



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board
January 19, 2021
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentation: Veterans Honor Roll – SSGT Harold C. Plaga
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of January 5, 2021
 - B. Executive Session Minutes of January 5, 2021
 - C. Resolution to Approve COVID-19 Emergency Paid Sick Leave Policy
 - D. Resolution to Approve a Professional Services Agreement with Thomas Engineering Group, LLC
 - E. Consideration of Property Located at 1169 Robin Hood Drive Elgin, Illinois 60120
- IX. Executive Session
- X. Other Business
- XI. Adjournment



HANOVER TOWNSHIP

VETERANS HONOR ROLL

WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY

NAME: HAROLD C. PLAGA (HAL)

ADDRESS: 489 HORIZON DR. / BARTLETT, IL

CITY/ZIP CODE: 60103

PHONE #: 630/862-5223

EMAIL ADDRESS: halplaga2001@gmail.com

DATE OF BIRTH: 12/22/43

BRANCH OF SERVICE: USAF
SEC-SVC RANK AT DISCHARGE: SSGT-E5

YEARS OF SERVICE: FROM 12/1/65 TO 2/4/70

MEDALS AWARDED OR OTHER CITATIONS: EXPERT MARKSMAN

INJURIES: N/A

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed. SERVED 1 1/2 YRS. IN TURKEY, 2 YRS. IN ANCHORAGE, AK INTERCEPTED INTL. MURK CODE
Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian B. McGuire

Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>Passports</i>	133	304	786	3,517
Photo fees	\$1,260	\$2,930	\$8,600	\$25,970
Fee deposits	\$4,655	\$9,580	\$27,545	\$89,585
<i>Fishing/Hunting licenses</i>	1	1	37	60
<i>Handicap Placards</i>	20	13	109	164
<i>Human Resources Requests</i>	132	126	1,198	1,077
<i>New Employee Orientations</i>	8	2	17	17
<i>Technology work orders</i>	54	46	453	515
<i>Resident Contacts</i>	1,793	1,839	13,864	17,248
<i>Percent of Budget Expended (67% of year)</i>	10%	5.6%	52.2%	59.1%

Department Highlights

- Open enrollment for Hanover Township's major medical and ancillary insurance benefits was held December 1 through December 11. The new benefit year begins January 1.
- Hanover Township's new employee assistance provider, SupportLinc, provided a virtual all staff training consisting of a program overview and technology demonstration from a CuraLinc representative on December 2.
- Township Administrator Barr facilitated the Township's quarterly fleet planning meeting via video conference with Facilities and Road Maintenance Director Hanson, Operations Manager Nelson, Transportation Manager Steininger, Human Resources Manager Callahan, and Township Lead Accountant Howard on December 8.
- Human Resources Manager Callahan participated in several webinars this month including IMRF's "Employer Rates and Legislation", Illinois Department of Labor's "IL OSHA 101", and Basic Online "I-9 Compliance & Impacts of COVID-19".
- Assistant Township Administrator Vana worked with ProxIT to coordinate the transition from Call One to Comcast for phone system services. This change was completed December 10. Since the transition, the Township call quality has improved significantly.
- Human Resources Manager Callahan conducted new employee orientation for Facilities and Road Maintenance Seasonal Snow Plow Assistants Keith Herman, Joel Uriostegui, and returning Seasonal Snow Plow Assistant Christopher Pate, as well as 5 temporary Youth and Family Services Tutors.
- Township Administrator Barr facilitated meetings of the Township Management Team virtually on December 1 and 15.
- Township Administrator Barr, Community and Government Relations Director Kuttentberg, and Facilities and Road Maintenance Director Hanson participated in a video conference with Hitchcock Design Group to review Construction Documentation plans for the Izaak Walton Reserve Master Plan on December 10.
- Township Administrator Barr and Assistant Township Administrator Vana participated in interviews with potential road project engineers along with Facilities and Road Maintenance Director Hanson and Road Maintenance Manager Santangelo on December 14.
- Township Administrator Barr participated in a Bartlett area local government managers remote meeting on December 18 to discuss COVID-19 operations.

Hanover Township Mission Statement:

To continuously improve the quality of life for Hanover Township residents.

DEPARTMENT OF AGING SERVICES



Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>Programming Division</i>				
Planned programs	84	229	718	2,303
Participants	478	2,876	4,577	31,653
Participants (unduplicated)	192	674	392	1,686
Wait listed (unduplicated)	0	34	0	327
Art & Computer classes	25	61	244	651
Art & Computer class participants	136	300	1,106	3,499
New volunteers	2	3	19	43
Total volunteers (unduplicated)	49	166	87	254
Volunteer hours reported	416	2,051	3,717	21,985
<i>Nutrition Division</i>				
Meals Served	1,179	1,154	9,758	12,807
Meals delivered by volunteers	2,862	2,281	26,369	20,470
<i>Social Services Division</i>				
Clients served (unduplicated)	193	188	1,065	1,099
Clients served (duplicated)	300	255	3,377	2,513
Energy Assistance	36	29	336	304
Prescription drugs & health insurance assistance	165	174	1,356	1,490
Social Service programs	7	10	76	110
Social Service program participants	136	160	823	1,527
Lending Closet transactions	76	145	686	1,175
<i>Transportation Division</i>				
One way rides given	599	1,315	5,332	13,016
Individuals served (unduplicated)	80	155	144	394
New riders	14	23	144	394
Unmet requests for rides	9	50	74	831

Department Highlights

- Volunteer and Program Coordinator Murillo and Director Conway attended a session on offering a welcoming and inclusive environment for volunteers on December 2.
- Director Conway participated in the Metropolitan Mayors Caucus Age Friendly Collaborative Meeting featuring presenters on innovative ways to engage older adults on December 3.
- Transportation Manager Steininger attended the Township Fleet meeting on December 8.
- Director Conway attended a virtual discussion with AgeOptions on December 8 about the next wave of COVID-19 and various trends agencies are experiencing throughout suburban Cook County.
- A record number of 88 people were served by the Adopt-A-Senior program on December 11. Clients picked up personalized care packages with donated items from the community. Many thanks to sponsors Fellowes, Inc., Village of Bartlett, and Rydin, as well as staff and volunteers for coordination.
- Over 30 people attended the first ever Virtual Holiday party on December 18.
- The Cook County Sheriff's Department virtually presented *Holiday Safety and Scams* on December 22.
- Nutrition Services distributed 812 meals during the shortened holiday week of December 21 – 23.
- The top three trip purposes for the month of December were dialysis, medical, and shopping.

*Aging Services Mission Statement:
Enriching Lives, Fostering Friendships, Promoting Independence*

OFFICE OF THE ASSESSOR



Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Office visits	119	330	1,329	4,008
Building permits processed	432	542	4,959	6,405
Change of Name	1	11	16	98
Property tax appeals	93	205	689	1,245
Certificate of Errors	13	39	533	1,141
Property location updates	0	0	4	32
Sales Recording	0	210	1,122	1,787
New owner mailing	0	155	649	2,493
<i>Exemptions</i>				
Homeowner exemptions	1	23	205	429
Senior homeowner exemptions	2	10	85	462
Senior Freeze exemptions	6	4	142	314
Disabled Veteran exemptions	4	1	36	38
Disabled person exemptions	0	1	46	116
Miscellaneous exemptions	2	5	18	54

Department Highlights

- Extended Tuesday hours provided assistance to 1 visitor after 4:30 pm in December.
- The total number of email addresses on the Assessor's Office contact list is 3,204. Four new email contacts were added in December.
- The Cook County Treasurer postponed indefinitely the 2018 delinquent tax sale.
- Cook County Assessor certified assessed values December 1 and published assessed values December 10.
- Chief Deputy Assessor Glascott, Deputy Deyne, and Deputy Christopher participated in a Zoom meeting with the Cook County Township Assessor's Association December 11.
- Hanover Township opened for Cook County Board of Review appeals December 16. The last day to file an appeal is January 14, 2021.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY AFFAIRS



Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>Website Visits (total)</i>	5,495	4,979	54,881	39,137
<i>Website Visits (unique)</i>	4,942	3,061	42,257	38,693
<i>Facebook Likes</i>	44	35	4,012	3,546
<i>Facebook Reach</i>	51,034	51,130	437,648	513,812
<i>Twitter Followers (new)</i>	3	7	38	34
<i>YouTube Views</i>	401	134	2,729	1,611
<i>Media Releases</i>	2	1	21	24
<i>Veteran Contacts</i>	N/A	53	253	563
<i>Total Veterans served</i>	N/A	35	170	416
<i>Total Resident Contacts (Elgin office)</i>	0	198	169	4,434

Department Highlights

- Director Kuttenberg joined Township Administrator Barr, Assistant Township Administrator Vana, Mental Health Board Manager Teachout and representatives from UPholdings on December 4 for a meeting to discuss the steps forward regarding UP's application with the Illinois Housing Development Authority (IHDA) for tax credits for the Hanover Landing housing initiative.
- Director Kuttenberg joined Township Administrator Barr and Director Hanson for a monthly planning meeting with Hitchcock Design Group on December 10 to discuss the Izaak Walton Reserve Master Plan development.
- Director Kuttenberg joined Hitchcock Design Group, staff from the City of Elgin, Hey & Associates, Illinois Department of Natural Resources and the Army Corps of Engineers on December 10 for a pre-application meeting regarding the permits and plans for the Izaak Walton Reserve development.
- Director Kuttenberg and staff from UPholdings met with Elgin Community Development Director Marc Mylott on December 11 to discuss transit oriented developments as it relates to UP's IHDA application for tax credits for the Hanover Landing initiative.
- Director Kuttenberg joined staff from UPholdings on December 14 for a virtual meeting with IHDA to discuss UP's January 2021 application for tax credits.
- Director Kuttenberg joined staff from UPholdings on December 16 for a virtual meeting with State Representative Anna Moeller to discuss her support in reaching out to the Cook County Housing Authority for the Hanover Landing initiative.
- Director Kuttenberg participated in a virtual training hosted by the Illinois City/County Management Association on December 16 titled "Communications Conundrums".
- Director Kuttenberg participated in a virtual training hosted by the Metropolitan Township Association on December 16 regarding the Open Meetings Act and the Freedom of Information Act (FOIA).
- Director Kuttenberg joined Supervisor McGuire in meeting Commissioner Morrison at the Senior Center on December 18 to accept a donation of Forest Preserve calendars to distribute to the public.
- Office of Community Affairs staff attended the Sponsor-A-Family and Toy Drive pick-ups on December 18 and 19.
- Director Kuttenberg met the Supervisor at the pantry on December 24 to record a promotional video notifying residents of meal boxes and toys available on the Christmas Eve holiday.
- Director Kuttenberg communicated with the Cook County Department of Public Health December 29- 30 regarding Township interest in obtaining the COVID-19 vaccine for personnel in the priority categories.

Hanover Township Mission Statement:

To continuously improve the quality of life for Hanover Township residents.

