with the Village named as additional insured; and
2. Insurance Service Office Business Auto Liability coverage form number CA 0001 (ED. 10/90), Symbol 01 "Any Auto" or Business Auto Liability coverage form number CA 0001 (Ed. 1/87) and endorsement CA0029 (Ed. 2/88) changes in Business Auto and Truckers coverage forms: Insured Contract.
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. Minimum Limits of Insurance

Contractor shall maintain limits **no less** than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Minimum General Aggregate shall be no less than \$3,000,000 or a project/contract specific aggregate of \$3,000,000.
2. Business Automobile Liability: \$3,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

C. Deductibles and Self-Insured Retention's

Any deductibles or self-insured retention's must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Village, its officials, agents,

EXHIBIT B

employees and volunteers: or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions

The policies of insurance are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Coverage's

- a. The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of the activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.
- b. The Contractor's insurance coverage shall be primary as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.
- d. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the member, its officials, agents, employees and volunteers for losses arising from work performed by the Contractor for the Village.

E. Verification of Coverage

Contractor shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the

insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.



REQUEST FOR PROPOSALS: **WEBSITE REDESIGN AND HOSTING SERVICES**

I. Purpose

The Village of Hoffman Estates is soliciting proposals from qualified vendors interested in providing comprehensive website design and hosting services for the Village's website (www.hoffmanestates.org). The Village is looking to create a state of the art, user-friendly and visually engaging website that will utilize the latest advances and technology in website design and functionality.

II. Project Description

The Village seeks to create an inviting website that is attractive and reflective of the Village of Hoffman Estates, with branding and imagery that reflects the Village as an attractive place to live, work, and visit. The newly designed website will be used as an informational and marketing tool for residents, business and visitors. The design should highlight and showcase the community, Village amenities, news, events and attractions, and the multitude of services available.

The website must be designed and organized in a manner that allows users to easily find and access information, submit an inquiry, conduct transactions, and utilize various functions of the website to engage with the Village. The project should include the seamless migration of data from the current website, streamlining that data into easily accessible information with a modern design, multi-browser capabilities on a variety of devices, and training on the operation and function of all aspects of the website to a designated group of employees from the Village.

III. Key Dates

- A. **July 18, 2024** - RFP Release Date
- B. **August 2, 2024** - Final Date for Clarifying Questions
- C. **August 16, 2024** - Proposal Due Date
- D. **September 9-20, 2024** - Selected Vendor Demonstrations
- E. **October 14, 2024** – Recommendation to Village Board

IV. Background

The Village of Hoffman Estates, Illinois, founded in 1959, is located in suburban Cook County, approximately 30 miles from the City of Chicago. With a population of over 52,000, Hoffman Estates is a full-service community. The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services.

Hoffman Estates' strategic location along the Golden Corridor of Interstate 90 provides excellent access to all major attractions within the Chicagoland region and the Midwest. Over 26,000 people are employed by the more than 800 businesses operating in Hoffman Estates. Recently ranked one of the best places to live in Illinois, the Village of Hoffman Estates offers high-quality schools, parks, entertainment and recreational opportunities, as well as a variety of housing options.

V. Preliminary Scope of Work

The following information communicates the Village's expectations of a redesigned website:

A. Functionality & Design

The Village's website was last refreshed in 2018. It is the Village's goal to provide a modern design to end users that incorporates the Village's brand and allows for ease-of-use for both the end user and Village employees who create new pages and make updates to existing pages. The new site should incorporate modern technology and best practices for government websites. The following information sets forth the Village's expectations regarding site functionality.

1. The new website must be cross-browser compatible (Google Chrome, Firefox, Safari, Internet Explorer, etc.).
2. The redesign must provide for Search Engine Optimization that will optimize the Village's placement when searched on various search engines. The Village would like to ensure that it continues to appear as the first result when "Village of Hoffman Estates" is searched for.
3. A search function is required, allowing for users to search the contents of the website and any documents via a search field on the homepage. The search function must also offer an advanced search tool.
4. The design must integrate with, and promote, communication tools such as news posts, an event calendar, social media (Facebook, Twitter, Nextdoor, LinkedIn, YouTube).
5. The website should have consistent design template(s) for all pages within the website and the option to create a subsite for any or all departments identified by the Village as part of the redesign project.
6. The website should incorporate online conveniences, such as fillable forms that can be submitted electronically to the Village via devices accessing the website and produce email alerts to relevant individuals when a new request is submitted.
7. Tools and opportunities for citizen engagement, such as sign-up forms for e-alerts and e-news are required. The Village welcomes consideration of any additional features or online tools that the selected vendor believes could improve interactions with citizens and businesses.
8. The Village requires a responsive design for its new website that can scale to an appropriate size for any device, including computer monitors, laptops, tablets, smartphones, etc.
9. The website design must be ADA compliant and conforms to all guidelines set forth by the Americans with Disabilities Act.

10. The Village seeks the ability to post emergency notifications on the home page, if needed.
11. Image and document management tools will be integrated into the CMS with the ability for end users to create links to documents, to alt-text and descriptions to photos and to dynamically resize photos.
12. The Village requires the ability to create automated forms and surveys, including check boxes, drop down lists, document submissions and buttons. Electronic submissions should be forwarded to the emails of authorized persons to whom the forms are set to go to.
13. The website is required to provide analytics integration (i.e. Google Analytics) or a built-in system that provides information on traffic analysis reporting capabilities and available metrics for user/system response times such as number of visitors, page views, frequently visited pages, etc.
14. The website is required to provide security features to prevent website hacking or defacement.
15. The website must incorporate an events calendar that is easy to update and maintain.
16. The website design must include a dynamic and prominent news section on the homepage.
17. The design should provide for minimized page load times.
18. The website must support capabilities such as photo and document management systems, the ability to embed video, and GIS/Map integration (such as an iframe).

B. Administration

1. Updates to the site are to be made through a Content Management System (CMS) or some other simplified method by which minimally trained staff can easily modify what appears on the website.
2. The CMS will have instantaneous updates of published pages, with the capability to restore pages to previous states. Preference is for a system that provides easy access to both draft and published versions of each page on the site.
3. Having the availability of an iOS and Android app with the ability to perform administrative updates to the site is preferred.
4. The website will have defined levels of permissions that allow administrators to review and approve content before it can be published.
5. The website will have a module that identifies bad links on the site.
6. The website will have the ability to schedule content to auto-publish and auto-expire.
7. The website will have a history log of all changes made to the website.
8. The website will have the ability to shorten or make links more intuitive.

C. Third Party Integration

The Village is currently deploying Criterion, a Human Resources platform new to the organization, and the CivicClerk Agenda Management System. It is also undergoing the selection of a new Enterprise Resource Planning (ERP) system. The Village's goal is to have the website and these new systems integrate seamlessly for hiring, employee onboarding, agenda management, payment processing and other applicable functions. A

list of current third-party integrations shall be provided in the proposal, with preference given to those with integrations with the Village's systems, including, but not limited to Criterion and CivicClerk.

D. Maintenance and Support

The vendor will commit to regular maintenance and updating of the CMS and associated applications for the purposes of keeping the existing software up-to-date and secure, as well as introducing new functionality and applications.

The vendor shall commit to:

1. CMS Development Process – An internal process dedicated to ongoing review of new technologies and implementing development projects in order to provide a robust CMS with additional features and applications added as they become relevant.
2. CMS Improvements – Regular maintenance of the CMS to improve existing functionality and, when appropriate, take future Village requests into consideration.
3. CMS New Features – Rolling upgrades of the solution that strengthen and update the CMS's functionality and associated applications.
4. Software Service Level Agreement – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantees of upgrades and the dedicated processes for improving the software purchased by the Village.
5. CMS Support - The vendor will be responsible for ongoing support of its CMS, including all features and modular applications associated with the CMS. The Vendor must have qualified and available support included as a part of ongoing services to maintain the CMS, using guidelines, structures, and materials meeting the following criteria:
 - a. Live Support – The vendor shall provide access to live support available via e-mail or phone during the vendor's normal business hours. The support team must be fluent in the functionality and uses of both the content management system's features and associate applications and modules.
 - b. Support Materials – 24/7 access to support materials including, but not limited to: online training manuals, support FAQs, customer support forums, instructional videos, informational newsletters, informational and support-driven webinars (live and archived), request forms, online education courses and support-related updates through common social networking mediums.
 - c. Support Service Level Agreement – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantees of customer support as well as a service escalation process.

E. Project Requirements

As part of the website design project, the following activities are required.

