

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-466-4507 Fax: 630-466-4521</p>	<p>Village Trustees</p> <p>Robert Bohler Kevin Geary Sean Herron Mari Johnson Rick Montalto David Paluch</p>
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**December 22, 2014
Special Board Meeting
4:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Resolution: Authorizing an Engineering Agreement with GRAEF_USA, Inc. for Phase I engineering on the -
88 and IL Route 47 Interchange Project *STAR
5. Resolution: Authorizing Expenditure of MFT Funds
6. Resolutions: Authorizing an Engineering Agreement with EEI for the MFT and Non MFT 2015 Roadway
Improvement Program
7. Public Comments
8. Closed Session: Land Acquisition, Personnel, Litigation
9. Adjournment

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR
SUBJECT: RESOLUTION: ENGINEERING AGREEMENT WITH GRAEF-USA, INC
FOR PHASE I ENGINEERING ON THE I-88 AND IL ROUTE 47
INTERCHANGE PROJECT SUBJECT TO ATTORNEY REVIEW
AGENDA: DECEMBER 22, 2014 SPECIAL BOARD MEETING
DATE: DECEMBER 17, 2014

ISSUE

Should the Village approve a resolution authorizing an Engineering Agreement with the Graef-USA, Inc. for Phase I engineering on the I-88 and IL Route 47 Interchange Project.

DISCUSSION

This project consists of Phase I Engineering Services for improvements to the interchange at IL 47 and the Ronald Reagan Memorial Tollway (I-88) located in the Village of Sugar Grove in Kane County. These Phase I services consider the I-88/Illinois Route 47 Full Interchange Feasibility Study (August 5, 2010). The existing interchange configuration is a Half-Diamond with access ramps to and from the west. The Phase I Engineering Services will be to complete a study for full access at the interchange by adding access to and from the east. This engineering design study will be in compliance with the Illinois Department of Transportation's (IDOT) Bureau of Design and Environment's policies and procedures for roadways under IDOT and local agency jurisdiction. For roadways under the Illinois Tollway's jurisdiction, the highway design criteria will follow the guidelines of the Tollway's Design Section Engineers Manual. It is anticipated that the following documents will be produced during this engineering design study:

- Environmental Assessment Document
- Combined Design Report
- Tollway Interchange and Roadway Cost Sharing Application

The objective of these Phase I Engineering Services is to complete preliminary engineering and environmental studies, and obtain approval from IDOT, Illinois Tollway, Federal Highway Administration, the Village of Sugar Grove, and any other regulatory agencies. The estimated costs of Phase I engineering is \$1,141,718.22.

The Village has been coordinating and working with IDOT to finalize the scope and costs of the Phase I Engineering. The State has agreed in to provide a total of \$4,925,000.00 towards the estimated delivery cost of the project including \$1,141,719.00 for Phase I engineering. The Village has signed Agreements with IDOT for this project..

COST

Account 35-53-6303: Engineering Service has \$735,000.00 for Phase I engineering. The additional funds from IDOT for this project would also be allocated to this fund in the next fiscal year.

RECOMMENDATION

That the Village Board approve Resolution **#20141222PW1** authorizing the Village President to execute the Engineering Agreement with Graef-USA, Inc. 8501 W. Higgins Road, Suite 280 Chicago IL, 60631 for Phase I Engineering on the I-88 and IL Route 47 Interchange Project subject to Attorney Review.



RESOLUTION NO. 20141222PW1

VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS

RESOLUTION AUTHORIZING EXECUTION OF AN ENGINEERING AGREEMENT WITH GRAEF_USA, INC. FOR PHASE I ENGINEERING ON THE I-88 AND IL ROUTE 47 INTERCHANGE PROJECT

WHEREAS, the Village of Sugar Grove Board of Trustees find that it is in the best interest of the Village to execute the Engineering Agreement with the Graef-USA, Inc. 8501 W. Higgins Road, Suite 280 Chicago IL, 60631 for Phase I Engineering on the I-88 and IL Route 47 Interchange Project, and to execute the attached agreement;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

That attached hereto and incorporated herein by reference as Exhibit A is the Engineering Agreement between the Graef-USA, Inc. 8501 W. Higgins Road, Suite 280 Chicago IL, 60631 and the Village of Sugar Grove for the Phase I Engineering on the I-88 and IL Route 47 Interchange Project. The President and Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on the 22nd day of December, 2014.