OFFICE OF COMMUNITY HEALTH



Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>Appointments</i>				
ProTimes	11	6	84	79
TB skin test	3	2	16	76
Cholesterol	1	5	10	88
Pharmaceutical Assistance Programs	0	0	6	3
Miscellaneous labs	11	7	98	92
Wellness Screening (BP, diabetes, anemia)	3	42	57	413
Other*	25	30	289	403
<i>Clinic Clients</i>				
Senior Center/ home visits	54	74	451	882
Astor Avenue	0	9	26	79
Elgin, Izaak Walton Center	0	0	10	27
Offsite clinics	0	13	0	105
Total clients (unduplicated)	15	26	236	456
<i>Public Education & Health Promotion</i>				
Media coverage	0	0	1	21
Informational seminars/Program	2	2	22	52
Program Participants	21	30	381	1867
<i>Primary Care Provider Support</i>	0	6	12	31

*Other includes virtual nurse appointments during COVID-19 closure

Department Highlights

- Director Smith and Community Health Nurse Court continued to perform case investigation for COVID-19 positive patients for the Cook County Department of Public Health and were assigned 270 new cases in the month of December.
- Director Smith and Community Health Nurse Court provided five home visits for residents in the month of December.
- The Office of Community Health was approved by Cook County Health Department to receive BinaxNOW rapid antigen tests to provide to employees and volunteers to screen for COVID-19.
- Director Smith attended the Bartlett Healthcare Chamber of Commerce Meeting on December 3 to network with other professionals in the healthcare field regarding programs and services their organizations are offering amid the pandemic.
- The Office of Community Health partnered with the AMITA Health Cancer Institute on December 2 to provide free PSA cancer screenings for residents.
- Visiting podiatrist, Dr. Ginsberg, provided foot care services for 16 residents on December 9.
- Director Smith and Aging Services Director Conway met with Township Administrator Barr and Supervisor McGuire on December 15 to discuss a program to address personal care needs for homebound residents.

Office of Community Health Mission Statement:

*Our mission is to provide education and health promotion,
prevent the spread of disease and illness, and to assist residents in accessing quality health services.*

DEPARTMENT OF EMERGENCY SERVICES



Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>Volunteers</i>				
Total sworn volunteers	26	34	26	34
New sworn volunteers				
<i>Hours</i>				
Volunteer Detail Hours	967	662	5,360	4,602
Volunteer Work Hours	235	231	2,623	2,476
Volunteer Training Hours	123	233	2,144	2,972
<i>Total Volunteer Hours</i>	1,325	1,126	10,127	10,050
<i>Details</i>				
Emergency Call Outs	20	11	91	80
Safety Patrols	3	5	49	35
Township Sponsored Events	2	3	37	37
Other Community Events	0	1	42	40
Miscellaneous	0	0	8	0
<i>Total Details</i>	25	20	227	192

Department Highlights

- HTES responded to a structural fire in Elgin on December 2. HTES provided fire fighter support and decontamination services.
- HTES responded to a structural fire in Hanover Park on December 4. HTES provided fire fighter support and decontamination services.
- HTES responded to a traffic management incident in South Holland on December 5.
- HTES responded to a structural fire in Elgin on December 9. HTES provided fire fighter support and decontamination services.
- Emergency Services assisted the Department of Human services with the Holiday Toy Drive on December 18 and 19.
- HTES responded to a traffic management incident in Hoffman Estates on December 23.
- HTES responded to a traffic management incident in East Dundee on December 23.
- HTES responded to two structural fires in Elgin on December 24. HTES provided fire fighter support and decontamination services.
- HTES responded to a structural fire in Hanover Park on December 24. Scene lighting was provided as well as de-icing of the roads and walkways surrounding the fire scene.
- HTES responded to a structural fire in St. Charles on December 25. HTES provided fire fighter support and decontamination services.
- HTES responded to three structural fires in Elgin on December 25. HTES provided fire fighter support and decontamination services.
- HTES responded to a traffic management incident in Wayne county on December 30.
- Emergency Services will now be assisting Hoffman Estates Fire Department with Code 4 fires.

Hanover Township Mission Statement:

To continuously improve the quality of life of Hanover Township residents.

DEPARTMENT OF FACILITIES AND ROAD MAINTENANCE



Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Vehicle service calls	2	4	15	56
Work orders	250*	58	2,260*	631
Event set-ups/tear downs	2**	124	184**	1,448
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,102	4,949	34,548	39,982
Town Hall	6,120	6,720	50,100	70,740
Senior Center	24,537	27,552	265,131	273,790
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	272.47	294.96	797.96	881.81
Town Hall	886.60	1,086.79	2,541.92	4,097.64
Senior Center	2,090.46	2,027.26	10,719.03	10,747.17
<i>Road Maintenance</i>				
Salt Usage (Tons)	92	79	142	273

*increase due to implementation of UpKeep Work Order system allowing for more accurate documentation.

** Represent “setups” reduction due to cancellation of programming due to COVID-19.

Department Highlights

- Director Hanson met with Wayne Township Road Commissioner McManamon on December 9 to look at road resurfacing processes, discuss Right of Way permitting and regulations, and establish relationship between Facilities and Road Maintenance and Wayne Township Highway District. Director Hanson was also given tours of Wayne Township’s facility and roads.
- Facilities Manager O’Neil, Facilities Associate Marcinek, Seasonal Associate Rico, Seasonal Associate Rivas assisted the Department of Human Services with over 50 hours of pickups and material handling in preparation for the Sponsor-a-Family and Township sponsored Toy Drive.
- Director Hanson, Facilities Manager O’Neil, Road Associate Crane, and Facilities Associate Marcinek assisted with bike and large package delivery for the Sponsor-a-Family and Toy Drive event.
- Facilities staff continues daily complete spray sanitation of buses as well as the twice daily disinfecting of all facilities as part of department COVID-19 precautions.
- Director Hanson, Township Administrator Barr, Assistant Township Administrator Vana, and Road Manager Santangelo conducted engineering firm interviews for the 2021 road resurfacing project Qualification Based Selection. Contract review and fee summary has been requested from the top selected firm.
- Facilities staff has transitioned to daily UVC light disinfection of quarters in Department of Emergency Services station.
- Director Hanson completed and submitted requested FY22 department budget to Township Administrator Barr for review.

Hanover Township Mission Statement:

To continuously improve the quality of life of Hanover Township residents.

DEPARTMENT OF HUMAN SERVICES



Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>General Assistance</i>				
General Assistance clients	9	10	82	85
General Assistance appointments	19	23	179	188
Emergency Assistance appointments	31	21	183	221
Emergency Assistance approved	8	4	35	28
Crisis intake clients	324	153	2,626	1,677
Access to Care	0	0	0	1
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	33	72	269	190
Circuit Breaker/Benefit Access	0	0	0	0
<i>Social Services</i>				
ComEd Hardships	4	0*	37	60
Weatherization	0	0	2	0
<i>Food Pantry</i>				
Served (Households)	1,380	1,309	6,879	6,123
New applications	26	41	78	288
Food Donations	74	85	555	372
<i>Community Center Walk-Ins</i>	20	220	233	1,463

* Program Closed

Department Highlights

- The no-contact holiday programs were very successful. Gifts were provided for 695 families for a total of 1,823 children. This shows an increase of 35% in the number of families served and an increase of 39% of the number of children receiving gifts from 2019.
- Holiday Meal Box Distribution was held at Astor Avenue with 510 meal boxes being distributed to families in need.
- Aging Services provided 650 homemade Christmas stockings for children, Village of Streamwood provided 1,100 holiday stocking stuffer bags full of candy and toys and Immanuel United Church of Christ of Streamwood provided over 600 stocking stuffer bags full of candy.
- A search has begun for the open case manager position in Human Services vacated by Corey Dewey who accepted the position of Social Services Director at Elk Grove Township.
- Partners of the Community (POC) has begun keeping regular office hours at Astor Avenue Community Center. They provide financial assistance programs to help residents that may not be eligible for assistance from Hanover Township. As part of the Access to Justice grant, residents needing legal assistance are connected to Chicago Legal Aid for assistance.
- Human Services is excited to announce the Welcoming Center is coming back to the Astor Avenue Community Center to connect immigrants to available resources. They will begin keeping regular office hours in January.
- The department continues to move forward with the Veteran Service Officer (VSO) accreditation and are currently working with a VSO Officer from Illinois Department of Veteran Affairs to assist residents with claims.
- Applications continue to be submitted remotely for the Community and Economic Development Association of Cook County (CEDA) and Salvation Army.

*Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability*

OFFICE OF THE MENTAL HEALTH BOARD



Report for December 2020

SERVICE PROVIDED	NOVEMBER 2020	NOVEMBER 2019	FYTD 2021	FYTD 2020
<i>Grant Funding</i>				
New clients	59	131	1,365	1,979
Ongoing clients	885	965	6,684	5,716
Closed cases	20	65	405	520
Prevention programming presentations	22	2	165	243
Number in audience	229	185	662	2,399
<i>TIDE</i>				
Participants	25	24	25	24
Rides	144	169	860	1,142
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	11	121	84	842

Department Highlights

- The Mental Health Board met on Monday, December 14 and awarded the following:
 - Gigi's Playhouse received \$2,574 in Capital Funding to cover the cost of laptops and other technology needed to provide virtual programming. Gigi's Playhouse serves individuals with Down Syndrome.
 - PADS of Elgin received \$6,000 in Emergency Funding to cover the cost of homeless Township residents staying in a local hotel during a COVID-19 outbreak at the shelter. PADS is required to provide this service by the local health department. In addition to covering this cost, the Mental Health Board also expressed that some of the funding be used to purchase the necessary disinfecting supplies and personal protective equipment.
 - Easterseals was awarded \$3,000 in Staff Development funding to attend trainings on new software that will help billing and fundraising.
- The Finance and Facilities Committee of the Mental Health Board met on December 14 and approved the Fiscal Year 2022 Budget of the Mental Health Board. The Finance and Facilities Committee also received an update on the Hanover Landing project.
- Attended the quarterly Association of Community Mental Health Authorities (ACMHAI) on December 3 and 4. The meeting discussed the unique challenges that lie ahead for developmental disabilities agencies and how to support staff of funded agencies during the pandemic. The group also heard from the Illinois Division of Substance Use Prevention and Recovery.
- Completed and submitted for approval the Fiscal Year 2022 Mental Health Board Budget.
- Attended informational meetings on Hanover Landing.
- Distributed Funding Allocation worksheets to all Mental Health Board members to be compiled before the allocation meeting on January 26, 2021.
- Worked with Facilities and Road Maintenance to provide additional cleaning supplies to the contracted cleaner of the Resource Center.
- The carpet in the Resource Center has been replaced.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

DEPARTMENT OF YOUTH AND FAMILY SERVICES



Report for December 2020

SERVICE PROVIDED	DECEMBER 2020	DECEMBER 2019	FYTD 2021	FYTD 2020
<i>Outreach & Prevention</i>				
Open Gym participants	64	972	574	9,213
Open Gym participants (unduplicated)	12	381	67	2,145
Alternative to Suspension referrals	16	10	166	116
Alternative to Suspension participants	72	213	599	931
Alternative to Suspension participants (unduplicated)	38	10	229	179
<i>Clinical</i>				
Therapy clients	440	264	2,665	2,976
Therapy clients (unduplicated)	74	86	561	1,211
New clients (unduplicated)	7	0	44	19
Clinical hours	300	177	1,915	2,190
Group session participants	36	80	150	825
<i>Tutoring Participants</i>				
Total	18	58	280	629
Unduplicated	15	38	130	233

Department Highlights

- Managers Gonzalez and Dickinson conducted the first Community Conversation virtual series on December 2 titled “How to deal with your mental health during COVID-19” for the high school audience.
- Therapist Martinez attended a training on December 2 on the “Effective Use of Approaches in the Treatment of Substance Abuse Disorders”.
- On December 4, Open Gym Assistants Carrillo and Morales distributed 20 goody bags to seven township families that had registered for Cookies and Cocoa with Santa which was cancelled.
- Prevention Specialist Trujillo and Family Therapist Zak held a Community Conversation series, titled “Show and Tell” and targeted students in grade 4 to 6, on December 9.
- Therapist Martinez attended a training on December 10; “Effective Strategies in Clinical Supervision”.
- Manager Gonzalez attended a training on December 16 and 17; on “Evaluation and Assessment in Supervision”.
- The department created a Santa Greeting video to be sent to township families, 45 families and 103 children received these emails on December 18.
- The department’s in-person Tutoring program continues to be suspended and will resume after the Illinois Department of Public Health lift the stay at home advisory recommendations.
- Due to the concerns regarding failure rates at Streamwood High School, Director Houdek quickly implemented a four-week virtual tutoring program to assist middle and high school students. The program began on December 21 and will run through January 13. Currently fourteen students are registered to participate in this free virtual tutoring program.