1. Review the current website and perform a preliminary needs assessment, including user engagement.
2. Provide at least three designs of a new home page and template options with a unique, contemporary, and professional design. Provide unlimited support to developing the leading design into a form and function satisfactory to the Village.
3. Conduct a kick-off meeting with staff.
4. Implement the selected design and content management system to create a functional and interactive website.
5. Manage data migration from the Village's current website to the new CMS and website.
6. Provide training to Village staff on the content management system, and any applicable features, so that staff are able to independently update and maintain the website.
7. Test website usability to ensure users can find important information.
8. Provide immediate reachability and quick response times during business hours for any website or content management support, as well as emergency contact information in the event of an emergency situation after business hours.

F. Alternate Solutions

Although the Village has made specific requirements within the Scope of Work, it understands that there are many approaches to the same end result and that Vendors often have already established and proven solutions. The Village is open to the Vendor's ideas and encourage respondents to consider and propose alternative solutions and recommendations if necessary. If the Vendor is proposing an alternate in lieu of a requested feature, that alternate item must be clearly labeled as such, along with if the solution has already been successfully deployed with other customers and any impacts on costs.

V. Evaluation Criteria

This RFP does not provide preference to any single vendor, rather it is designed to meet the needs of the Village of Hoffman Estates. The Village of Hoffman Estates will weigh the proposals based on the vendor's references, qualifications, and submitted materials, as well as technical merit and cost. The award will not be made on price alone.

Upon review of submitted proposals, a limited number of vendors will be selected as finalists. These vendors will be asked to provide a presentation of their web solutions to a team of internal communications personnel.

In awarding the contract, the Village will take into consideration a vendor's design, prior and present experience, financial standing, communication and level of efficiency in the delivery of work described in the proposal documents. Other criteria may also be considered should the Village deem it relevant in its evaluation. The inability of a vendor to meet the requested conditions may be cause for rejection of the proposal.

Other selection criteria include:

- A. Public sector experience in website design, development, implementation, and maintenance.
- B. Company depth of knowledge in the latest technical tools and techniques available in the marketplace.
- C. Proposed project approach and methodologies.
- D. Hosting and security capabilities.
- E. Reference data, prioritizing a track record of delivering aesthetically pleasing and functional websites.
- F. Overall cost for the project.

Upon selection, the final contract amount will be subject to negotiation to determine exact scope of services to be provided, final contract fee amount, and an outline of all relevant terms that will be acceptable and executed by both parties.

VI. Inquiries

Questions regarding the proposal may be submitted by email to Communications Manager Melissa Brito at Missy.Brito@vohe.org by August 2, 2024.

VII. Withdrawal of Proposals

Proposals may be withdrawn at any time prior to the deadline, provided that a written, signed request by the Proposer for the withdrawal of such proposal is filed with the Village prior to the deadline. The withdrawal of a proposal prior to the deadline will not prejudice the right of a Proposer to submit a new proposal before the deadline. No proposal shall be withdrawn without the consent of the Village for a period of 90 days after the deadline.

VIII. Freedom of Information Act

All information submitted to the Village in response to this RFP will be a public record and will be subject to disclosure, subject to applicable exemptions, under the Illinois Freedom of Information Act, 5 ILCS 140, et seq. ("Act"), after the award of the Agreement. Proposers are advised that Section 7(1)(g) of that Act exempts the following information from disclosure: Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested. Proposers that desire to have portions of their proposals considered for this exemption should identify those portions accordingly.

IX. Contract and Completed Website

The Contract between the Contractor and the Village will include provisions indicating compensation schedule and timeline for completion of and transition to the new website. The Village will retain the right of approval for any and all work done in designing the website. It is the expectation and desire of the Village to transition to the new website as soon as possible.

The contract will be for the design and implementation of the Village website and will include no guarantee or intent to contract for future services.

Upon completion of the contract all content, site design, site templates, and any other item or idea used in the completed website or contained therein will become property of the Village. Contractor will relinquish all rights to the website and the Village will have sole control over website design, content, and appearance.

X. Proposal Submission

Proposals should include all the information and supporting documents requested in Appendix A. Proposals must be submitted via mail or email no later than close of business (5:00 p.m. CT) on Friday, August 16, 2024. Proposals should be submitted to:

Village of Hoffman Estates
Melissa Brito, Communications Manager
1900 Hassell Road
Hoffman Estates, IL 60169
missy.brito@vohe.org

APPENDIX A
VENDOR QUALIFICATIONS

RESPONSE FORM

A. Proposal Overview

Vendor should provide a general summary of their background and proposal that includes a price breakdown.

B. Company Profile and Capabilities

<i>Corporate Profile:</i>	
Corporate Name	
Corporate HQ Address	
Telephone Number	
Internet URL	
Doing Business Since	
State Incorporated	
<i>Contact Information:</i>	
Account Representative:	
Email Address	
Telephone Number	
Address	

C. Experience

Years in Business:

Years Providing Municipal Websites:

Please provide the URLs to five recent work samples of similar scope:

- 1.
- 2.
- 3.
- 4.
- 5.

D. References

Please provide five references for projects of a similar scope in a comparable community:

1. Name:
Title:
Organization:
Website:
Phone Number:
Email:
2. Name:
Title:
Organization:
Website:
Phone Number:
Email:
3. Name:
Title:
Organization:
Website:
Phone Number:
Email:
4. Name:
Title:
Organization:
Website:
Phone Number:
Email:
5. Name:
Title:
Organization:
Website:
Phone Number:
Email:

E. Sample Contract

If Vendor has a sample contract with Vendor's proposed terms, please provide a copy of those terms with your response. If no sample contract is available, the Village will propose a contract during contract negotiations. Failure of parties to agree to contract terms required by the Village including but not limited to insurance, indemnification, and liability shall result in a termination of any further contract negotiations without penalty to either party.



AGENDA
Public Health & Safety Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

October 28, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
3. **PUBLIC COMMENT**
4. **OLD BUSINESS**
5. **NEW BUSINESS**
6. **REPORTS**
 - A. Police Department Monthly Report
 - B. Health & Human Services Department Monthly Report
 - C. Emergency Management Division Monthly Report
 - D. Fire Department Monthly Report
7. **PRESIDENT'S REPORT**
8. **ITEMS IN REVIEW**
9. **OTHER**
10. **ADJOURNMENT**

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.



AGENDA
Finance Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

October 28, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
3. **PUBLIC COMMENT**
4. **OLD BUSINESS**
5. **NEW BUSINESS**
 - A. Approval of an amendment to the Licensed User Agreement with Ticketmaster, LLC to renew the existing agreement for ticketing services at the NOW Arena.
6. **REPORTS**
 - A. Finance Department Monthly Report
 - B. Information Technology Department Monthly Report
 - C. NOW Arena Monthly Report
7. **PRESIDENT'S REPORT**
8. **ITEMS IN REVIEW**
9. **OTHER**
10. **ADJOURNMENT**

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AGENDA
Public Works & Utilities Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

October 28, 2024

Council Chambers

**Immediately following Finance
Committee**

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF MINUTES**
- 3. PUBLIC COMMENT**
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - A. Authorization to approve Change Order #2 for the repair/rehabilitation of Well #10 to Municipal Well & Pump, Waupun, WI, in a total amount not to exceed \$2,653.00.
 - B. Authorization to approve Change Order #3 for engineering services for Pfizer Lift Station improvements to Ciorba Group, Chicago, IL, in an amount not to exceed \$5,633.60
 - C. Authorization to approve a Change Order for the concrete restoration program contract with Schroeder & Schroeder Inc., Skokie, IL, in an amount not to exceed \$23,265.74.
 - D. Authorization to award contract to Insituform Technologies USA, LLC of Chesterfield, MO for the Barrington Square Town Center Sanitary Sewer Rehabilitation Project in an amount not to exceed \$175,850
 - E. Authorization to award contract to Hoerr Construction, Inc. of Goodfield, IL for the 2024 Storm Sewer Rehabilitation Project in an amount not to exceed \$1,298,006
 - F. Ratification of the Village Manager Authorization of an Emergency Expenditure for the replacement of 2 boilers at Fire Station 24 to Moltree Mechanical, Johnsburg, IL, in an amount of \$33,700.
 - G. Authorization to:
 - a. waive formal bidding
 - b. purchase one replacement heavy-duty dump truck chassis through (Sourcewell Purchasing Consortium) from JX Truck Center, Wadsworth, IL, in an amount not to exceed \$152,250.
 - c. Village Manager to approve change orders in an amount not to exceed \$30,000 (as needed)
 - H. Authorization to:
 - a. waive formal bidding
 - b. purchase two frontline snow plows from Lindco Equipment Sales, Merrillville, IN.