P. Sean Michels, President of the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois

ATTEST: Cynthia Galbreath, Village Clerk, Village of Sugar Grove

Table with 5 columns: Name, Aye, Nay, Absent, Abstain. Rows include Trustee Robert E. Bohler, Trustee Kevin M. Geary, Trustee Sean Herron, Trustee Mari Johnson, Trustee Rick Montalto, Trustee David Paluch, and President P. Sean Michels.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR
SUBJECT: RESOLUTION: 2015 MOTOR FUEL TAX (MFT) PROGRAM
AGENDA: DECEMBER 22, 2014 SPECIAL BOARD MEETING
DATE: DECEMBER 19, 2014

ISSUE

Should the Village Board approve the expenditure of estimated funds for the 2015 MFT Program.

DISCUSSION

In order to expend the Motor Fuel Tax (MFT) funds allocated for FY 15-16, the Village must pass a resolution authorizing the expenditure and submit it to the State. Staff is requesting approval of a resolution in the not to exceed amount of \$239,027 for the total estimated funds available for the 2015-2016 MFT Pavement Maintenance Program. This amount will include the engineering services of Engineering Enterprises, Inc. and the construction costs of the contractor awarded the bid.

Staff recommendations for the 2015-2016 Program will be finalized at the December 22, 2014 Special Board Meeting. The program would consist of two contracts. One contract would include resurfacing the remaining portion of Heartland Drive and Waubensee Drive utilizing MFT funds. The option to include resurfacing on Calkins Drive and Grove Street will be discussed as an addition to the resurfacing contract.. The second contract would include crack sealing Meadowridge Villas, Windsor Point, Merrill Road and Gordon Road utilizing Village funds.

COST

The MFT projected budget is included in the Fiscal Year 15-16 Infrastructure Fund, account numbers 35-50-6303: Engineering Services (\$28,683) and 35-50-7008: Capital Improvements (\$210,344).

RECOMMENDATION

The Village Board approves a resolution authorizing participation in the 2015 MFT funds expenditure in the amount not to exceed \$239,027.



Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the President and Board of Trustees of the Village of Sugar Grove, Illinois, that there is hereby appropriated the sum of \$239,027.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2015 to December 31, 2015.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Cindy Galbreath Clerk in and for the Village of Sugar Grove, County of Kane

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the President and Board of Trustees at a meeting on December 22, 2014

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 22nd day of December, 2014.

(SEAL) Village Clerk

Approved
Date
Department of Transportation
Regional Engineer

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR
SUBJECT: RESOLUTION: AUTHORIZING AN AGREEMENT WITH EEI FOR THE
2015 MFT / ROADWAY PROGRAM
AGENDA: DECEMBER 22, 2014 SPECIAL BOARD MEETING
DATE: DECEMBER 19, 2014

ISSUE

Should the Village Board approve a resolution with Engineering Enterprises, Inc. for engineering services related to the 2015 MFT / Roadway Program.

DISCUSSION

At the December 16, 2014 Board Meeting, the Village Board discussed the 2015 MFT / Roadway Program as presented by Village Staff and EEI. The program would consist of two contracts. One contract would include resurfacing the remaining portion of Heartland Drive and Waubensee Drive utilizing MFT funds. The option to include resurfacing on Calkins Drive and Grove Street will be discussed as an addition to the resurfacing contract. The Board will need to decide which resurfacing contract they are going to approve. Any funds in excess of the MFT funds would need to be supplied by the Village. The second contract would include crack sealing Meadowridge Villas, Windsor Point, Merrill Road and Gordon Road utilizing Village funds.

Engineering Enterprises, Inc. has prepared a proposal to provide professional engineering services to cover both design and construction engineering for the 2015 MFT / Roadway Program. The proposal includes providing the following services:

1. Initial Correspondence
2. Preliminary / Design Engineering
3. Bidding and Letting
4. Contracting and Pre-construction Activities
5. Construction Observation and Administration
6. Closeout

Engineering Enterprises, Inc. will provide preliminary and design engineering services for contract one as a Lump Sum Fee of \$31,358 if only Heartland Drive and Waubensee

Drive are resurfaced. If Calkins Drive and Grove Street are added, the Lump sum engineering costs would increase to \$41,712. An additional \$3,000 for materials testing is needed for contract one. The costs for contract two, which covers the crack sealing portion of the program, is a Lump sum of \$8,286.