The mission of Hanover Township Youth and Family Services:

The prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.

Hanover Township
Board Audit Report
From 1/5/2021 - 1/18/2021

	<u>Total</u>
Total Town Fund	73,201.80
Total Senior Services Fund	46,073.04
Total General Assistance Fund	5,575.88
Total Road Maintenance Fund	8,535.20
Total Mental Health Board Fund	130,036.41
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	200.00
Total Capital Fund	
 Total All Funds	 <u><u>263,622.33</u></u>

Supervisor

Trustee

Trustee

Town Clerk
Attest

Trustee

Trustee

Hanover Township Board Audit Report

January 5 - 18, 2021

Type	Date	Num	Name	Memo	Amount
1103 · Aging Services - Revenue					
1103500 · Senior Programs					
Check	01/12/2021	139772	Marion Stencel	Program Refund	88.00
Total 1103500 · Senior Programs					88.00
Total 1103 · Aging Services - Revenue					88.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	01/15/2021	139934	Staples	Inv# 3465375019 Currency Counter	311.99
Total 1014410 · Equipment Purchases					311.99
1014430 · Computer Equipment & Software					
Check	01/12/2021	139746	Access 1 Source	Inv# 81911 Time & Attendance Monthly Software Fee	306.00
Check	01/12/2021	139756	Granicus	Inv# 132994 Website Bid Page	1,200.00
Check	01/12/2021	139768	ProxiT Technology Solutions	Inv# 21708 Sept 2020 Network Labor	4,100.00
Check	01/12/2021	139768	ProxiT Technology Solutions	Inv# 21798 Oct 2020 Network Labor	5,439.38
Total 1014430 · Computer Equipment & Software					11,045.38
Total 101CAP · Capital Expenditures					11,357.37
101CHN · Community Health					
1014453 · Printing					
Check	01/12/2021	139752	COTG	Inv# 2579533 Overage Copy Charges Dec 2020	4.25
Check	01/12/2021	139783	Braden Interact Business (70301-1-IBP SS)	Inv# 684140 Copy Charges	1.86
Total 1014453 · Printing					6.11
1014457 · Furniture and Computer Equip					
Check	01/12/2021	139762	Leaf (618-008)	Inv# 11406771 Lower Level Copier Lease	72.00
Total 1014457 · Furniture and Computer Equip					72.00
1014465 · Medical Supplies					
Check	01/12/2021	139764	McKesson Medical Surgical	Inv# 17102993 Test Strips	250.79
Check	01/12/2021	139764	McKesson Medical Surgical	Inv# 17231329 Lancets	13.52
Total 1014465 · Medical Supplies					264.31
1014491 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	1,347.02
Total 1014491 · Health Insurance					1,347.02
1014492 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	96.64
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60

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Type	Date	Num	Name	Memo	Amount
Total 1014492 · Dental, Vision & Life Insurance					107.24
Total 101CHN · Community Health					1,796.68
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	01/12/2021	139763	Leaf (618-009)	Inv# 11365537 Kyocera Copier Lease	97.44
Check	01/12/2021	139775	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	36.01
Total 1014617 · Equipment & Furniture					133.45
1014621 · Satellite Office Utilities					
Check	01/13/2021	139891	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 11/25-12/28	280.75
Total 1014621 · Satellite Office Utilities					280.75
1014691 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	571.64
Total 1014691 · Health Insurance					571.64
1014692 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	179.82
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1014692 · Dental, Vision & Life Insurance					190.42
Total 101CMA · Community Relations					1,176.26
101VET · Veteran Affairs					
1014792 · Dental, Vision & Life Insurance					
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	-16.96
Total 1014792 · Dental, Vision & Life Insurance					-16.96
Total 101VET · Veteran Affairs					-16.96
Total 101CVA · Community & Veteran Affairs					1,159.30
101ES · ES - Expenditures					
1014814 · Communications					
Check	01/12/2021	139775	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	86.16
Total 1014814 · Communications					86.16
1014891 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	983.23
Total 1014891 · Health Insurance					983.23
1014892 · Dental, Vision & Life Insurance					

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Type	Date	Num	Name	Memo	Amount
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	124.00
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48
Total 1014892 · Dental, Vision & Life Insurance					132.48
Total 101ES · ES - Expenditures					1,201.87
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	01/15/2021	139932	Kopon Airdo, LLC	Inv# 190-0001-32300 December Legal Fees	12,233.04
Check	01/15/2021	139932	Kopon Airdo, LLC	Inv# 190-0009-32303 December Legal Fees	702.88
Check	01/15/2021	139932	Kopon Airdo, LLC	Inv# 190-0005-32301 December Legal Fees	6,272.88
Total 1014502 · Legal Services					19,208.80
Total 101LEA · Legal & Auditing					19,208.80
101MAIN · Facilities Maintenance					
1014209 · Building Contracts					
Check	01/05/2021	139710	Climatemp Service Group, LLC	Inv# 4311220 Preventative Maintenance Contract Sr Ctr HVAC	816.00
Total 1014209 · Building Contracts					816.00
1014210 · Building Maintenance - Town					
Check	01/05/2021	139715	Johnson Controls Security Solutions	Inv# 35236430 Quarterly Security Monitoring - Town Hall	444.20
Check	01/05/2021	139716	Johnson Controls Security Solutions	Inv# 35236411 Quarterly Security Monitoring - YFS	359.27
Check	01/05/2021	139733	Temperature Equipment Corp	Inv# 6583796-00 HVAC Unit Filters	46.68
Total 1014210 · Building Maintenance - Town					850.15
1014211 · Building Maintenance - Senior					
Check	01/05/2021	139706	Amperage Electrical Supply Inc	Inv# 1132231 Soffet Light Bulbs	67.74
Check	01/05/2021	139733	Temperature Equipment Corp	Inv# 6583796-00 HVAC Unit Filters	46.68
Check	01/15/2021	139930	Elgin Key & Lock Co., Inc.	Inv# 210022 Keys	5.44
Total 1014211 · Building Maintenance - Senior					119.86
1014212 · Building Maintenance - Astor					
Check	01/05/2021	139733	Temperature Equipment Corp	Inv# 6583796-00 HVAC Unit Filters	46.68
Total 1014212 · Building Maintenance - Astor					46.68
1014215 · Equipment Maintenance - Astor					
Check	01/15/2021	139931	Kool Technologies, Inc.	Inv# 5017 Freezer Repair	500.00
Total 1014215 · Equipment Maintenance - Astor					500.00
1014221 · Cell Phone/Communications					
Check	01/12/2021	139775	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	229.33
Total 1014221 · Cell Phone/Communications					229.33

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Type	Date	Num	Name	Memo	Amount
1014222 · Trash Removal - Town					
Check	01/13/2021	139890	Groot, Inc.	Acct# 3107-68246 Monthly Charges	275.32
Total 1014222 · Trash Removal - Town					275.32
1014223 · Trash Removal - Senior					
Check	01/13/2021	139890	Groot, Inc.	Acct# 3107-61390 Monthly Charges	352.95
Total 1014223 · Trash Removal - Senior					352.95
1014224 · Trash Removal - Astor					
Check	01/13/2021	139890	Groot, Inc.	Acct# 3107-69323 Monthly Charges	660.78
Total 1014224 · Trash Removal - Astor					660.78
1014225 · Grounds/Reserve Maintenance					
Check	01/05/2021	139705	Amazon Capital Services	Inv# 1WTN-QMV9-Q3M9 Reserve Dispensers Dog Waste Bags	239.94
Check	01/15/2021	139930	Elgin Key & Lock Co., Inc.	Inv# 210022 Keys	5.44
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024996 End of Season Mower Maintenance	286.52
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024990 End of Season String Line Trimmer Maintenance	111.36
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024989 End of Season Strig Line Trimmer Maintenance	150.55
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024988 End of Season Chain Saw Maintenance	132.35
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024987 End of Season Backpack Blower Maintenance	112.36
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024986 End of Season Handheld Blower Maintenance	135.31
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024999 End of Season Mower Maintenance	302.02
Total 1014225 · Grounds/Reserve Maintenance					1,475.85
1014230 · Trash Removal - Izaac					
Check	01/13/2021	139890	Groot, Inc.	Acct# 3107-54379 Monthly Charges	130.37
Total 1014230 · Trash Removal - Izaac					130.37
1014291 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	5,270.52
Total 1014291 · Health Insurance					5,270.52
1014292 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	418.34
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	34.98
Total 1014292 · Dental, Vision & Life Insurance					453.32
Total 101MAIN · Facilities Maintenance					11,181.13
101PAN · Pantry					
1014161 · Utilities					
Check	01/05/2021	139724	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 11/13-12/14 (Meter 1)	130.33
Check	01/05/2021	139725	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 11/14-12/13 (Meter 2)	128.93
Check	01/15/2021	139935	Village of Hanover Park	Acct 3940-001 Water/Sewer 11/18-12/17	35.34

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Type	Date	Num	Name	Memo	Amount
			Total 1014161 · Utilities		294.60
			1014191 · Health Insurance		
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	1,200.44
			Total 1014191 · Health Insurance		1,200.44
			1014192 · Dental, Vision & Life Insurance		
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	112.63
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
			Total 1014192 · Dental, Vision & Life Insurance		126.58
			Total 101PAN · Pantry		1,621.62
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	01/12/2021	139750	Comcast (728 Sr Ctr)	Inv# 113745139 Phone Service Monthly Charges 12/10/20 - 1/14/21	473.94
			Total 1014402 · Telephone - Town		473.94
			1014403 · Utilities - Town		
Check	01/05/2021	139721	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 11/16-12/15	622.61
Check	01/13/2021	139894	Village of Bartlett	Acct# 51470 Water/Sewer Township Dec	215.44
Check	01/15/2021	139927	Com Ed 006 (Town)	Acct 7826009006 Monthly Charge/Supply Services 12/2-1/5	670.68
			Total 1014403 · Utilities - Town		1,508.73
			1014405 · Internet Access - Town		
Check	01/12/2021	139781	AT&T 824	Acct 253810824 Back-up Internet 12/28-11/27	83.77
Check	01/15/2021	139928	Comcast (607)	Acct# 8771100830128607 Monthly Internet Charges 12/23-1/22	326.79
			Total 1014405 · Internet Access - Town		410.56
			1014416 · Equipment Rental - Town		
Check	01/12/2021	139763	Leaf (618-009)	Inv# 11365537 Kyocera Copier Lease - Main Copier	306.01
Check	01/12/2021	139763	Leaf (618-009)	Inv# 11365537 Kyocera Copier Lease - Passports	23.10
			Total 1014416 · Equipment Rental - Town		329.11
			Total 101THE · Town Hall Expense		2,722.34
			101TOE · Town Office Expense		
			1014404 · Office Supplies		
Check	01/12/2021	139747	Amazon Capital Services	Inv# 11FK-MXX9-P1NY Deposit Canvas Bag	17.77
Check	01/12/2021	139771	Staples	Inv# 3464417946 Napkins	11.98
Check	01/12/2021	139771	Staples	Inv# 3464417947 Kitchen Supplies	66.57
Check	01/12/2021	139771	Staples	Inv# 3464417948 Cleaning Supplies, Storage Boxes	50.40
Check	01/15/2021	139934	Staples	Inv# 3464942245 Wall Calendars (2)	22.29
Check	01/15/2021	139934	Staples	Credit 3465375017	-61.69
Check	01/15/2021	139934	Staples	Credit 3465375014	-17.19