(Sourcewell) in an amount not to exceed \$63,072.

I. **Authorization to:**

- a. waive bidding
- b. purchase replacement chassis from Friendly Ford, Roselle, IL. (low quote) in an amount not to exceed \$348,579.
- c. Village Manager to approve change orders in an amount not to exceed \$24,000 (as needed)

6. **REPORTS**

- A. Public Works Department Monthly Report
- B. Engineering Division Monthly Report

7. **PRESIDENT'S REPORT**

8. **ITEMS IN REVIEW**

9. **OTHER**

10. **ADJOURNMENT**

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.



HOFFMAN ESTATES

GROWING TO GREATNESS

October 9, 2024

To: Mayor and Board of Trustees

TREASURER'S REPORT

September 2024

Attached hereto is the Treasurer's Report for the month of September 2024, summarizing total cash receipts and disbursements for the various funds of the Village.

For the Operating funds, cash disbursements and transfers-out exceeded cash receipts and transfers-in by \$1.9 million, primarily due to general operating expenses. After including these receipts and disbursements, the balance of cash and investments for the operating funds is \$82 million.

For the Operating, Debt Service and Capital Projects funds, cash disbursements and transfers-out exceeded cash receipts and transfers-in by \$1.6 million, primarily due to monthly operating transfers.

For the Trust Funds, cash receipts and transfers-in exceeded cash disbursements and transfers-out by \$5.7 million, primarily due to pension fund investment activity.

The total for cash and investments for all funds increased to \$338 million.

Respectfully Submitted,

Stan W. Helgerson
Village Treasurer

Attachment

TREASURER'S REPORT
FOR THE MONTH ENDING September 30, 2024

Fund	Beginning Balance	Receipts/ Transfers - In	Disbursements/ Transfers - Out	Amount in Cash	Amount Invested	Ending Balance
General (incl. Veterans' Mem)	\$ 39,928,837	\$ 4,205,826	\$ 5,512,323	\$ 524,274	\$ 38,098,066	\$ 38,622,340
Payroll Account	-	3,012,845	3,012,845	-	-	-
Petty Cash	2,100	-	-	2,100	-	2,100
Foreign Fire Ins. Board	272,743	-	-	272,743	-	272,743
Cash, Village Foundation	13,597	-	-	13,597	-	13,597
Cash, Fire Protection District	81,154	-	-	81,154	-	81,154
Motor Fuel Tax	1,180,049	217,255	263,109	36,472	1,097,723	1,134,195
Comm. Dev. Block Grant	50,899	17	-	50,915	-	50,915
Asset Seizure - Federal	206,848	-	10,167	196,682	-	196,682
Asset Seizure - State	381,546	4,134	3,330	319,968	62,382	382,350
Asset Seizure - Battle	1,007	4	-	-	1,012	1,012
Asset Seizure - U.S. Marshall	10,624	-	-	10,624	-	10,624
Municipal Waste System	564,396	259,123	286,799	194,607	342,113	536,720
Roselle Road TIF	2,932,402	13,670	3,450	48,546	2,894,076	2,942,622
Higgins/Hassell TIF	926,344	1,500	151,400	613,630	162,814	776,444
Barrington/Higgins TIF	1,677,862	7,922	-	67,390	1,618,394	1,685,784
Lakewood Center TIF	993,131	4,144	1,401	173,593	822,280	995,874
Higgins/Old Sutton TIF	98,674	384	-	16,025	83,033	99,059
Water & Sewer	19,363,381	2,440,429	2,663,699	43,385	19,096,727	19,140,111
NOW Operating	9,445,678	1,009,915	1,185,469	440,772	8,829,353	9,270,124
Insurance	3,219,330	264,196	93,623	196,015	3,193,888	3,389,903
Information Technology	2,239,331	175,917	280,877	290,529	1,843,841	2,134,370
Total Operating Funds	\$ 83,589,934	\$ 11,617,280	\$ 13,468,492	\$ 3,593,021	\$ 78,145,701	\$ 81,738,723
Debt Service						
2015 A & C G.O. Debt Serv.	\$ 1,402,036	\$ 3,237	\$ -	\$ 750,731	\$ 654,543	\$ 1,405,274
2016 G.O. Debt Serv.	142,404	39	-	142,443	-	142,443
2018 G.O. Debt Serv.	1,230,441	15,862	476	782,298	463,528	1,245,827
2024 G.O. Debt Serv.	8,731,722	132,031	98,540	-	8,765,214	8,765,214
Total Debt Service Funds	\$ 11,506,604	\$ 151,170	\$ 99,016	\$ 1,675,473	\$ 9,883,285	\$ 11,558,758
Capital Projects Funds						
Central Road Imp.	\$ 58,283	\$ 77	\$ -	\$ 43,124	\$ 15,236	\$ 58,360
Hoffman Blvd Bridge Maintenance	298,982	1,341	-	10,974	289,350	300,323
Western Corridor	2,711,765	11,087	37,396	2,423	2,683,032	2,685,455
Traffic Improvement	18,695	-	-	18,695	-	18,695
Prairie Stone Capital	1,607,503	18,187	1,055,289	14,947	555,454	570,401
Road Improvements	1,618,340	1,220,495	1,541,547	157,761	1,139,527	1,297,288
Western Area Traff. Impr.	24,268	64	-	24,331	-	24,331
West Area Rd Impr. Impact Fee	1,319,496	6,125	-	44,334	1,281,287	1,325,620
Capital Improvements	1,248,874	245,612	175,178	127,449	1,191,859	1,319,308
Capital Vehicle & Equipment	1,119,843	770,046	164,752	884,239	840,898	1,725,137
Capital Replacement	7,157,297	1,070,982	-	217,439	8,010,840	8,228,278
Stormwater Management	309,276	49,262	187,200	171,338	-	171,338
2019 Captial Projects	917,556	4,007	-	10,102	911,460	921,562
Total Capital Proj. Funds	\$ 18,410,177	\$ 3,397,284	\$ 3,161,363	\$ 1,727,156	\$ 16,918,942	\$ 18,646,098
Total Operating, Debt Service and Capital Project Funds	\$ 113,506,715	\$ 15,165,734	\$ 16,728,872	\$ 6,995,650	\$ 104,947,928	\$ 111,943,578
Trust Funds						
Police Pension (August)	\$ 100,937,759	\$ 3,547,167	\$ 799,817	\$ 2,606	\$ 103,682,503	\$ 103,685,109
Firefighters Pension (August)	119,194,561	3,658,243	709,497	9,344	122,133,963	122,143,307
EDA Spec. Tax Alloc.	7,894	-	-	7,894	-	7,894
Total Trust Funds	\$ 220,140,214	\$ 7,205,410	\$ 1,509,314	\$ 19,843	\$ 225,816,466	\$ 225,836,309
GRAND TOTAL	\$ 333,646,929	\$ 22,371,144	\$ 18,238,186	\$ 7,015,493	\$ 330,764,395	\$ 337,779,888



AGENDA ITEM REPORT

Village Board of Trustees
October 21, 2024
ITEM 7A

REQUEST: Approval of an Ordinance granting a Master Sign Plan for the property at 2200 W. Higgins Road (Hoffman Estates Community Bank)

FROM: Kevin Anderson, Associate Planner

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

The property owner of 2200 W. Higgins Road is seeking a Master Sign Plan to permit the removal and replacement of existing Hoffman Estates Community Bank signage. The plan includes replacement of the existing monument sign along Higgins Road with an LED electronic message center component. The plan also includes replacement of the existing non-conforming multi-tenant sign at the northern Governors Lane entrance with a smaller directional sign. In accordance with Section 9-3-M-13 of the Municipal Code, the proposed Master Sign Plan outlines parameters for the quantity, location, and maximum sign area for monument, wall and directional signage for the property.

FINANCIAL IMPACT

N/A

RECOMMENDATION

The Planning & Zoning Commission held a public hearing on October 16, 2024, and adopted findings and **recommended approval** as summarized below and included in Exhibit B - Findings & Recommendations Summary:

1. Adopted the Findings of Fact for a Master Sign Plan, as stated in the Findings & Recommendations Summary.
2. Recommended approval of a Master Sign Plan for the property located at 2200 W. Higgins Road (Hoffman Estates Community Bank) dated October 2024.

Voting: 8 Ayes, 2 Absent

All Motions Passed.