The total cost for the Professional Engineering Services Agreement for the 2015 MFT / Roadway Program is \$42,644 or \$52,998, depending on which contract one option is chosen.. Staff intends to utilize a combination of the MFT allocation from FYE 15 and a portion of the General Fund transfer to fund the engineering.

COST

The Fiscal Year 15-16 Infrastructure Budget, account number 35-50-6303: Engineering Services has \$28,683.00 budgeted for this project. Any additional costs for engineering would be included in Account 35-53-6303:Engineering Services and would be covered by the General Fund transfer.

RECOMMENDATION

The Village Board approves Resolution **#20141222PW2** authorizing an Agreement with Engineering Enterprises, Inc. for the Professional Engineering Services for the 2015 MFT / Roadway Program.



RESOLUTION NO. 20151222PW2

VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH
ENGINEERING ENTERPRISES, INC. FOR THE 2015 MFT / ROADWAY
PROGRAM**

WHEREAS, the Village of Sugar Grove Board of Trustees find that it is in the best interest of the Village to engage the services of Engineering Enterprises, Inc. to provide professional preliminary, design and construction engineering services for the 2015 MFT / Roadway Program, and to execute the attached agreement;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

That attached hereto and incorporated herein by reference as Exhibit A is an agreement between Engineering Enterprises, Inc. and the Village of Sugar Grove for professional preliminary, design and construction engineering services for the 2015 MFT / Roadway Program. The President and Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement.

Passed by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 22nd day of December, 2014.

P. Sean Michels
President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST: _____
Cynthia Galbreath
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Robert E. Bohler	_____	_____	_____	_____
Trustee Kevin M. Geary	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____
President P. Sean Michels	_____	_____	_____	_____



December 22, 2014

Mr. Anthony Speciale
Director of Public Works
Village of Sugar Grove
10 Municipal Drive
Sugar Grove, IL 60554

**Re: 2015 MFT Road Program – Heartland and Waubonsee
Village of Sugar Grove, Kane Co., IL**

Dear Mr. Speciale:

This letter is written to submit our proposal to provide professional engineering services to provide engineering services to the Village for the development and administration of a roadway improvement contract within the Village utilizing MFT Funds.

BACKGROUND AND DESCRIPTION

This agreement consists of the design and construction engineering required for the roadway resurfacing program for next year, which will utilize MFT Funds to pay for construction only. This proposal includes the engineering services that will be required to develop the bid documents, contracts, construction administration and project closeout. The resurfaced roadways will be:

- Heartland Drive: From Public Works to Waubonsee Drive
- Waubonsee Drive: From Heartland Drive to IL Route 47

SCOPE OF SERVICES

We propose to furnish the necessary personnel, materials, equipment and expertise to complete the preliminary and construction engineering in accordance with IDOT and Village requirements for the processing of General Maintenance Projects.

A listing of the activities and items to be covered and/or provided is as follows:

1. **Initial Correspondence**
 - Confirm Scope of Work with Village
 - Submit Preliminary Documents for Village Review and Approval
 - Prepare and Submit Preliminary Documents to IDOT for Use of MFT Funds
2. **Preliminary/Design Engineering**
 - Provide Design Engineering, Including Quantity and Pay Item Development and Estimates
 - Develop Specification Booklets and Exhibits
 - Submittals to Village for Review
 - Revisions and Approval with IDOT

3. **Bidding/Letting**

- Facilitate the Advertisement and Bidding of the Project
- Coordinate with Potential Bidders During Advertisement Period
- Distribute Addendums as Needed
- Attend Bid Opening
- Prepare Tabulation of Bids
- Review Qualifications of Low Bidder
- Recommendation of Award

4. **Contracting & Pre-Construction Activities**

- Develop Contract Booklets
- Obtain Insurance and Contract Bonds
- Develop Pre-Construction Conference Outlines
- Attend Pre-Construction Conference, Prepare Minutes