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Type	Date	Num	Name	Memo	Amount
Total 1014404 · Office Supplies					90.13
1014406 · Printing					
Check	01/12/2021	139749	Braden Interact Business (DD6303723 Town)	Inv# 684136 Copy Charges December 2020	124.36
Total 1014406 · Printing					124.36
1014414 · Memberships, Subs & Publication					
Check	01/12/2021	139753	Daily Herald	Acct 681793 Daily Herald Newspaper Service 112/31/20 - 02/24/21	120.20
Check	01/12/2021	139769	Society for Human Resource Management	Stmt# SO906595 SHRM Member Renewal 4/1/21 - 3/31/22 - K. Vana	219.00
Check	01/12/2021	139787	National Association of Parliamentarians	Cust# 013038 Association Annual Dues 2021 - Barr	104.00
Total 1014414 · Memberships, Subs & Publication					443.20
1014530 · Financial Administration					
Check	01/12/2021	139755	Governmental Accounting, Inc	Inv# 5888 Monthly Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014560 · Emergency Contingency Fund					
Check	01/12/2021	139776	Bade Supply	Inv# 41377 Disinfecting Wipes (10 Cases)	265.30
Check	01/15/2021	139924	Amazon Capital Services	Inv# 1kyh-qwgd-nvpc Disposable Gloves	86.82
Total 1014560 · Emergency Contingency Fund					352.12
1014591 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	3,852.87
Total 1014591 · Health Insurance					3,852.87
1014592 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	353.13
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	41.51
Total 1014592 · Dental, Vision & Life Insurance					394.64
Total 101TOE · Town Office Expense					10,657.32
104ASR · Assessor's Division					
1044407 · Printing					
Check	01/12/2021	139760	Kwik Print	Inv# 68258 Envelopes (2,000) / Business Cards (1,000)	308.90
Total 1044407 · Printing					308.90
1044426 · Miscellaneous					
Check	01/12/2021	139770	Smogolski, Thomas S	Employee Appreciation	242.80
Total 1044426 · Miscellaneous					242.80
1044491 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	2,869.64

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Type	Date	Num	Name	Memo	Amount
Total 1044491 · Health Insurance					2,869.64
1044492 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	383.52
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					402.60
Total 104ASR · Assessor's Division					3,823.94
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094691 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	5,875.43
Total 1094691 · Health Insurance					5,875.43
1094692 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	323.79
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	21.20
Total 1094692 · Dental, Vision & Life Insurance					344.99
Total 109ADM · Administration & Clinical					6,220.42
109OUT · Outreach & Prevention					
1094651 · Cellphones					
Check	01/12/2021	139775	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	197.12
Total 1094651 · Cellphones					197.12
1094791 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	1,714.92
Total 1094791 · Health Insurance					1,714.92
1094792 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	303.82
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	35.15
Total 1094792 · Dental, Vision & Life Insurance					338.97
Total 109OUT · Outreach & Prevention					2,251.01
Total 109YFS · Youth & Family Services					8,471.43
Total 1014 · Town Fund - Expenditures					73,201.80
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	01/05/2021	139723	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges Balance	2,080.57

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Type	Date	Num	Name	Memo	Amount
Check	01/12/2021	139791	Village of Bartlett	Acct# 62447 Bill# 815422 Water/Sewer Senior Center 11/16 - 12/15	120.05
Check	01/15/2021	139926	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 12/2-1/5	2,644.19
Total 1104524 · Utilities					4,844.81
1104525 · Telephone & High Speed Internet					
Check	01/12/2021	139775	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	64.72
Total 1104525 · Telephone & High Speed Internet					64.72
1104527 · Equipment					
Check	01/12/2021	139762	Leaf (618-008)	Inv# 11406771 Lower Level Copier Lease	72.00
Total 1104527 · Equipment					72.00
1104528 · Office Supplies					
Check	01/05/2021	139704	Accurate Office Supply Co	Inv# 531430 Paper/Folders/Staples	127.11
Check	01/05/2021	139704	Accurate Office Supply Co	Inv# 531431 Stapler	17.08
Check	01/12/2021	139780	Amazon Capital Services	Inv# 1L1V-K6MR-PMWR 2021 Calendar/Soap Holder	42.25
Total 1104528 · Office Supplies					186.44
1104533 · Printing					
Check	01/05/2021	139742	COTG	Inv# 2587752 Overage Copy Charges Nov 2020	6.30
Check	01/12/2021	139752	COTG	Inv# 2579533 Overage Copy Charges Dec 2020	65.53
Check	01/12/2021	139783	Braden Interact Business (70301-1-IBP SS)	Inv# 684140 Copy Charges	17.91
Total 1104533 · Printing					89.74
1104534 · Dues, Subs, & Publications					
Check	01/12/2021	139788	NCOA	Member ID# 0020522 - Membership Renewal 2021	145.00
Total 1104534 · Dues, Subs, & Publications					145.00
1104591 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	3,452.72
Total 1104591 · Health Insurance					3,452.72
1104592 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	188.75
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	24.55
Total 1104592 · Dental, Vision & Life Insurance					213.30
Total 1104ADM · Administration					9,068.73
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3652480 Congregate Food	220.07
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3653009 Congregate Food	79.29
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3653475 Congregate Food	9.63

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Type	Date	Num	Name	Memo	Amount
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3653052 Congregate Food	102.52
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3654998 Congregate Food	152.87
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3656488 Congregate Food	131.75
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3656547 Congregate Food	98.32
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3660013 Congregate Food	102.19
Check	01/05/2021	139713	Gordon Food Service	Inv# 206829208 Congregate Food	636.90
Check	01/05/2021	139713	Gordon Food Service	Inv# 206889548 Congregate Food	557.18
Check	01/05/2021	139713	Gordon Food Service	Inv# 206915333 Congregate Food	670.99
Check	01/05/2021	139713	Gordon Food Service	Inv# 207018104 Congregate Food	458.91
Check	01/05/2021	139714	Highland Baking Company	Inv# 2395426 Congregate Food	29.79
Check	01/05/2021	139714	Highland Baking Company	Inv# 2396665 Congregate Food	35.73
Check	01/05/2021	139714	Highland Baking Company	Inv# 2398163 Congregate Food	84.18
Check	01/05/2021	139714	Highland Baking Company	Inv# 2400918 Congregate Food	23.16
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3661382 Congregate Food	79.53
Check	01/05/2021	139714	Highland Baking Company	Inv# 2401996 Congregate Food	29.22
Check	01/05/2021	139714	Highland Baking Company	Inv# 2403406 Congregate Food	27.19
Check	01/05/2021	139714	Highland Baking Company	Credit# 2392747-CM Congregate Food	-20.97
Check	01/12/2021	139767	Perri {1}, Marilyn	Cafe Food	37.58
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3663814 Congregate Food	72.53
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3663738 Congregate Food	64.78
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3663801 Congregate Food	120.48
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3664823 Congregat Food	23.83
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3666808 Congregate Food	148.87
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3667935 Congregate Food	92.80
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3667967 Congregate Food	38.95
Check	01/12/2021	139785	Gordon Food Service	Inv# 207059937 Congregate Food	696.71
Check	01/12/2021	139785	Gordon Food Service	Inv# 207171092 Congregate Food	631.39
Check	01/12/2021	139785	Gordon Food Service	Inv# 934084705 Congregate Food	171.67
Check	01/12/2021	139786	Highland Baking Company	Inv# 2404661 Congregate Food	34.84
Check	01/12/2021	139786	Highland Baking Company	Inv# 2406319 Congregate Food	37.73
Total 1105551 · Congregate Food					5,680.61
1105553 · Congregate Supplies					
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3653052 Congregate Supplies	32.10
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3654998 Congregate Supplies	10.70
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3656488 Congregate Supplies	28.95
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3660013 Congregate Supplies	40.65
Check	01/05/2021	139713	Gordon Food Service	Inv# 206829208 Congregate Supplies	34.80
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3661382 Congregate Supplies	17.10
Check	01/05/2021	139745	West Pier Laundry Streamwood	Inv#2843 Laundry Service Dish Towels/Tablecloths	22.23
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3663738 Congregate Supplies	32.10
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3666808 Congregate Supplies	21.40
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3667935 Congregate Supplies	74.85
Check	01/12/2021	139785	Gordon Food Service	Inv# 934084705 Congregate Supplies	9.38
Total 1105553 · Congregate Supplies					324.26
1105558 · Home Delivered Meals Food					

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Type	Date	Num	Name	Memo	Amount
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3652480 HDM Food	220.07
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3653009 HDM Food	79.28
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3653475 HDM Food	9.62
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3653052 HDM Food	102.51
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3654998 HDM Food	152.88
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3656488 HDM Food	131.75
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3656547 HDM Food	98.31
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3660013 HDM Food	102.18
Check	01/05/2021	139713	Gordon Food Service	Inv# 206829208 HDM Food	636.90
Check	01/05/2021	139713	Gordon Food Service	Inv# 206889548 HDM Food	557.18
Check	01/05/2021	139713	Gordon Food Service	Inv# 206915333 HDM Food	670.99
Check	01/05/2021	139713	Gordon Food Service	Inv# 207018104 HDM Food	458.91
Check	01/05/2021	139714	Highland Baking Company	Inv# 2395426 HDM Food	29.79
Check	01/05/2021	139714	Highland Baking Company	Inv# 2396665 HDM Food	35.73
Check	01/05/2021	139714	Highland Baking Company	Inv# 2398163 HDM Food	84.18
Check	01/05/2021	139714	Highland Baking Company	Inv# 2400918 HDM Food	23.16
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3661382 HDM Food	79.52
Check	01/05/2021	139714	Highland Baking Company	Inv# 2401996 HDM Food	29.21
Check	01/05/2021	139714	Highland Baking Company	Inv# 2403406 HDM Food	27.19
Check	01/05/2021	139714	Highland Baking Company	Credit# 2392747-CM HDM Food	-20.96
Check	01/12/2021	139767	Perri {1}, Marilyn	HDM Food	37.59
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3663814 HDM Food	72.53
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3663738 HDM Food	64.77
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3663801 HDM Food	120.47
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3664823 HDM Food	23.82
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3666808 HDM Food	148.86
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3667935 HDM Food	92.80
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3667967 HDM Food	38.95
Check	01/12/2021	139785	Gordon Food Service	Inv# 207059937 HDM Food	696.71
Check	01/12/2021	139785	Gordon Food Service	Inv# 207171092 HDM Food	631.38
Check	01/12/2021	139785	Gordon Food Service	Inv# 934084705 HDM Food	171.66
Check	01/12/2021	139786	Highland Baking Company	Inv# 2404661 HDM Food	34.84
Check	01/12/2021	139786	Highland Baking Company	Inv# 2406319 HDM Food	37.72
Check	01/12/2021	139790	Pur Foods LLC dba Mom's Meals	Inv# MM12312020 Special Dietary Meals (469)	3,146.15
Total 1105558 · Home Delivered Meals Food					8,826.65
1105559 · Home Delivered Meals Equipment					
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3660013 HDM Equipment	40.65
Total 1105559 · Home Delivered Meals Equipment					40.65
1105560 · Home Delivered Meals Supplies					
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3653052 HDM Supplies	32.10
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3654998 HDM Supplies	10.70
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3656488 HDM Supplies	28.95
Check	01/05/2021	139713	Gordon Food Service	Inv# 206829208 HDM Supplies	34.79
Check	01/05/2021	139712	Get Fresh Produce, Inc	Inv# 3661382 HDM Supplies	17.10
Check	01/05/2021	139745	West Pier Laundry Streamwood	Inv#2843 Laundry Service Dish Towels/Tablecloths	22.22