ATTACHMENTS

1. Ordinance - Master Sign Plan 2200 W. Higgins
2. Exhibit A - Location Map - 2200 W. Higgins Rd.
3. Exhibit B - Findings and Recommendations Summary
4. Exhibit C - Master Sign Plan for 2200 W. Higgins
5. PZC Staff Report
6. Supporting Documents - 2200 W. Higgins Road

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE GRANTING A MASTER SIGN PLAN
FOR THE PROPERTY LOCATED AT
2200 W. HIGGINS ROAD, HOFFMAN ESTEAS, ILLINOIS
(HOFFMAN ESTATES COMMUNITY BANK)

WHEREAS, the Planning and Zoning Commission, at a public hearing duly called and held according to law on October 16, 2024, considered the request by Barrington Bank and Trust Company, NA (owner) for a Master Sign Plan for the property located at 2200 W. Higgins Road, as shown on Exhibit “A” attached hereto and made a part hereof; and

WHEREAS, the Planning and Zoning Commission adopted certain Finding of Fact and recommended approval of the Master Sign Plan as outlined in the Findings and Recommendations Summary attached hereto and made a part hereof as Exhibit "B"; and

WHEREAS, the Village Board has received and considered said Findings of Fact and recommendation; and

WHEREAS, the proposed Master Sign Plan has meet the standards of the Municipal Code; and

NOW, THEREFORE, BE IT ORDAINED by the Village Board of the Village of Hoffman Estates, Cook County, Illinois, as follows:

Section 1: The Village Board hereby finds that the facts and statements contained in the preamble of this Ordinance are true.

Section 2: A Master Sign Plan is hereby granted for the property located at 2200 W. Higgins, as attached hereto and made part hereof as Exhibit “C”, and subject to the following conditions:

1. A sign permit shall be obtained within 6 months of Village Board approval of the Master Sign Plan.
2. The owner shall be responsible for any costs associated with damage to the Village's sanitary sewer as a result of construction or maintenance of the Higgins Road sign.

Section 3: The Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 4: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2024

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.

2200 W HIGGINS ROAD
PIN: 07-07-200-238-0000

N

Barrington Square
Town Mall

GOVERNORS LANE

HIGGINS ROAD

2200

Legend

-  Subject Property
-  Parcel



Department of Development Services
Village of Hoffman Estates
October 2024



**PLANNING & ZONING COMMISSION
FINDINGS & RECOMMENDATION SUMMARY**

Meeting Date: 10/16/2024

Prepared By: Kevin Anderson, Associate Planner

PLN24-0014

**Master Sign Plan for the property located at 2200 W. Higgins Road
(Hoffman Estates Community Bank)**

Draft Findings of Fact – Master Sign Plan

Sec. 9-3-9-M-13 requires that the Planning and Zoning Commission shall, in making its determination, find that adequate evidence is provided to meet the Standards of a Master Sign Plan.

1. The Master Sign Plan shall result in architecture and graphics of a scale appropriate for the subject development and the surrounding area.
FINDING: The sign size and height are consistent with the previously approved 1981 Variation for the property and consistent with the nearby Moon Lake Office and Barrington Square Town Center signs.
2. The Master Sign Plan shall provide signage consistent with the site plan and architecture of the project.
FINDING: The proposal would replace an existing sign in the same location and is consistent with the originally approved site plan for the property. The sign is designed with a brick base with materials and colors intended to match the principal structure.
3. The Master Sign Plan will avoid visual clutter.
FINDING: The proposal reduces the total amount of signage on the property. The plan for the primary sign includes room for up to three tenant panels. There should be no need for additional freestanding signs. The Master Sign Plan includes conditions regarding the operation of the electronic message center to minimize visual impacts.
4. The Master Sign Plan shall allow visitors, employees, and consumers to readily identify the business entrances, while addressing the community's need for attractive, unobstructed architecture and commercial graphics.
FINDING: The plans include directional signs to identify access points and drive aisles. The location of the freestanding sign would not change.
5. The Master Sign Plan shall result in a unified theme of signage for this project.
FINDING: The signs will have common elements and colors.

Draft Recommendations

The Planning & Zoning Commission made the following motions:

1. Adopt the Findings of Fact for a Master Sign Plan, as stated in the Findings & Recommendations Summary.

Motion by Harner, seconded by Trieb to adopt the findings.

Roll call vote:

Aye: Baske, Harner, Henderson, Lee, Milford, Trieb, Wilson, Wise

Nay: None

Absent: Chhatwani, Combs

Motion Passed.

2. Recommend to the Village Board approval of a Master Sign Plan for the property located at 2200 W. Higgins Road (Hoffman Estates Community Bank) dated October 2024, and subject to the following conditions:
 - a. A sign permit shall be obtained within 6 months of Village Board approval of the Master Sign Plan.
 - b. The owner shall be responsible for any costs associated with damage to the Village's sanitary sewer as a result of sign construction or maintenance of the Higgins Road sign.

Motion by Harner, seconded by Trieb, to recommend approval.

Roll call vote:

Aye: Baske, Harner, Henderson, Lee, Milford, Trieb, Wilson, Wise

Nay: None

Absent: Chhatwani, Combs

Motion Passed.

MASTER SIGN PLAN
2200 W. Higgins Road
Hoffman Estates Community Bank
October 2024

Introduction

This Master Sign Plan applies to the property at 2200 W. Higgins Road and has been designed with signage for this development that considers certain unique characteristics of this property.

A. Area Included in Master Sign Plan

This Master Sign Plan applies to the property at 2200 W. Higgins Road with the P.I.N.: 07-07-200-238-0000.

B. General Provisions

1. Definition. For the purposes of this Master Sign Plan, “property” shall mean the areas included in the Master Sign Plan and shall apply to the existing structures and site improvements on the lot.
2. Driver Sight Visibility. No sign shall be placed in a manner that will obstruct driver or pedestrian sight lines, traffic control signs or create an unsafe condition based on analysis by the Village’s Planning and Transportation Division.
3. Landscaping. Landscaping shall be provided at the base of the ground sign, as required by Municipal Code.
4. Illumination. Sign illumination is permitted only in accordance with Municipal Code except as otherwise noted in the approved Master Sign Plan documents.
5. Setbacks. Setbacks for all signs shall be in accordance with the Municipal Code except as otherwise noted in the approved Master Sign Plan documents.
6. Sign Design. Color and letter graphic styles on the signs shall be those as shown on the attached plan; however, signs that are of a similar type shall be of a consistent color and graphic style.
7. Calculation of Sign Area. The surface area of all signs shall be in accordance with the Municipal Code except that the architectural base and support structure of the ground sign shall not be included in the total sign area if these areas do not contain text, logos, or any other graphics.

8. Permits. Sign permits shall be required in accordance with the Municipal Code.
9. Coordination with Village Sign Code. All regulations of the Municipal Code shall apply unless specifically stated otherwise in this Master Sign Plan. In the event of a conflict between this Master Sign Plan and the Municipal Code, the Master Sign Plan regulations shall apply. Any previous zoning relief granted for signage related to this property is no longer applicable.
10. Previous Variations. Ordinance 1278-1981 is hereby repealed through passage of the Ordinance granting this Master Sign Plan.

C. Ground Sign

Ground signage shall be in accordance with the following:

1. Monument Ground Signs. A total of one monument ground sign shall be permitted for this property. All ground signs shall be in compliance with the Municipal Code and the following:
 - a. Type. A freestanding style sign with no exposed supports that will identify the entire property. The base shall be a brick or masonry style with materials matching those of the principal building. The sign may include an LED electronic message center not to exceed 40 square feet per side. The sign shall only display services, products, or events specifically related to the property and off-site advertising shall be prohibited. Messages displayed shall not move, fade, scroll, flash, scintillate or have any other action technique. The brightness level of the electronic message center shall not exceed 3,250 NITs. The sign shall not be illuminated when the business is not open.
 - b. Height. The overall height of the sign shall not exceed 22 feet from grade.
 - c. Size. The sign shall not exceed 175 square feet per side.
 - d. Setbacks. The sign shall be setback a minimum of 10 feet from any property line and 2 feet from any parking area or sidewalk.