5. **Construction Observation & Administration**

- Provide Periodic On-Site Observation to Ensure Contractor Compliance with Specifications
- Documentation of Installed Quantities
- Collect Material Inspection Documents as Required
- Develop Payment Estimates
- Prepare Change Orders

6. **Closeout**

- Prepare and Submit Final Documents to IDOT for Use of MFT Funds
- Prepare Punch List
- Recommend Release of Final Payment Upon Acceptance

PERSONNEL AND PROJECTS

We believe that we are qualified to perform the proposed work for the Village of Sugar Grove. Mr. Tim Weidner, P.E. and Mr. Chris Ott, E.I., will be the principal members of the firm to perform and direct the work. These individuals have extensive practical experience and academic training related to the development and execution of pavement maintenance and rehabilitation contracts.

FEEES AND CONDITIONS

The proposed fee for the above-described scope of services will be a Lump Sum price of **\$31,358.00**. This work is inclusive of the preliminary/design (\$13,158) and construction (\$18,200) activities to be performed for the successful development, administration, execution and closeout of the contract. Payment for all work performed will be based on invoices submitted periodically by our firm, but not more frequently than monthly, as the work progresses and will be payable by the Village within 30 days of the date of invoice.

Additional assignments not described above, will be performed at an hourly rate for the various classifications of employees who will perform the work per the approved Standard Schedule of Charges in place with the Village at the time of the execution of this Contract, or at an agreed upon Lump Sum price. All such extra work will be performed only in accordance with authorization by the Village of Sugar Grove.

Mr. Anthony Speciale
Village of Sugar Grove
December 22, 2014
Page 3

This proposal shall be effect for a period of thirty (30) days from this date. If this proposal is not accepted within that period of time, we reserve the right to withdraw or revise this proposal. This proposal specifically provides for the right to use existing maps, plans, records and computer analysis as an agent of the Village.

ACCEPTANCE

If selected for this project, we will give our full attention to the project so that the results will be available as soon as practicable, consistent with performance of our services, response by state agencies and suppliers, meetings with the Village and other considerations.

If the Program Description, Scope of Services, Personnel, Fees and Conditions as listed above are satisfactory, please indicate your acceptance by signing both of the enclosed proposals and returning one of them to us for our records which will serve as our Agreement for Professional Engineering Services.

We look forward to working with and for you on this project so that we can apply our talents to the cost-effective solution of your pavement maintenance problems.

Very truly yours,

ENGINEERING ENTERPRISES, INC.



Michele L. Piotrowski, P.E., LEED AP
Project Manager

MLP/ars

Mr. Anthony Speciale
Village of Sugar Grove
December 22, 2014
Page 4

AGREEMENT

All terms and conditions to this Agreement for Professional Services
accepted this _____ day of _____, 2014.

By _____

By _____

VILLAGE OF SUGAR GROVE
Organization

10 Municipal Drive
Address

Sugar Grove IL 60554
City State Zip

Accepted this _____ day of _____, 2014

ENGINEERING ENTERPRISES, INC.
Organization

52 Wheeler Road
Address

(corporate seal)

Sugar Grove IL 60554
City State Zip

By Michels L. Piotrowski
Project Manager

By Angie Smith
Executive Assistant / Marketing Coordinator



December 22, 2014

Mr. Anthony Speciale
Director of Public Works
Village of Sugar Grove
10 Municipal Drive
Sugar Grove, IL 60554

**Re: 2015 MFT Road Program – Heartland, Waubonsee, Grove, and Calkins
Village of Sugar Grove, Kane Co., IL**

Dear Mr. Speciale:

This letter is written to submit our proposal to provide professional engineering services to provide engineering services to the Village for the development and administration of a roadway improvement contract within the Village utilizing MFT Funds.

BACKGROUND AND DESCRIPTION

This agreement consists of the design and construction engineering required for the roadway resurfacing program for next year, which will utilize MFT Funds to pay for a portion of construction only. This proposal includes the engineering services that will be required to develop the bid documents, contracts, construction administration and project closeout. The resurfaced roadways will be:

- Heartland Drive: From Public Works to Waubonsee Drive
- Waubonsee Drive: From Heartland Drive to IL Route 47
- Grove Street: North End to South End
- Calkins Street: From McCannon Street to Grove Street

SCOPE OF SERVICES

We propose to furnish the necessary personnel, materials, equipment and expertise to complete the preliminary and construction engineering in accordance with IDOT and Village requirements for the processing of General Maintenance Projects.