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Type	Date	Num	Name	Memo	Amount
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3663738 HDM Supplies	32.10
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3666808 HDM Supplies	21.40
Check	01/12/2021	139784	Get Fresh Produce, Inc	Inv# 3667935 HDM Supplies	74.85
Check	01/12/2021	139785	Gordon Food Service	Inv# 934084705 HDM Supplies	9.38
Total 1105560 · Home Delivered Meals Supplies					283.59
1105792 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	42.54
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					47.84
Total 1104NUT · Nutrition					15,203.60
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	01/05/2021	139704	Accurate Office Supply Co	Inv# 531430 Program Refreshments	42.62
Check	01/12/2021	139754	Eugene Flynn	Senior Virtual Presentation - Paris in the Belle Epoque	75.00
Check	01/12/2021	139757	JR Media Group	Inv#1621 Virtual Presentation - Outrageous Women in History	50.00
Check	01/12/2021	139758	Bob Kalal	Senior Presentation - Music Performance	175.00
Check	01/12/2021	139765	Marquee Movie Presentations, LLC	Inv# 2012HTS-371VP Virtual Presentation - Funny Movie Weddings	200.00
Check	01/12/2021	139773	Tranquility Yoga Studio	Virtual Yoga Instruction - January 2020	1,214.99
Check	01/12/2021	139780	Amazon Capital Services	Inv# 1L1V-K6MR-PMWR Virtual Holiday Party Supplies	196.38
Check	01/15/2021	139923	Marti Spenk	Inv# 38 Exercise Class Instructor Fee/Zoom Subscription - February	399.99
Total 1104515 · Programming					2,353.98
1104520 · Volunteer Services					
Check	01/05/2021	139708	Edward Baus	Home Delivered Meals Mileage Reimbursement Dec 2020	33.76
Check	01/05/2021	139709	Lawrence Boquist	Home Delivered Meals Mileage Reimbursement Nov/Dec 2020	56.84
Check	01/05/2021	139711	Maureen Edelman	Home Delivered Meals Mileage Reimbursement Dec 2020	24.36
Check	01/05/2021	139718	Lori Knaub	Home Delivered Meals Mileage Reimbursement Nov-Dec 2020	109.21
Check	01/05/2021	139719	Andrew and Angela Lazzara	Home Delivered Meals Mileage Reimbursement Dec 2020	29.29
Check	01/05/2021	139720	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement Nov-Dec 2020	74.24
Check	01/05/2021	139727	Joanne Rapp	Home Delivered Meals Mileage Reimbursement Dec 2020	33.64
Check	01/05/2021	139728	Phil Roth	Home Delivered Meals Mileage Reimbursement Nov-Dec 2020	45.82
Check	01/05/2021	139730	Wayne Rutenburg	Home Deliveres Meals Mileage Reimbursement Dec 2020	55.68
Check	01/05/2021	139734	Randy Teesdale	Home Delivered Meals Mileage Reimbursement Oct-Dec 2020	114.26
Check	01/05/2021	139735	Steve Tucky	Home Delivered Meals Mileage Reimbursement Dec 2020	29.00
Check	01/05/2021	139736	Charles Valerio	Home Delivered Meals Mileage Reimbursement December 2020	25.81
Check	01/05/2021	139737	Pat Zickler	Home Delivered Meals Mileage Reimbursement Nov-Dec 2020	82.94
Check	01/05/2021	139739	Joanne Watson	Home Delivered Meals Mileage Reimbursement 12/14-1/4	34.80
Check	01/12/2021	139748	Dorothy Archer	Home Delivered Meals Mileage Reimbursement Dec 2020	122.79
Check	01/12/2021	139759	Linda Knobloch	Home Delivered Meals Mileage Reimbursement Oct - Dec 2020	169.71
Check	01/12/2021	139766	James Mattson	Home Delivered Meals Mileage Reimbursement Nov-Dec 2020	101.50
Check	01/12/2021	139774	Janice Trinco	Home Delivered Meals Mileage Nov-Dec 2020	63.22
Check	01/12/2021	139789	Larry Piemonte	Home Delivered Meals Mileage Reimbursement December 2020	22.21

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Type	Date	Num	Name	Memo	Amount
Total 1104520 · Volunteer Services					1,229.08
1104532 · Visual Arts					
Check	01/12/2021	139761	Denise Laurin-Donatelle	Inv# 1721 Virtual Drawing Class - January 2021	210.00
Check	01/12/2021	139761	Denise Laurin-Donatelle	Inv# 1721 Presentation: Romantic Visions of Love	75.00
Check	01/12/2021	139780	Amazon Capital Services	Inv# 1KYH-QWGD-PY1H Paint Brushes/Glue Pens	62.13
Check	01/12/2021	139782	Blick Art Materials	Inv# 5438784 Art Canvases/Pallets	126.48
Check	01/12/2021	139782	Blick Art Materials	Inv# 5454811 Art Pencils/Drawing Pads	37.41
Total 1104532 · Visual Arts					511.02
1104891 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	5,782.97
Total 1104891 · Health Insurance					5,782.97
1104892 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	353.13
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	24.38
Total 1104892 · Dental, Vision & Life Insurance					377.51
Total 1104PRO · Enrichment Programs					10,254.56
1104SOC · Social Services					
1104991 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	1,245.15
Total 1104991 · Health Insurance					1,245.15
1104992 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1104992 · Dental, Vision & Life Insurance					101.46
Total 1104SOC · Social Services					1,346.61
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	01/05/2021	139717	Kammes Auto & Truck Repair, Inc.	Inv# 132853 Bus# 145 Safety Lane Inspection	40.00
Check	01/05/2021	139732	Suburban Tire Auto Care Centers	Inv# 512111 Truck# 136 - AC Compressor	1,438.17
Check	01/05/2021	139738	Airstream Pressure Washing Inc	Inv# 16544 On Site Bus Washing (9)	225.00
Check	01/12/2021	139751	Complete Fleet Services Inc.	Inv# 28858 Bus# 143 Brakes/Rotors/IDOT/Oil Change/Wiper Blades	1,595.25
Total 1104518 · Vehicle Maintenance					3,298.42
1104550 · Telephone					
Check	01/05/2021	139744	Verizon Wireless	Acct# 742025529 Monthly Charges 12/19-01/18	445.74
Total 1104550 · Telephone					445.74

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Type	Date	Num	Name	Memo	Amount
1104551 · Training					
Check	01/13/2021	139886	Alexian Bros Corporate Health Services	Inv# 716317 Drug Screen/Physical	75.00
Total 1104551 · Training					75.00
1104553 · Uniforms					
Check	01/15/2021	139929	Cintas #22	Inv# 1901764328 Township Parka	96.80
Total 1104553 · Uniforms					96.80
1104691 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	5,453.46
Total 1104691 · Health Insurance					5,453.46
1104692 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	684.37
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	57.75
Total 1104692 · Dental, Vision & Life Insurance					742.12
Total 1104TRN · Transportation					10,111.54
Total 1104 · Aging Services - Expenditures					45,985.04
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	01/05/2021	139731	Staples	Inv# 3464417943 Desk Pad	13.29
Total 2024202 · Office Supplies					13.29
2024204 · Equipment					
Check	01/12/2021	139763	Leaf (618-009)	Inv# 11365537 Kyocera Copier Lease	206.23
Check	01/13/2021	139896	Waterlogic	Inv# 427039 Water Machine Rental 1/4-2/3	43.20
Total 2024204 · Equipment					249.43
2024210 · Printing					
Check	01/13/2021	139887	Braden Interact Business (Hanover-IBP WS)	Inv# 684154 Copy Charges Dec 2020	61.33
Total 2024210 · Printing					61.33
2024591 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	2,298.00
Total 2024591 · Health Insurance					2,298.00
2024592 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	337.14
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	19.25

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Type	Date	Num	Name	Memo	Amount
Total 2024592 · Dental, Vision & Life Insurance					356.39
Total 2024ADM · Administration					2,978.44
2024HOM · Home Relief					
2024102 · Rent					
Check	01/13/2021	5732	Country Mutual Insurance Company	Home Insurance Assistance	38.90
Check	01/13/2021	5734	Southwicke on Sutton Condo Assn.	January 2021Rent	186.63
Check	01/13/2021	5735	Spring Lakes Estates	January 2021 Rent	750.00
Total 2024102 · Rent					975.53
2024103 · Utilities					
Check	01/13/2021	5730	Com Ed	Utilities Assistance	143.37
Check	01/13/2021	5731	NICOR	Utilities Assistance	67.35
Check	01/13/2021	5733	Village of Streamwood	Utilities Assistance	106.49
Check	01/13/2021	5735	Spring Lakes Estates	Utilities Assistance	72.58
Total 2024103 · Utilities					389.79
2024105 · Personal Essentials					
Check	01/13/2021	5729	Walmart	Personal Essentials	100.00
Check	01/13/2021	5736	Walmart	Personal Essentials	150.00
Total 2024105 · Personal Essentials					250.00
2024106 · Travel Expenses					
Check	01/13/2021	5728	BP Gas Station	Fuel Assistance Card	25.00
Check	01/13/2021	5732	Country Mutual Insurance Company	Transportation Assistance	66.78
Total 2024106 · Travel Expenses					91.78
2024119 · Emergency Assistance					
Check	01/15/2021	5737	Groot, Inc.	Emergency Assistance	165.10
Check	01/15/2021	5738	Com Ed	Emergency Assistance	514.77
Check	01/15/2021	5739	NICOR	Emergency Assistance	210.47
Total 2024119 · Emergency Assistance					890.34
Total 2024HOM · Home Relief					2,597.44
Total 2024 · Human Services - Expenditures					5,575.88
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	01/15/2021	139932	Kopon Airdo, LLC	Inv# 190-0007-32302 Road Division December Legal Fees	986.46
Total 3034701 · Legal					986.46
3034710 · Community Affairs					