D. Wall Signs

1. Wall signs. All wall signs shall comply with the regulations identified in Municipal Code.

E. Miscellaneous Signs

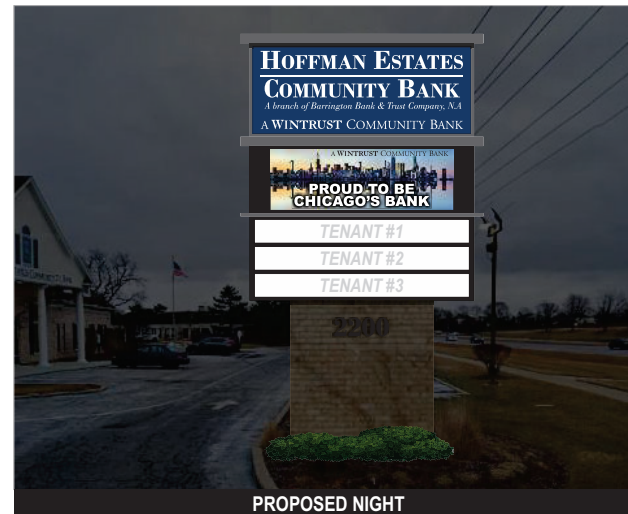
1. Directional or Instructional Signs. Directional signs shall meet the requirements of the Municipal Code. All signs shall be of a consistent design and shall be separate from traffic control signs.

F. Amendments

1. Changes. Changes to the text, colors, or graphic style of the signs from that included in the attached plan shall not require a formal amendment to this Master Sign Plan, provided the size and all other requirements of this Plan are met, and all signs of each type have unified design, materials, and colors.
2. Interpretation. The Village shall make all determinations concerning any question of interpretation of the Master Sign Plan set forth herein, and such determination shall be final and binding. Signs that are not explicitly addressed in the provisions of this Plan, but that meet the intent of the Plan, may be permitted through administrative approval.
3. New Signs. The addition of new signs or relocation of existing signs shall not require a formal amendment to this Master Sign Plan, provided the signs meet all requirements as set forth herein. Any amendment to make substantial changes to the approved signs in this Plan shall be subject to review by the Planning and Zoning Commission and/or approval by the Village Board through the process outlined in the Municipal Code.



QTY(1) 22'-7"H x 13'-0"W D.F. ILLUM. MONUMENT SIGN W/ EMU'S



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Wintrust Hoffman Estates

2200 W. Higgins Rd.
Hoffman Estates IL. 60169

Date 03/17/22

Acct. Executive S. Menna

Page No. 001

Revision Number Date

(Rev. 1) 04/11/23

(Rev. 2) 08/08/23

(Rev. 3)

(Rev. 4)

(Rev. 5)

(Rev. 6)

Drawn By D. Savage

Drawing Scale

PERMIT INFO

Sign Sq. Ft.

No. of Lamps/LEDs

Total Wattage

No. of Power Supplies

Total Amperage

Ext. 20 Amp Toggle
Switch w/Rubber Boot

Signature

Cust. Approval Date

Signature

Landlord Approval Date

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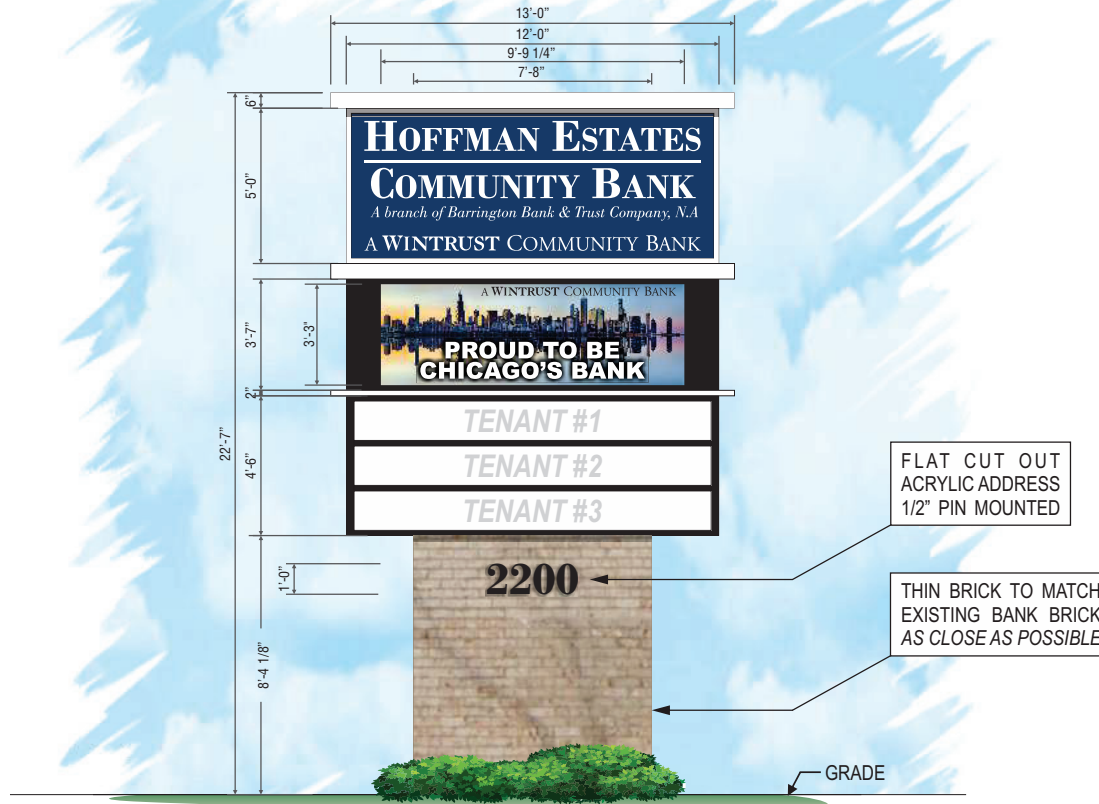


ELECTRICAL NOTES

Sign company DOES NOT provide
Primary Electrical to Sign.
Power to the Sign must be done
by a licensed electrical contractor
or licensed electrician.

Each Sign Must Have:

1. A minimum of One(1) dedicated 120V 20A circuit.
2. Junction box installed within Six(6) feet of Sign.
3. Three Wire: Line, Ground, and Neutral.



A QTY(1) 22'-7"H x 13'-0"W D.F. ILLUM. MONUMENT SIGN W/ EMU'S

Total Sq.Ft.: 293.58
Faces: White Polycarbonate

Cabinet, Retainers,
Divider Bars and Reveals: Painted Alum, Colors TBD

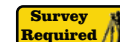
Vinyl: Blue, Colors TBD.

Illumination: White LED

Notes: Color Shown in White. Address #'s to be Black FCO.
Mount New Monument Sign Display to Existing Pole Supports.

Quantity: 2
Overall Cab. Height: 3'-7"
Overall Cab. Width: 12'-0"
Active: 3'-3" X 9'-9"
Overall Sign Depth: 6"
Total Sq. Ft.: 36.2

Type: XPR-B 8mm 90 x 360 RGB LED Matrix Display
Approx. Weight/Face: 429 lbs
Wattage/Face: 4000+/- (Display only)



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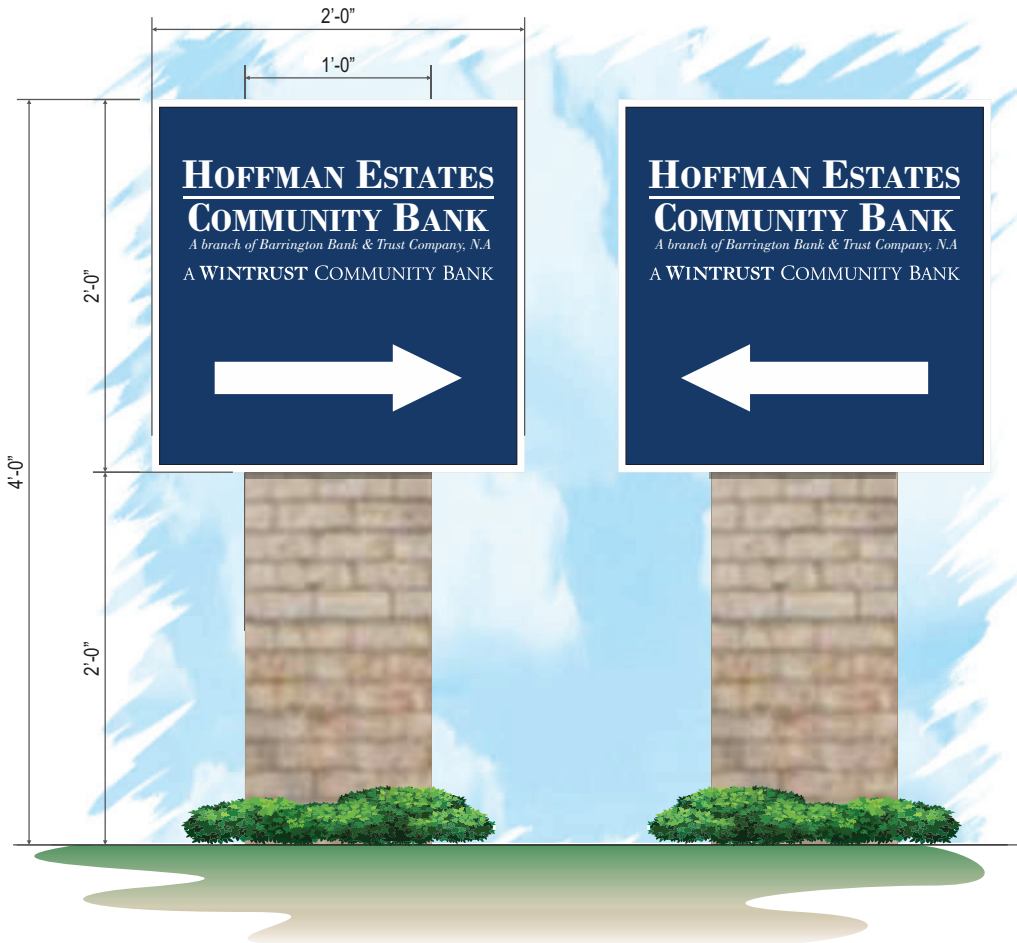
Date	03/17/22
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Page No.	002
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(Rev. 1)	04/11/23
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(Rev. 3)	
(Rev. 4)	
(Rev. 5)	
(Rev. 6)	
Drawn By	D. Savage
Drawing Scale	1/4"=1'-0"