A listing of the activities and items to be covered and/or provided is as follows:

1. **Initial Correspondence**
 - Confirm Scope of Work with Village
 - Submit Preliminary Documents for Village Review and Approval
 - Prepare and Submit Preliminary Documents to IDOT for Use of MFT Funds
2. **Preliminary/Design Engineering**
 - Provide Design Engineering, Including Quantity and Pay Item Development and Estimates
 - Develop Specification Booklets and Exhibits

- Submittals to Village for Review
- Revisions and Approval with IDOT

3. **Bidding/Letting**

- Facilitate the Advertisement and Bidding of the Project
- Coordinate with Potential Bidders During Advertisement Period
- Distribute Addendums as Needed
- Attend Bid Opening
- Prepare Tabulation of Bids
- Review Qualifications of Low Bidder
- Recommendation of Award

4. **Contracting & Pre-Construction Activities**

- Develop Contract Booklets
- Obtain Insurance and Contract Bonds
- Develop Pre-Construction Conference Outlines
- Attend Pre-Construction Conference, Prepare Minutes

5. **Construction Observation & Administration**

- Provide Periodic On-Site Observation to Ensure Contractor Compliance with Specifications
- Documentation of Installed Quantities
- Collect Material Inspection Documents as Required
- Develop Payment Estimates
- Prepare Change Orders

6. **Closeout**

- Prepare and Submit Final Documents to IDOT for Use of MFT Funds
- Prepare Punch List
- Recommend Release of Final Payment Upon Acceptance

PERSONNEL AND PROJECTS

We believe that we are qualified to perform the proposed work for the Village of Sugar Grove. Mr. Tim Weidner, P.E. and Mr. Chris Ott, E.I., will be the principal members of the firm to perform and direct the work. These individuals have extensive practical experience and academic training related to the development and execution of pavement maintenance and rehabilitation contracts.

FEES AND CONDITIONS

The proposed fee for the above-described scope of services will be a Lump Sum price of **\$41,712.00**. This work is inclusive of the preliminary/design (\$18,052) and construction (\$23,660) activities to be performed for the successful development, administration, execution and closeout of the contract. Payment for all work performed will be based on invoices submitted periodically by our firm, but not more frequently than monthly, as the work progresses and will be payable by the Village within 30 days of the date of invoice.

Additional assignments not described above, will be performed at an hourly rate for the various classifications of employees who will perform the work per the approved Standard Schedule of Charges in place with the Village at the time of the execution of this Contract, or at an agreed upon Lump Sum price. All such extra work will be performed only in accordance with authorization by the Village of Sugar Grove.

Mr. Anthony Speciale
Village of Sugar Grove
December 22, 2014
Page 3

This proposal shall be effect for a period of thirty (30) days from this date. If this proposal is not accepted within that period of time, we reserve the right to withdraw or revise this proposal. This proposal specifically provides for the right to use existing maps, plans, records and computer analysis as an agent of the Village.

ACCEPTANCE

If selected for this project, we will give our full attention to the project so that the results will be available as soon as practicable, consistent with performance of our services, response by state agencies and suppliers, meetings with the Village and other considerations.

If the Program Description, Scope of Services, Personnel, Fees and Conditions as listed above are satisfactory, please indicate your acceptance by signing both of the enclosed proposals and returning one of them to us for our records which will serve as our Agreement for Professional Engineering Services.

We look forward to working with and for you on this project so that we can apply our talents to the cost-effective solution of your pavement maintenance problems.

Very truly yours,

ENGINEERING ENTERPRISES, INC.



Michele L. Piotrowski, P.E., LEED AP
Project Manager

MLP/ars

AGREEMENT

All terms and conditions to this Agreement for Professional Services

accepted this _____ day of _____, 2014.