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Type	Date	Num	Name	Memo	Amount
Check	01/05/2021	139707	Battery Solutions	Inv# A581601 Community Battery Recycling	506.91
Total 3034710 · Community Affairs					506.91
3034711 · Utilities					
Check	01/05/2021	139722	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 11/16-12/15	406.02
Check	01/13/2021	139888	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 12/3-1/5	136.08
Total 3034711 · Utilities					542.10
3034713 · Recruitment					
Check	01/12/2021	139779	Physicians Immediate Care	Stmnt# 4187944 Employee Screening	203.00
Total 3034713 · Recruitment					203.00
3034791 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	1,143.28
Total 3034791 · Health Insurance					1,143.28
3034792 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					101.46
Total 3034ADM · Administration					3,483.21
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	01/05/2021	139705	Amazon Capital Services	Inv# 11FK-MXX9-NKV6 Chain Saw Blades	27.98
Check	01/05/2021	139726	O'Reilly Auto Parts	Inv# 278264 Hydraulic Oil	199.96
Check	01/05/2021	139741	Bristol Hose & Fitting Inc	O# 1230269 Shop Stock Hydraulic Fitting / Hose	694.57
Check	01/12/2021	139777	Bristol Hose & Fitting Inc	Inv# 3447280 Stock Hydraulic Hose Fittings	86.26
Total 3034602 · Operating Supplies & Materials					1,008.77
3034610 · Street Lighting					
Check	01/05/2021	139740	Wood Dale Electrical Const., Inc.	Inv# 538 Street Light Repair - Bridlewood	379.20
Check	01/15/2021	139925	Com Ed 152	Acct# 0045120152 Monthly Charges 12/4-1/7	349.34
Total 3034610 · Street Lighting					728.54
3034614 · Signs, Stripping & Tree Removal					
Check	01/13/2021	139892	Quality Roque's Inc	Tree Removal	800.00
Total 3034614 · Signs, Stripping & Tree Removal					800.00
Total 3034ROD · Road Maintenance					2,537.31
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					

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Type	Date	Num	Name	Memo	Amount
Check	01/05/2021	139726	O'Reilly Auto Parts	Inv# 277947 Salt Spreader Light / Jumper Box	56.48
Check	01/05/2021	139729	Rush Truck Centers	Inv# 3021901455 Salt Spreader Lights	35.98
Check	01/05/2021	139729	Rush Truck Centers	Ref# 29031420 Bulb & Lens	14.74
Check	01/12/2021	139778	Kammes Auto & Truck Repair, Inc.	Inv# 132901 Truck# 502 Burst Hydraulic Line	776.60
Check	01/12/2021	139778	Kammes Auto & Truck Repair, Inc.	Inv# 132922 Truck# 505 Hydraulic System Repair	1,020.21
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024995 End of Season Herbicide Sprayer Maintenance	107.95
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024994 End of Season Line Trimmer Maintenance	111.36
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024993 End of Season Chainsaw Maintenance	157.54
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024992 End of Season Backpack Blower Maintenance	111.91
Check	01/15/2021	139933	Russo Power Equipment	Inv# 10024991 End of Season Handheld Blower Maintenance	121.91
Total 3034609 · Maintenance Vehicles & Equip					2,514.68
Total 303EQM · Equipment					2,514.68
Total 3034 · Road Maintenance - Expenditures					8,535.20
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054014 · Equip / Database					
Check	01/15/2021	139922	Launch Digital Marketing	Inv# L50324 Website Hosting	50.00
Total 5054014 · Equip / Database					50.00
5054591 · Health Insurance					
Check	01/13/2021	139893	United Healthcare	Monthly Medical Premiums	1,726.36
Total 5054591 · Health Insurance					1,726.36
5054592 · Dental, Vision & Life Insurance					
Check	01/13/2021	139889	Euclid Managers	Acct 5641581 Monthly Premium	167.53
Check	01/13/2021	139895	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 5054592 · Dental, Vision & Life Insurance					181.48
Total 5054ADM · Administration					1,957.84
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	01/15/2021	139918	Groot, Inc (114943)	Acct# 3107-114943 Monthly Charges	124.51
Check	01/15/2021	139919	Village of Streamwood Water Billing Dept.	Acct# 105006200-1000053 Monthly Water/Sewer	90.16
Total 5054210 · Utilities					214.67
5054213 · Janitorial					
Check	01/15/2021	139921	JaniKing	Inv# CCHC01210203 Monthly Billing	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	01/15/2021	139930	Elgin Key & Lock Co., Inc.	Inv# 210022 Keys	13.60

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Type	Date	Num	Name	Memo	Amount
Total 5054250 · Building Maintenance					13.60
5054286 · Agency Support Services					
Check	01/15/2021	139917	Comcast (823 MHB)	Acct 8771 10 084 0485823 Monthly Cable/Internet 1/2-2/1	223.80
Check	01/15/2021	139920	Quench USA, Inc.	Inv# 2870932 Water Cooler Rental	55.00
Total 5054286 · Agency Support Services					278.80
Total 5054COM · HT Community Resource Center					921.07
5054SVC · Service Contracts					
5054100 · CAC CASI					
Check	01/15/2021	139899	Childrens Advocacy Ctr of Nwst Co County	Coordination/Advocacy/Sensitive Interviewing	5,000.00
Total 5054100 · CAC CASI					5,000.00
5054103 · CAC Safe from the Start					
Check	01/15/2021	139899	Childrens Advocacy Ctr of Nwst Co County	Safe From the Start	6,250.00
Total 5054103 · CAC Safe from the Start					6,250.00
5054104 · CCC Domestic Violence Shelter					
Check	01/15/2021	139905	Community Crisis Center	Domestic Violence Shelter	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
5054105 · CCC Domestic Violence Counsel					
Check	01/15/2021	139905	Community Crisis Center	Domestic Violence Counseling	7,500.00
Total 5054105 · CCC Domestic Violence Counsel					7,500.00
5054108 · Aid Supportive Employment					
Check	01/15/2021	139897	Association for Individual Development	Employment/Community Integration Services	10,250.00
Total 5054108 · Aid Supportive Employment					10,250.00
5054109 · Aid Case Management					
Check	01/15/2021	139897	Association for Individual Development	Home Based Services Program	1,500.00
Total 5054109 · Aid Case Management					1,500.00
5054112 · Clearbrook Children's Program					
Check	01/15/2021	139904	Clearbrook	Childrens Program Services	2,000.00
Total 5054112 · Clearbrook Children's Program					2,000.00
5054113 · Clearbrook Day Services					
Check	01/15/2021	139904	Clearbrook	Day Parogram Services	1,875.00
Total 5054113 · Clearbrook Day Services					1,875.00
5054132 · Ecker Therapy Services					

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Type	Date	Num	Name	Memo	Amount
Check	01/15/2021	139906	Ecker Center for Behavioral Health	Therapy Services	22,000.00
			Total 5054132 · Ecker Therapy Services		22,000.00
			5054135 · Ecker Center / Crisis Services		
Check	01/15/2021	139906	Ecker Center for Behavioral Health	Crisis Services	2,625.00
			Total 5054135 · Ecker Center / Crisis Services		2,625.00
			5054142 · Centro De Informacion		
Check	01/15/2021	139903	Centro de Informacion	Family Centered Mental Health Services	6,875.00
			Total 5054142 · Centro De Informacion		6,875.00
			5054148 · FSA Therapy Services		
Check	01/15/2021	139908	Family Svc Assoc of Greater Elgin Area	Therapy Services	10,000.00
			Total 5054148 · FSA Therapy Services		10,000.00
			5054158 · Summitt Center		
Check	01/15/2021	139915	Summit School Early Learning Center	Summit Early Learning Center	3,250.00
			Total 5054158 · Summitt Center		3,250.00
			5054162 · Tide Transportation		
Check	01/15/2021	139916	A#1 Cab Dispatch Inc	Tide Transportation Services Dec 2020	1,257.50
			Total 5054162 · Tide Transportation		1,257.50
			5054166 · PADS of Elgin		
Check	01/15/2021	139914	PADS of Elgin	Emergency Shelter Program	8,750.00
			Total 5054166 · PADS of Elgin		8,750.00
			5054183 · CCC SA Counseling		
Check	01/15/2021	139905	Community Crisis Center	Sexual Assault Counseling and Advocacy	3,750.00
			Total 5054183 · CCC SA Counseling		3,750.00
			5054185 · Little City Foundation		
Check	01/15/2021	139911	Little City Foundation	CILA Home and In Home Respite	1,475.00
			Total 5054185 · Little City Foundation		1,475.00
			5054190 · Maryville Academy		
Check	01/15/2021	139913	Maryville Academy	Music Therapy Program	5,000.00
			Total 5054190 · Maryville Academy		5,000.00
			5054193 · Boys and Girls Club		
Check	01/15/2021	139898	Boys & Girls Club of Elgin	SMART Moves/Triple Play/Be There Programming	1,550.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054193 · Boys and Girls Club		1,550.00
			5054196 · Catholic Charities Caregivers		
Check	01/15/2021	139900	Catholic Charities	Caregiver Support	1,250.00
			Total 5054196 · Catholic Charities Caregivers		1,250.00
			5054203 · Clearbrook - Residential		
Check	01/15/2021	139904	Clearbrook	Residential Program Services	2,000.00
			Total 5054203 · Clearbrook - Residential		2,000.00
			5054207 · Girl Scouts of N. IL - Outreach		
Check	01/15/2021	139910	Girl Scouts of Northern Illinois	Hanover Township Outreach	2,500.00
			Total 5054207 · Girl Scouts of N. IL - Outreach		2,500.00
			5054209 · Center for Enriched Living		
Check	01/15/2021	139902	Center for Enriched Living	Day Program Services	750.00
			Total 5054209 · Center for Enriched Living		750.00
			5054220 · Gigis Playhouse		
Check	01/15/2021	139909	Gigi's Playhouse	Community Outreach	3,750.00
			Total 5054220 · Gigis Playhouse		3,750.00
			5054223 · Marklund		
Check	01/15/2021	139912	Marklund Children's Home	Day Residential Services at Wasmond Center	5,625.00
			Total 5054223 · Marklund		5,625.00
			5054225 · Community Alternatives Unlimite		
Check	01/15/2021	139901	Community Alternatives Unlimited	Community Access Services	2,250.00
			Total 5054225 · Community Alternatives Unlimite		2,250.00
			5054226 · Fellowship Housing Corp		
Check	01/15/2021	139907	Fellowship Housing Corporation	Transitional Housing and Financial Literacy	625.00
			Total 5054226 · Fellowship Housing Corp		625.00
			Total 5054SVC · Service Contracts		127,157.50
			Total 5054 · Mental Health - Expenditures		130,036.41
			7004 · Vehicle Replcmnt - Expenditures		
			7004540 · Bus Purchase		
Check	01/05/2021	139743	Pace	Inv# 585643 Bus Lease	100.00
Check	01/05/2021	139743	Pace	Inv#585644 Bus Lease	100.00
			Total 7004540 · Bus Purchase		200.00

Hanover Township Board Audit Report

January 5 - 18, 2021

Type	Date	Num	Name	Memo	Amount
Total 7004 · Vehicle Replcmnt - Expenditures					200.00
TOTAL					263,622.33

- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.

Clerk Dolan Baumer called the roll; present were Supervisor McGuire, Clerk Dolan Baumer and Trustees Beattie, Martinez, Essick, and Moinuddin*.

Others present either in person or via teleconference were Assessor Tom Smogolski*, Aging Services Director Megan Conway*, Human Services Director Mary Jo Imperato*, Community Health Director Kristen Smith*, Community and Government Relations Director Tom Kuttentberg*, Emergency Services Director Mike Crews*, Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Tina Houdek*, Mental Health Board Manager Amanda Teachout*, Assistant Administrator Kristin Vana, Administrator James Barr, Ms Denise Camacho, Mark Kimzey*, and Attorney Mike Airdo*. *Attendance via Zoom.