PERMIT INFO

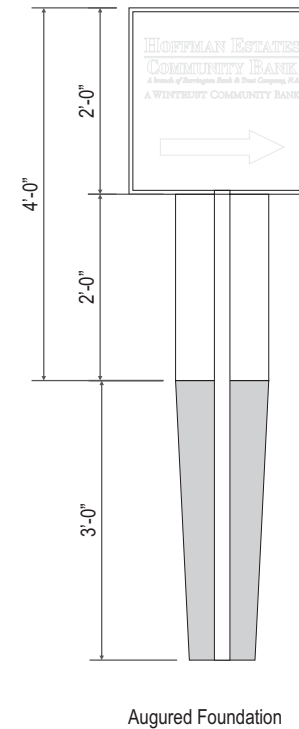
Sign Sq. Ft.	
No. of Lamps/LEDs	
Total Wattage	
No. of Power Supplies	
Total Amperage	
Ext. 20 Amp Toggle Switch w/Rubber Boot	

Signature	month/year
Cust. Approval	Date
Signature	month/year
Landlord Approval	Date

B QTY(1) 24" x 24" Double Sided Directional Sign Cabinet w/ Pole Skirt - non-illuminated



Installed in place of existing D/F sign 6



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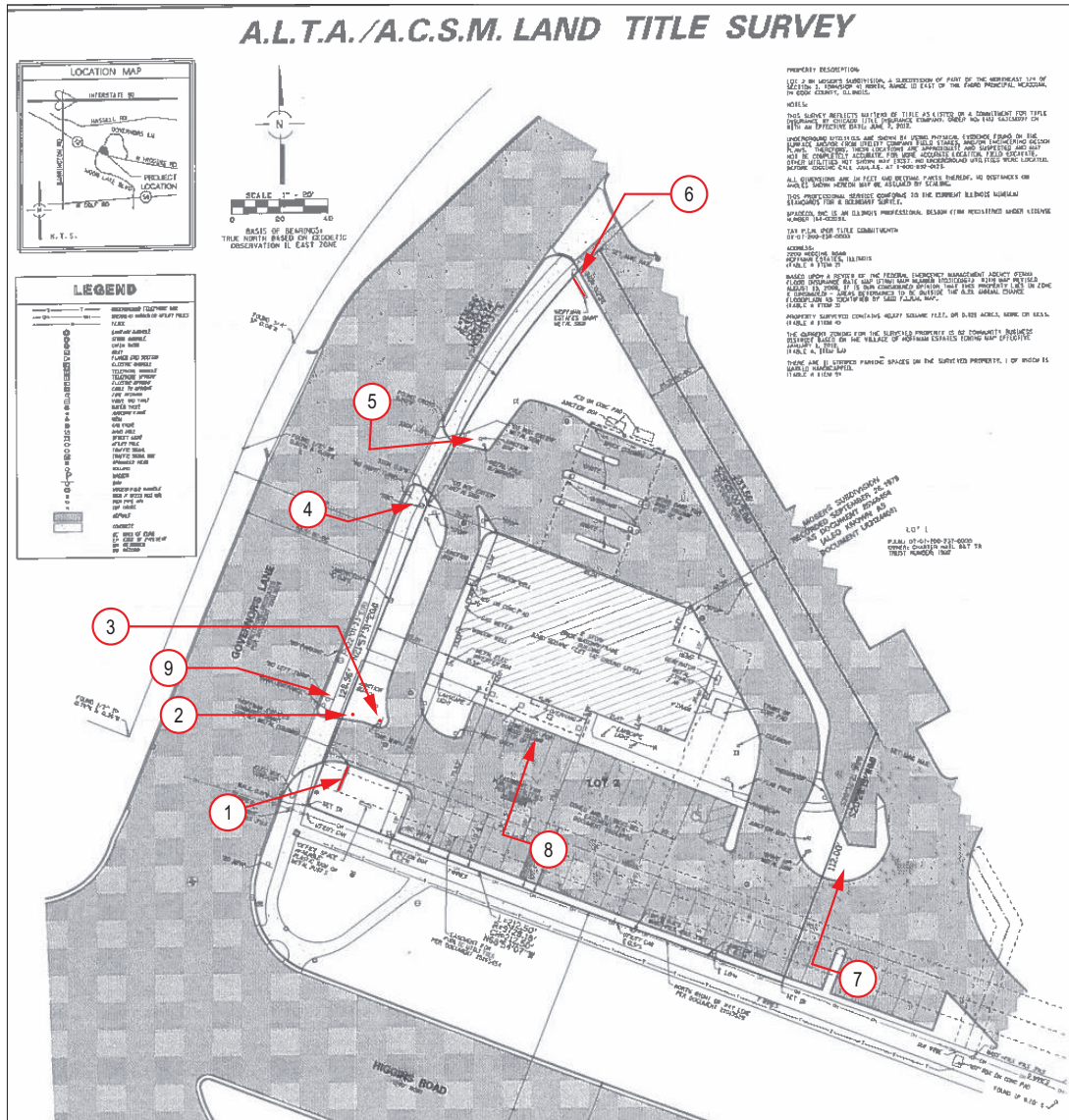
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3. Three Wire: Line, Ground, and Neutral.

1	Main Pylon Double Face	10'-0" Goveners Ln, Side 9'-6" Higgins Side
2	Single Face 18"x24" Bank Entrance	1'-0" Setback
3	Double Face 18" X 24"	2'-0" Setback
4	Double Face 24" x 24" "No (L/R) Turn"	In Easement
5	Single Face 24"x24" "Do Not Enter"	2'-0" Setback
6	Double Face Remove & Replace	1'-0" Setback
7	Double Face Lobby Parking Drive-Up / ATM	4'-0" Setback
8	Non-Illuminated Wall Letters apx 43.3sq.ft	69'-0" Setback
9	Single Face 24" x 24" No Left Turn	In Easement



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(Rev. 6)

Drawn By D. Savage
Drawing Scale

PERMIT INFO
Sign Sq. Ft.
No. of Lamps/LEDs
Total Wattage
No. of Power Supplies
Total Amperage
Ext. 20 Amp Toggle Switch w/Rubber Boot

Signature Date
Cust. Approval Date
Signature Date
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8	Non-Illuminated Wall Letters apx 43.3sq.ft	69'-0" Setback
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Total Wattage
No. of Power Supplies
Total Amperage
Ext. 20 Amp Toggle Switch w/Rubber Boot

Signature	initials
Cust. Approval	Date
Signature	initials
Landlord Approval	Date

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120V 20A circuit.
2. Junction box installed within Six(6)
feet of Sign.
3. Three Wire: Line, Ground, and Neutral.



PLANNING & ZONING COMMISSION STAFF REPORT

Meeting Date: 10/16/2024

From: Kevin Anderson, Associate Planner

PLN24-0014

Public Hearing

Master Sign Plan for the property at 2200 W. Higgins Road (Hoffman Estates Community Bank)

REQUEST SUMMARY

The property owner of 2200 W. Higgins Road is seeking a Master Sign Plan to permit the removal and replacement of existing Hoffman Estates Community Bank signage. The plan includes replacement of the existing monument sign along Higgins Road with an LED electronic message center component. The plan also includes replacement of the existing non-conforming multi-tenant sign at the northern Governors Lane entrance with a smaller directional sign. In accordance with Section 9-3-M-13 of the Municipal Code, the proposed Master Sign Plan outlines parameters for the quantity, location, and maximum sign area for monument, wall and directional signage for the property.