By _____

By _____

VILLAGE OF SUGAR GROVE
Organization

10 Municipal Drive
Address

<u>Sugar Grove</u>	<u>IL</u>	<u>60554</u>
City	State	Zip

Accepted this _____ day of _____, 2014

ENGINEERING ENTERPRISES, INC.
Organization

52 Wheeler Road
Address

(corporate seal)

<u>Sugar Grove</u>	<u>IL</u>	<u>60554</u>
City	State	Zip

By Michele L. Piotrowski
Project Manager

By Angie Smith
Executive Assistant / Marketing Coordinator



December 22, 2014

Mr. Anthony Speciale
Director of Public Works
Village of Sugar Grove
10 Municipal Drive
Sugar Grove, IL 60554

**Re: 2015 Local Road Program (Crack Sealing)
Village of Sugar Grove, Kane Co., IL**

Dear Mr. Speciale:

This letter is written to submit our proposal to provide professional engineering services to provide engineering services to the Village for the development and administration of a roadway improvement contract within the Village utilizing Local Funds.

BACKGROUND AND DESCRIPTION

This agreement consists of the design and construction engineering required for the crack sealing program for next year, which will utilize Local Funds to pay for construction. This proposal includes the engineering services that will be required to develop the bid documents, contracts, construction administration and project closeout. The areas that will be crack sealed are:

- Gordon Road
- Merrill Road
- Norris Road
- Meadowridge Villas Subdivision
- Windsor Pointe Subdivision

SCOPE OF SERVICES

We propose to furnish the necessary personnel, materials, equipment and expertise to complete the preliminary and construction engineering in accordance with IDOT and Village requirements for the processing of General Maintenance Projects.

A listing of the activities and items to be covered and/or provided is as follows:

1. **Initial Correspondence**
 - Confirm Scope of Work with Village
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- Revisions and Approval

3. **Bidding/Letting**

- Facilitate the Advertisement and Bidding of the Project
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6. **Closeout**

- Prepare Punch List
- Recommend Release of Final Payment Upon Acceptance

PERSONNEL AND PROJECTS

We believe that we are qualified to perform the proposed work for the Village of Sugar Grove. Mr. Tim Weidner, P.E. and Mr. Chris Ott, E.I., will be the principal members of the firm to perform and direct the work. These individuals have extensive practical experience and academic training related to the development and execution of pavement maintenance and rehabilitation contracts.

FEES AND CONDITIONS

The proposed fee for the above-described scope of services will be a Lump Sum price of **\$8,286.00**. This work is inclusive of the preliminary/design (\$4,817) and construction (\$3,469) activities to be performed for the successful development, administration, execution and closeout of the contract. Payment for all work performed will be based on invoices submitted periodically by our firm, but not more frequently than monthly, as the work progresses and will be payable by the Village within 30 days of the date of invoice.

Additional assignments not described above, will be performed at an hourly rate for the various classifications of employees who will perform the work per the approved Standard Schedule of Charges in place with the Village at the time of the execution of this Contract, or at an agreed upon Lump Sum price. All such extra work will be performed only in accordance with authorization by the Village of Sugar Grove.

Mr. Anthony Speciale
Village of Sugar Grove
December 22, 2014
Page 3

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ACCEPTANCE

If selected for this project, we will give our full attention to the project so that the results will be available as soon as practicable, consistent with performance of our services, response by state agencies and suppliers, meetings with the Village and other considerations.

If the Program Description, Scope of Services, Personnel, Fees and Conditions as listed above are satisfactory, please indicate your acceptance by signing both of the enclosed proposals and returning one of them to us for our records which will serve as our Agreement for Professional Engineering Services.

We look forward to working with and for you on this project so that we can apply our talents to the cost-effective solution of your pavement maintenance problems.

Very truly yours,

ENGINEERING ENTERPRISES, INC.



Michele L. Piotrowski, P.E., LEED AP
Project Manager

MLP/ars

AGREEMENT

All terms and conditions to this Agreement for Professional Services

accepted this _____ day of _____, 2014.

By _____

By _____

VILLAGE OF SUGAR GROVE

Organization

10 Municipal Drive

Address

<u>Sugar Grove</u>	<u>IL</u>	<u>60554</u>
City	State	Zip

Accepted this _____ day of _____, 2014

ENGINEERING ENTERPRISES, INC.

Organization

52 Wheeler Road

(corporate seal)

Address

<u>Sugar Grove</u>	<u>IL</u>	<u>60554</u>
City	State	Zip

By Michèle L. Piotrowski
Project Manager

By Angie Miller
Executive Assistant / Marketing Coordinator