Attorney Airdo stated that Trustee Moinuddin is lawfully attending this January 5, 2021 Township Board meeting by means other than physical presence. Such participation by “other means” will be by videoconference, in accordance with the Hanover Township Electronic Attendance Rules and Procedures for Board meetings, noting that present in person at the meeting is a quorum of the Board members. It was confirmed that the Trustee could hear the Board members, and the Board members present could hear him.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. Director Kuttentburg confirmed that no one had joined us on social media, and therefore, Mr. McGuire closed the Town Hall.
- IV. Presentations: Veterans Honor Roll nominee SP4 Angelo Schiola was inducted into the Township Honor Roll this evening. He is a resident of Bartlett and served in the U.S. Army from 1975 to 1978. He will be included in all upcoming Veterans events at the Township, and his name will be affixed to the plaque in Veterans Hall, and in the Clerk’s office records.
- V. Reports:
 - A. Supervisor’s Report: Supervisor McGuire presented the Human Services report highlights, stating that the holiday programs provided 510 meals, and 1171 resident families used the pantry, providing nourishment for over 4663 people. 192 families were sponsored and 553 children served for the Sponsor-a-Family holiday giving event. 1823 children were given toys by Hanover Township during the holiday toy distribution. He offered thanks to the many volunteers and donors, including the Knights of Columbus, the Village of Streamwood for stuffing 1000 stockings, the United Church of Christ for stuffing stockings, and to Trustee Beattie for encouraging high school student participation. The search is ongoing for a Case Worker. Hanover Park President Rod Craig is interested in collaborating on another Covid 19 testing event; the Board members concurred that this is a good thing to do and to proceed. The Welcoming Center is set up and running out of the Community Center on Astor.
 - B. Clerk’s Report: Clerk Dolan Baumer offered no report.
 - C. Assessor’s Report: Assessor Smogolski offered no report.
 - D. Trustee Liaison Committee Reports: No reports were offered.
 - E. Department Reports: Written reports were available for review and consideration by the Board. Highlights included Director Houdek reporting that all services are continuing to be held virtually. Middle and high school tutoring will be resuming January 19 in-person. Virtual Open Gym is being held five days per week. Reminder to the Board that due to high rate of failures, the tutoring will be held through January 13 with assistance from U46 teaching staff. 100 children were served during the Cookies and Cocoa with Santa virtual program. Staff member

Jazmin Garza has tendered her resignation and the position has been posted. Manager Teachout reported that the allocations meeting of the Hanover Township Mental Health Board would be held on January 26. The Board is happy to see that behavior and group homes are on the list for first vaccines from the County. The Ecker Center expanded its hours at the Resource Center. TIDE requests for service have gone up as businesses have started to open back up. Director Conway noted that C-Hope therapist interviews are ongoing. The tax aid program offered by AARP would be starting on February 21; call after January 25 for reservations. Thank you to all who have donated to the lending closet; use is up lately, but the need is being met. The Senior Center would host the International Woman's Day on March 6. Numbers of residents served by curbside pick up or meals on wheels have been steady and climbing. Director Smith reported that the process curbside Covid 19 15-minute testing is ongoing; this test is available to Township volunteers and staff at this time. The Director has continued to be in touch with IDPH and the County to determine when the vaccine would be available globally. Director Hanson has asked Thomas Engineering to submit an estimate for the 2021 road resurfacing projects. Two housekeeping staff members have attended and passed the ISSA for accreditation. Emergency Services has received daily UV sanitation. Four snow events have been recorded thus far for this snow season representing 150 man-hours. On behalf of the Board and department, the Director thanked staff for work during Christmas Eve and New Years Day. Welcome back to staff member, Mike Runquist, who recently submitted his letter of resignation. Assistant Administrator Vana reported that the process for vehicle sticker sales application is ongoing. Director Kuttentburg reported that the recent Covid 19 testing with Hanover Park was a success. The Director would be meeting with Hitchcock Design Group this week for bid information review. The 102nd General Assembly would be sworn into office at noon on January 13. Director Crews reported that Emergency Services volunteers were busy during the Christmas holiday with the toy distribution and served ten call-outs for assistance from local agencies, performing 214 service hours. An agreement with the Hoffman Estates Fire Department is being formalized with all services, but decontamination being a key service. The unit has adopted the 2021 schedule. The University of Illinois Fire Services unit would teach at their next in-service. Administrator Barr reported that Township services would continue at the Tier 3 mitigation as set by the Governor until further notice (after January 9). Across the state, C19 incidents have been lowering.

At this time, Supervisor McGuire excused staff for the balance of the meeting.

- VI. Bill Paying: Mr. Barr presented the bills for payment from December 15, 2020 through January 4, 2021 as follows:

a.	Town	\$101,271.23
b.	Senior Services	35,144.38
c.	General Assistance	6,384.76
d.	Road Maintenance	18,332.68
e.	Mental Health Board	19,006.63
f.	Vehicle	200.00
g.	Capital	<u>165,000.00</u>
	Total	<u>\$345,339.68</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from December 15, 2020 through January 4, 2021. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

- VII. Unfinished Business: Attorney Kimzey reported on the ongoing process with the 1169 Robinhood Drive Sherwood Oaks Athletic Association property, which is essentially abandoned, and has been tax delinquent since 2016. The primary issue is to pump the pool dry, for safety issues. The Board can look at a quick claim deed for the property. Supervisor McGuire asked the Board if they were amenable to

having the property deeded to the Township. The Supervisor asked the Board to consider this option and for Director Hanson to prepare a presentation for the Board regarding the property location, size, etc. and to the Administrator to get estimates on the costs to raze/fill the pool.

VIII. New Business:

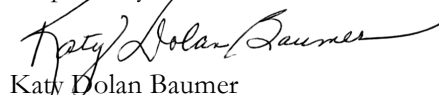
- A. Board Meeting Minutes of December 15, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of December 15, 2020 for review and approval. Trustee Beattie moved to approve the Board meeting of December 15, 2020; motion seconded by Trustee Essick and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion unanimously carried.
- B. Resolution to Approve the Amended 2021 PACE TRIP Transit Grant Agreement: Trustee Essick moved that the Board approve resolution #010521 approving of the amended 2021 PACE TRIP Transit Grant Agreement; Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Moinuddin and Supervisor McGuire. Nays: None. Motion carried.
- C. Consideration of Covid 19 Emergency Sick Leave Extension: The original statute was valid through 2020, and did not take into consideration those contracting the virus after 2020; the Township policy does not currently reflect the needs of those who may need coverage after 2020, reported Administrator Barr. The Board reached concurrence that the current Covid 19 Emergency Sick Leave be extended, and asked that staff work with the attorney to draft an updated policy.
- D. Consideration of Hanover Landing Impact Fees Waiver Request: Staff asked that the Board consider asking the City of Elgin to waive impact fees for the Hanover Landings project in support of UP Development. The Board reached concurrence that the Hanover Landing impact fees be waived. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Moinuddin and Supervisor McGuire. Nays: None. Motion carried.

- IX. Executive Session: Motion to go into Executive Session pursuant to §2c1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body...), and §2c6 (The setting of a price for sale or lease of property owned by the public body.) pursuant to the Illinois Open Meetings Act was made by Trustee Essick and seconded by Trustee Beattie. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Any remaining staff, excluding Administrator Barr and Assistant Vana, was excused from the meeting at 7:56 p.m.

The Board returned from Executive Session at 8:16 p.m. and Mr. McGuire gavelled the meeting back to order. Roll call: Present were Trustees Beattie, Moinuddin*, Essick, and Martinez, and Supervisor McGuire.

- X. Other Business: Supervisor McGuire offered an update on the previously approved used truck that the Township purchased; its delivery is delayed due to Covid 19, however Director Crews has negotiated a price reduction on each day the delivery is late. It may arrive in late March.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:20 p.m. was made by Trustee Martinez and seconded by Trustee Beattie, followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

RESOLUTION _____

**A RESOLUTION
TO APPROVE A COVID-19 EMERGENCY
PAID SICK LEAVE POLICY**

WHEREAS, on March 18, 2020, the U.S. Congress enacted Public Law No. 116-127, known as the Families First Coronavirus Response Act (the “FFCRA”), which, *inter alia*, provided covered employees two (2) weeks of emergency paid sick leave benefits for qualifying reasons related to the COVID-19 pandemic;

WHEREAS, the emergency paid sick leave benefits provided for under the FFCRA expired on December 31, 2020, and neither the U.S. Congress nor the Illinois General Assembly have enacted legislation to provide for continued emergency paid sick leave benefits related to the COVID-19 pandemic; and

WHEREAS, to maintain a safe work environment for all officials, agents, employees, agencies, and offices of Hanover Township during the ongoing COVID-19 pandemic, the Supervisor and Board of Trustees of Hanover Township have deemed it necessary and appropriate to adopt the “COVID-19 Emergency Paid Sick Leave Policy,” a copy of is attached hereto and incorporated herein by this reference;

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

SECTION ONE: INCORPORATION OF RECITALS. The recitals are hereby incorporated into the body of this Resolution as though fully set forth herein.

SECTION TWO: ADOPTION. The COVID-19 Emergency Paid Sick Leave Policy, a copy of which is attached hereto and incorporated into the body of this Resolution as though fully set forth herein, is hereby adopted and approved.

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

SECTION FIVE: REPEALER. All Ordinances, Resolutions in conflict with or inconsistent herewith are hereby repealed only to the extent of such conflict or inconsistency.

SECTION SIX: EFFECTIVE DATE. This Resolution shall become effective upon its passage and approval as provided by law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 19, 2021

APPROVED: January 19, 2021

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete, and exact copy of Resolution _____, enacted on January 19, 2021, and approved on January 19, 2021, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



COVID-19 EMERGENCY PAID SICK LEAVE POLICY

This COVID-19 Emergency Paid Sick Leave Policy (the “Policy”) is to maintain a safe work environment for all officials, agents, employees, agencies, and offices of Hanover Township (the “Township”) during the ongoing COVID-19 pandemic. To that end, the following Policy has been adopted:

- I. **Definitions.** When used in this Policy, the following terms shall have the meaning set forth below in this Section I.

“Child Care Provider” shall mean a provider who receives compensation for providing child care services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under State law as described in Section 9858c(c)(2)(E) of Title 42 of the U.S. Code; and satisfies the State and local requirements, including those referred to in Section 9858c(c)(2)(F) of Title 42 of the U.S. Code. The eligible child care provider need not be compensated or licensed if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee's child.

“Emergency Paid Sick Leave” shall mean paid leave under this Policy.

“Full-Time Employee” shall mean an employee who is normally scheduled to work at least forty (40) hours each workweek. The term also shall mean an employee does not have a normal weekly schedule, if the average number of hours per workweek that the employee was scheduled to work, including hours for which the employee took leave of any type, is at least forty (40) hours per workweek over a period of time that is the lesser of either the six (6) month period ending on the date on which the employee takes emergency paid sick leave, or the entire period of the employee's employment.

“Part-Time Employee” shall mean an employee who is not a Full-Time Employee.

“Place of Care” shall mean a physical location where care is provided for the employee's child while the employee works for the Township. The physical location does not have to be solely dedicated to such care. Examples include day care, preschools, before or after school care programs, homes, summer camps, summer enrichment programs, and respite care programs.