Location:	2200 W. Higgins Rd.
Property Owner / Applicant:	Barrington Bank and Trust Company, NA
Property Size:	~0.9 acres
Zoning / Land Use:	B-2 Community Business / Bank with Drive-thru
Adjacent Properties:	N - Governor's Square Offices / Future Fire Station 22 E - Governor's Square Offices / Future Fire Station 22 W - 7-Eleven Convenience Store S - Seasons Apartments

BACKGROUND / ANALYSIS

The subject property consists of a stand-alone bank building with drive-thru lanes. It is currently improved with two freestanding signs, one wall sign, and various directional signs. A Special Use for a bank and the Site Plan were approved in 1979-1980. A sign Variation was granted in 1981 (Ordinance 1278-1981) to allow the freestanding sign to be up to 144 square feet per side and 23 feet in height. Current code permits a freestanding sign to be a maximum of 100 square feet and 20 feet in height.

Proposal

The owner is proposing to replace the existing Higgins Road monument sign with a new multi-tenant monument sign in the same location. The proposed sign is 22 feet in height and 170 square feet per side. The sign includes an electronic message center (EMC) component of approximately 40 square feet, covering 24% of the total sign face. The total square footage, 340 square feet, and EMC component require approval through a

Master Sign Plan as they exceed current code requirements and previously granted Variations.

The location of the Higgins Road monument sign is within an existing utility easement. The owner has submitted letters from all utility companies accepting the encroachment. A Village sanitary sewer main is within the easement. Public Works has reviewed the plans and has no concerns with the location within the easement. The sign is setback 10 feet from the property lines and approximately 70 feet from the roadway.

In addition to the Higgins Road monument sign, the owner is proposing to replace the existing non-conforming multi-tenant sign at the northern Governors Lane entrance with a code-compliant directional sign. All other existing signs on the property, including the wall sign and various directional signs, are in compliance with the current code and will remain.

The attached Master Sign Plan outlines the aforementioned signage regulations. Approval of this Master Sign Plan will repeal the Variations granted through Ordinance 1278-1981. The signage plans as proposed are included as an attachment to the Master Sign Plan.

Notification

Standard notification letters were sent to all properties within 300 feet. No objections have been received.

MOTIONS

The Planning & Zoning Commission shall make the following motions (a total of 2 motions are required):

1. Adopt the Findings of Fact for a Master Sign Plan, as stated in the Findings & Recommendations Summary.
2. Recommend to the Village Board approval of a Master Sign Plan for the property located at 2200 W. Higgins Road (Hoffman Estates Community Bank) dated October 2024, and subject to the following conditions:
 - a. A sign permit shall be obtained within 6 months of Village Board approval of the Master Sign Plan.
 - b. The owner shall be responsible for any costs associated with damage to the Village's sanitary sewer as a result of construction or maintenance of the Higgins Road sign.

ATTACHMENTS

1. Location Map - 2200 W. Higgins Rd.
2. Draft Findings and Recommendations Summary
3. Master Sign Plan for 2200 W. Higgins
4. Supporting Documents - 2200 W. Higgins Rd

I. Owner of Record**LUKE YARGER****Barrington Bank & Trust Company, NA**

Name

Company

201 S Hough St**Barrington**

Street Address

City

IL**60169****847-268-1867 LYARGER@WINTRUST.COM**

State

Zip Code

Telephone Number

Email

II. Applicant (if not the owner)

Name

Firm/Company

Street Address

City

State

Zip Code

Telephone Number

Email

Applicant's relationship to property: _____

III. Authorized Agent on Behalf of the Owner of Applicant or (Contact Person/Project Manager)**VINI TONELLI****OMEGA SIGN & LIGHTING INC**

Name

Firm/Company

1401 W JEFFREY DRIVE**ADDISON**

Street Address

City

IL**60101****630-237-4397 PERMITS@OMEGASIGNCHICAGO.COM**

State

Zip Code

Telephone Number

Email

IV. Owner Consent for Authorized Representative

It is required that the **property owner or designated representative** be at all requests before the Planning and Zoning Commission (PZC). During the course of the meeting, questions may arise regarding the overall site, site improvements, special conditions to be included in a PZC recommendation, etc. The representative present must have knowledge of the property and have the authority to make commitments to comply with any and all conditions included in the PZC recommendations. Failure to have the owner or designated representative present at the meeting can lead to substantial delays in the hearing process. **If the owner cannot be present at the meeting, the following statement must be signed by the owner:**

I understand the requirement for the owner or an authorized representative to be present at the meeting with full authority to commit to requests, conditions and make decisions on behalf of the owner. I hereby authorize the following person(s)/firm(s) to act on my behalf and advise that he/she has full authority to act as my/our representative.

CARMELA MENNA**OMEGA SIGN & LIGHTING INC**

Name/Firm

Name/Firm

VINI TONELLI**OMEGA SIGN & LIGHTING INC**

Name/Firm

Name/Firm

**Luke J Yarger**

Owner Signature

Print Name

IV. Acknowledgement(s)

- Owner, applicant and authorized representatives may include other team members (consultants, brokers, tenants, etc.) that may be called upon to present at public meetings before the Planning and Zoning Commission and Village Board.
- Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village. Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable or otherwise.
- Planning and Zoning Commission members and Village Staff often conduct inspections of subject site(s) as part of the pre-hearing review of requests. These individuals will be carrying official Village identification cards that can be shown upon request.

The Owner and Applicant, by signing this Application, certify to the correctness of the application and all submittals.

Owner's Signature: 
Owner's Name (Please Print): Luke J Yarger
Applicant's Signature: 
(If other than Owner)
Applicant's Name (Please Print): VINI TONELLI
Date: 3/13/2024

IV. Application and Document Submittals

All required application materials should be submitted to the Planning & Transportation Division in electronic format via email to planning@hoffmanestates.org. Staff will notify the applicant if full size plan submittals are also required for a particular project review. Submittal requirements can be found in Subdivision Code, Section 10-6 of the Village's Municipal Code.

All applications fees must be paid before the Planning and Zoning Commission can hear any case.

Please contact the Planning & Transportation Division with any questions:

Email: planning@hoffmanestates.org
Address: 1900 Hassell Road
Hoffman Estates, IL 60169
Phone: (847) 781-2660

STANDARDS OF A MASTER SIGN PLAN

Zoning Code Section 9-3-9-M-13 requires that the Planning and Zoning Commission shall, in making its determination, find that adequate evidence is provided to meet the Standards of a Master Sign Plan. All standards must be answered in full.

1. The Master Sign Plan shall result in architecture and graphics of a scale appropriate for the subject development and the surrounding area. Please provide an explanation.

THE PROJECT WILL IMPROVE THE VISIBILITY WITH A CLEAN AND CLEAR VIEW OF THE BUSINESS IDENTIFICATION OF THE BANK, AND THE EXISTING AND NEW TENANTS WITH LAYOUT CHANGE OF THE SIGN AND ADDING A DIGITAL SIGN TO IT. THE DIGITAL PORTION WILL ALLOW CUSTOMERS TO SEE PROMOTIONS, WHICH WILL HELP THE GROWTH OF THE BUSINESS.

2. The Master Sign Plan shall provide signage consistent with the site plan and architecture of the project. Please provide an explanation.

THE NEW SIGN WILL NOT ALTER THE ESSENTIAL CHARACTER OF THE ARCHITECTURAL FEEL OF THE AREA OF THE BUILDING, OR EVEN THE LOCALITY. THE SIGN WILL MATCH THE COLORS USED ON THE BUILDING, BLUE AND WHITE, AND THE SURFACE AREA OF THE SIGN WILL BE OPTIMIZED BY HAVING A DIGITAL SIGN AS WELL.

3. The Master Sign Plan will avoid visual clutter. Please provide an explanation.

THE CHOSEN STYLE HAS A CLEAR AND CLEAN VIEW OF THE BANK (LANDLORD) AND TENANT PANELS, AVOIDING VISUAL CLUTTER, EVEN WITH AN ELECTRONIC MESSAGE UNIT MOUNTED, STRATEGICALLY, BETWEEN THE LANDLORD AND TENANTS.

4. The Master Sign Plan shall allow visitors, employees, and consumers to readily identify the business entrances, while addressing the community's need for attractive, unobstructed architecture and commercial graphics. Please provide an explanation.

THE PROPOSED LAYOUT OF THE SIGN WILL HELP VISITORS, EMPLOYEES, CONSUMERS, AND POTENTIAL NEW CONSUMERS TO IDENTIFY EXISTING BUSINESS IN THAT LOT. THIS SIGN WILL RAISE THE ATTRACTIVENESS OF THE AREA USING MODERN TECHNOLOGY, WHILE NOT CREATING A TRAFFIC HAZARD, OR DEPRECIATION AT THE NEARBY PROPERTY VALUES OR OTHERWISE BE DETERMINED TO THE PUBLIC HEALTH, SAFETY MORALS, AND WELFARE.

5. The Master Sign Plan shall result in a unified theme of signage for this project. Please provide an explanation.

THIS PROJECT PROVIDES A UNIFIED THEME OF SIGNAGE BY ALLOWING ONE MONUMENT SIGN TO BE USED IN THAT LOT. ALL TENANTS WILL SHARE THE SIGN WITH THE PERMISSION OF THE LANDLORD (BANK), AND BE ALLOWED TO ADVERTISE THEIR BUSINESS CREATING BETTER ECONOMIC GROWTH FOR NOT ONLY THE COMMUNITY BUT FOR THEM AS WELL.

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This request is based on the desire to have a sign updated with a modern look and add a digital sign to it. The foundation will be the same as the structural poles.

The sign will be located at the same location as the existing one, in the southeast corner of the property lot. The cabinet will be made of aluminum, tenant panels in acrylic and internally illuminated with LED.

The digital sign, manufactured by Samsung. The chosen model is the XPR-B 8mm, with a matrix of 90 pixels (H) x 360 pixels (W). This model has a built-in light sensor that can self-dim the sign based on the light hitting the light sensor and the sign has the capability of self-dim using the global weather information. Also, the dimming parameters can be adjusted to the village's NIT requirements.



MINUTES
Planning & Zoning Commission
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

October 16, 2024

Council Chambers

6:30 PM

1. CALL TO ORDER/ROLL CALL

Vice Chairperson Bauske called the meeting to order at 06:30 PM.

Commissioners Present: Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, Denise Wilson, John Wise, Lenard Henderson (arrived at 06:32 PM)

Commissioners Absent: Excused: Rajkumari Chhatwani, Eva Combs

A quorum was present.

Administrative Personnel Present: Kevin Anderson, Associate Planner; Daisy Dose-Adamzadeh, Assistant Planner

2. APPROVAL OF MINUTES

A. Planning & Zoning Commission 10-02-2024

Motion by Commissioner Harner, seconded by Commissioner Trieb, to approve October 2, 2024, regular meeting minutes. Voice vote taken. Ayes - 6, Nays - 0, (Abstain: John Wise). Motion Passed.

3. CHAIRPERSON'S REPORT

Vice Chairperson Bauske did not have a report.

Staff Member Daisy Dose-Adamzadeh reported the Village Board approved the Pulte Townhomes and 1720 Highland Blvd items on Monday, October 7.

4. NEW BUSINESS

A. Public Hearings

1. Master Sign Plan for the property at 2200 W. Higgins Road
(Hoffman Estates Community Bank)

Motion by Commissioner Harner, seconded by Commissioner Trieb, to Open Public Hearing. Voice vote taken. Ayes - 8, Nays - 0, (Abstain: None) (Absent: Chhatwani, Combs). Motion Passed.

Vice Chairperson Bauske swore in the petitioners.

Leslie McCracken (Omega Sign & Lighting)

Leslie McCracken presented an overview of the project.

Kevin Anderson presented an overview of the staff report.

Vice Chairperson Bauske asked if there were any members of the audience that would like to comment on the request. There was no public comment.

Commissioner Lee had no questions. He commented that he was sad to see the roof go away since he liked the shape, but thinks the new design is very sleek.

Commissioner Milford had no questions.

Commissioner Wilson had no questions.

Commissioner Wise asked if the photo depicted the exact location. Ms. McCracken stated it was.

Commissioner Wise asked what other tenants would be in the location. Ms. McCracken stated she was not aware of the tenants who would be remaining in the building.

Commissioner Trieb stated she liked that the new sign would be in brick to complement the building. She asked whether the colors represented in the photo, showing navy blue, white with black trim, would be the final color scheme. Ms. McCracken stated the colors could be changed to what the customer chooses.

Commissioner Harner had no questions.

Commissioner Henderson commented he really likes the sign and had no questions.

Vice Chairperson Bauske asked the petitioner if they agreed with the conditions of approval in the staff report. Ms. McCracken stated yes.

Mr. Anderson pointed out there are operational restrictions written into the Master Sign Plan that the signs are not allowed to flash, scroll, blink, scintillate. They are required to have a

static message on the sign for at least six (6) seconds at a time.

Motion by Commissioner Harner, seconded by Commissioner Henderson, to Close Public Hearing. Voice vote taken. Ayes - 8, Nays - 0, (Abstain: None) (Absent: Chhatwani, Combs). Motion Passed.

Motion by Commissioner Harner, seconded by Commissioner Henderson, to adopt the Findings of Fact for a Master Sign Plan, as stated in the Findings & Recommendations Summary of October 16, 2024.

Roll call vote:

Aye: Adam Bauske, Lon Harner, Lenard Henderson, Daniel Lee, Minerva Milford, Nancy Trieb, Denise Wilson, John Wise

Nay: None

Absent: Rajkumari Chhatwani, Eva Combs

Motion Passed.

Motion by Commissioner Harner, seconded by Commissioner Henderson, to recommend to the Village Board approval of a Master Sign Plan for the property located at 2200 W. Higgins Road (Hoffman Estates Community Bank) dated October 2024, and subject to the conditions as presented in the October 16, 2024, staff report.

Roll call vote:

Aye: Adam Bauske, Lon Harner, Lenard Henderson, Daniel Lee, Minerva Milford, Nancy Trieb, Denise Wilson, John Wise

Nay: None

Absent: Rajkumari Chhatwani, Eva Combs

Motion Passed.

Vice Chairperson Bauske stated this recommendation would be presented to the Village Board at the next regular meeting on October 21, 2024, at 7:00 p.m.

5. STAFF DISCUSSION

Ms. Dose-Adamzadeh stated there was nothing on the agenda for November 6, 2024. She stated there is an agenda for the meeting to be held on Wednesday, November 20, 2024.

6. PUBLIC COMMENT

None.

7. ADJOURNMENT

Motion by Commissioner Harner, seconded by Commissioner Henderson, to adjourn at 06:42 PM. Voice vote taken. Ayes - 8 | Nays - 0 (None) | Abstain - 0 (None). Motion Passed.

Minutes prepared by Marquelle Cnota, Administrative Assistant.

Chairperson's Approval

Date Approved

Draft

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 8-3-22, NUMBER OF LICENSES, OF ARTICLE 3, ALCOHOLIC LIQUORS, OF THE HOFFMAN ESTATES MUNICIPAL CODE (INCREASE THE NUMBER OF CLASS “AC” LICENSES FOR COFFEE & TEA BAR HOSPITALITY, LLC DBA WORLD'S FAIR BY FAIRGROUNDS CRAFT COFFEE & TEA, 2000 CENTER DRIVE, HOFFMAN ESTATES, IL AND DECREASE THE NUMBER OF CLASS “A” LICENSES FOR APPLE VILLA II, INC. DBA APPLE VILLA PANCAKE HOUSE 3101 NORTH BARRINGTON ROAD, HOFFMAN ESTATES, IL)

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, as follows:

Section 1: That Section 8-3-22, NUMBER OF LICENSES, of the Hoffman Estates Municipal Code be and the same is hereby amended to read as follows:

The number of licenses issued to persons for the sale of alcoholic liquors by the Village of Hoffman Estates shall be limited to sixty four (64) Class “A” licenses, two (2) Class “AA” licenses, two (2) Class “AC” license, fifteen (15) Class “B” licenses, unlimited Class “C” licenses, three (3) Class “D” licenses, two (2) Class “DD” licenses, one (1) Class “DJ” license, zero (0) Class “F” license, one (1) Class “G” license, unlimited Class “H” licenses, one (1) Class “I” license, fifteen (15) Class “LC” licenses, fourteen (14) Class “J” licenses, and zero (0) Class “P” license.

Section 2: That any person, firm or corporation violating any of the provisions of this Ordinance shall be subject to a fine of not less than Ten Dollars (\$10.00) nor more than Five Hundred Dollars (\$500.00) for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Section 3: That the Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 4: That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2024

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk
Published in pamphlet form this _____ day of _____, 2024.