“Qualifying Individual” shall mean an employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined, and who actually depends on the employee to care for him or her. The term does not include persons with whom the employee has no personal relationship.

“School” shall mean an “elementary school” or “secondary school” as such terms are defined below, in accordance with section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801). “Elementary school” means a nonprofit institutional day or residential school, including a public elementary charter school that provides elementary education, as determined under State law. “Secondary school” means a nonprofit institutional day or residential school, including a public secondary charter school that provides secondary education, as determined under State law, except that the term does not include any education beyond grade twelve (12).

“Son or Daughter” shall have the meaning given such term in Section 101 of the Family and Medical Leave Act (29 U.S.C. 2611). Accordingly, the term means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under eighteen (18) years of age; or eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability.

“Symptoms of COVID-19” shall mean fever, dry cough, shortness of breath, or any other COVID-19 symptoms identified by the U.S. Centers for Disease Control and Prevention.

“Telework” shall mean work the Township permits or allows an employee to perform while the employee is at home or at a location other than the employee's normal workplace. An employee is able to Telework if: the Township has work for the employee; the Township permits the employee to work from the employee's location; and there are no extenuating circumstances, such as serious COVID-19 symptoms, that prevent the employee from performing that work. Telework may be performed during normal hours or at other times agreed by the Township and the employee.

II. Emergency Paid Sick Leave.

A. Full-Time Employees. Full-Time Employees may be eligible for up to eighty (80) hours of Emergency Paid Sick Leave.

B. Part-Time Employees. Part-Time Employees may be eligible for up to the number of hours of Emergency Paid Sick Leave equal to the average number of hours that the employee normally works over two (2) workweeks. If a Part-Time Employee lacks a normal weekly schedule, the number of hours of Emergency Paid Sick Leave to which the employee may be eligible is calculated as follows:

1. If the employee has been employed for at least six (6) months, the average number of hours that the employee was scheduled to work each calendar day over the six-month period ending on the date on which the employee takes Emergency Paid Sick Leave, including any hours for which the employee took leave of any type.
2. If the employee has been employed for fewer than six (6) months, the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any type.

C. Rate of Pay.

1. An employee taking emergency paid sick leave for the qualifying reasons set forth in Sections II(A)(1)-(3) shall be paid at his or her average regular rate, up to \$511.00 per day and \$5,110.00 in the aggregate.
2. An employee taking emergency paid sick leave for the qualifying reasons set forth in Sections II(A)(4)-(5) shall be paid at two-thirds (2/3) his or her average regular rate, up to \$200.00 per day and \$2,000.00 in the aggregate.

III. Eligibility for Emergency Paid Sick Leave.

A. Qualifying Reasons for Leave. An employee may be eligible for Emergency Paid Sick Leave to the extent the employee is unable to work due to any of the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a licensed medical provider to self-quarantine based on a belief that the employee has COVID-19, may have COVID-19, or is particularly vulnerable to COVID-19.
3. The employee is experiencing Symptoms of COVID-19 and is taking affirmative steps to obtain a medical diagnosis from a licensed medical provider, such as making, waiting for, or attending an appointment for a test for COVID-19.
4. The employee is caring for a Qualifying Individual who is subject to an order as described in Section II(A)(1) or directed by a Health Care Provider as described in this Section II(A)(2);
5. The employee is caring for his or her Son or Daughter whose School or Place of Care has been closed, or whose Child Care Provider is unavailable, for reasons related to COVID-19, and no other suitable person is available to care for the Son or Daughter.

B. Disqualifying Reasons for Leave. An employee shall not be eligible for Emergency Paid Sick Leave if:

1. The employee would otherwise be unable to perform work for the Township, either at the employee's normal workplace or by telework; or
2. The Township does not have work for the employee.

C. Exclusions for Eligibility. Employees who are health care providers or emergency responders may be excluded from eligibility for Emergency Paid Sick Leave as determined by the Supervisor or his designee(s).

IV. Requesting Emergency Paid Sick Leave.

A. Notice. Employees shall notify their Department Head, or if the Department Head is unavailable, or if the person requesting emergency paid sick leave is a Department Head, the Township Administrator, about their request for emergency paid sick leave and the qualifying reason therefore as soon as practicable before emergency paid sick leave may be granted.

B. Documentation. Employees shall provide sufficient documentation for the Township to determine if the leave may qualify as Emergency Paid Sick Leave as practicable before emergency paid sick leave may be granted, including, but not limited to, the following, as applicable:

1. A copy of the Federal, State or local quarantine or isolation order or the name of the government entity that issued the quarantine or isolation order.
2. Written documentation by a healthcare provider advising the self-quarantine due to concerns related to COVID-19 or the name of the licensed medical provider who advised the self-quarantine.

3. The name and relation of the individual, son, or daughter, for whom the employee is caring.
 4. The name of the school, place of care, or child care provider that has closed or become unavailable.
 5. A statement that no other suitable person is available to care for the son or daughter during the period of leave.
- C. Approval.** Requests for Emergency Paid Sick Leave use, including, but not limited to, determinations that an employee is unable to perform work for the Township, is subject to approval by the Township Administrator or his designee(s).
- D. Return to Work.** Employees who were absent from work due to contracting COVID-19, may be required to provide a statement from a licensed medical provider verifying that they are able to return to work, if there is a reasonable belief that the employee is unable to perform the essential functions of their job, if the employee's return would create an unsafe or unhealthful work environment, or if the employee would pose a direct threat of harm to themselves or others.

V. General Provisions.

- A. Other Paid Time Off; Leave.** Emergency Paid Sick Leave is separate and in addition to all other paid time off set forth in the Hanover Township Personnel Policy. Employees may use Emergency Paid Sick Leave before using any other paid time off for the qualifying reasons set forth in Section III(A). Emergency Paid Sick Leave may be used when an employee is on leave under the Family and Medical Leave Act ("FMLA") (29 U.S.C. 2611) for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition. Any employee taking FMLA leave is required to substitute and use any remaining Emergency Paid Sick Leave benefits which are available or become available during the FMLA leave.
- B. Automatic Expiration; No Accrual or Carryover.** This Policy shall automatically expire and be of no further force and effect immediately upon the expiration of the Governor of the State of Illinois's Disaster Proclamation in response to the COVID-19 pandemic or the effective date of any Federal or State law providing for paid sick leave related to the COVID-19 pandemic, whichever occurs first. Any unused Emergency Paid Sick Leave shall not accrue and shall not carryover following the expiration of this Policy. Employees are not entitled to reimbursement for unused Emergency Paid Sick Leave upon termination, resignation, retirement, or other separation from employment.

RESOLUTION _____

**A RESOLUTION
TO APPROVE A PROFESSIONAL SERVICES AGREEMENT
WITH THOMAS ENGINEERING GROUP, LLC**

BE IT RESOLVED by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: The Professional Services Agreement (the “Agreement”) with Thomas Engineering Group, LLC, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 19, 2021

APPROVED: January 19, 2021

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on January 19, 2021, and approved on January 19, 2021, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**HANOVER TOWNSHIP
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("Agreement") is entered into this 19th day of January 2021, by and between Thomas Engineering Group, LLC ("Design Professional"), and Hanover Township ("Township") (collectively, the "Parties").

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, the Parties hereby agree as follows:

1. Understanding of Project. The project ("Project") is to consist of engineering services for the roadway resurfacing, drainage improvements, landscape restoration, and appurtenant work along the length of Berner Drive from Route 58 NORTH to Shoe Factory Road, EAST and WEST Dale Drive, and Wolsfeld Drive WEST of Rohrsen Road in Hanover Township, Cook County, Illinois, as more fully described in: (a) the Township's Request for Statements of Qualifications ("RFP"), attached hereto as "Exhibit A"; and (b) Design Professional's Proposal ("Proposal"), attached hereto as "Exhibit B." In the event of any conflict between the terms and conditions of this Agreement, the RFP, and/or the Proposal, the most stringent and demanding requirements shall control.

2. Representations of Design Professional. Design Professional represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the services ("Services") set forth in the RFP and the Proposal in a manner consistent with the standards of professional practice by recognized firms providing services of a similar nature.

3. Scope of Services. Design Professional shall perform and complete the Services pursuant to the terms and conditions of this Agreement.

4. Commencement; Time of Performance. Design Professional shall commence the Services immediately upon receipt of written notice from Township that this Agreement has been fully executed by the Parties ("Commencement Date"). Design Professional shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by Township, but in no event later than December 1, 2021 ("Time of Performance"). Township may modify the Time of Performance at any time upon fifteen (15) days prior written notice to Design Professional.

5. Reporting. Design Professional shall regularly report to the Township Administrator, or his designee, regarding the progress of the Services during the term of this Agreement.

6. Compensation and Method of Payment.

A. Contract Sum. The total amount paid by Township to Design Professional for the Services pursuant to this Agreement shall not exceed \$81,259.03 ("Contract Sum"), as set forth in the Proposal. No claim for additional compensation shall be valid unless made in accordance with Sections 6(D) or 6(E) of this Agreement.

B. Invoices and Payment. Design Professional shall submit invoices in an approved format to Township for costs incurred by Design Professional in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the

fixed fees and/or rates set forth in the Proposal. The final pay request by Design Professional shall include, without limitation: (i) all final waivers of lien; and (ii) all final certified payrolls, as required. Township shall pay invoice amounts to Design Professional in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/2 *et seq.*

C. Records. Design Professional shall maintain records showing actual time devoted and costs incurred and shall permit Township to inspect and audit all data and records of Design Professional for work done pursuant to this Agreement. The records shall be made available to Township at reasonable times during the term of this Agreement and for one year after the termination of this Agreement.

D. Claim in Addition to Contract Sum. Design Professional shall provide written notice to Township of any claim for additional compensation as a result of action taken by Township, within fifteen (15) days after the occurrence of such action. Design Professional acknowledges and agrees that: (a) the provision of such written notice shall not be deemed or interpreted as entitling Design Professional to any additional compensation; and (b) any changes in the Contract Sum shall be valid only upon written amendment pursuant to Section 23(A) of this Agreement. Regardless of the decision of Township relative to a claim submitted by Design Professional, Design Professional shall proceed with all of the work required to complete the Services under this Agreement, as determined by Township, without interruption.

E. Additional Services. Design Professional acknowledges and agrees that Township shall not be liable for any costs incurred by Design Professional in connection with any services provided by Design Professional that are outside the scope of this Agreement ("Additional Services"), regardless of whether such Additional Services are requested or directed by Township, except upon the prior written consent of Township.

F. Taxes, Benefits, and Royalties. Each payment by Township to Design Professional includes all applicable federal, state, and Township taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by Design Professional.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by Township of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

7. Personnel; Subcontractors.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of Design Professional. The Key Project Personnel shall not be changed without Township's prior written approval.

B. Availability of Personnel. Design Professional shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. Design Professional shall notify Township as soon as practicable

prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. Design Professional shall have no claim for damages and shall not bill Township for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. Design Professional shall perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved in advance by Township in writing. All subcontractors and subcontracts used by Design Professional shall be acceptable to, and approved in advance by, Township. Township's approval of any subcontractor or subcontract shall not relieve Design Professional of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of Design Professional. For purposes of this Agreement, the term "Design Professional" shall be deemed also to refer to all subcontractors of Design Professional, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to Township and consistent with commonly accepted professional practices, Design Professional shall immediately upon notice from Township remove and replace such personnel or subcontractor. Design Professional shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

8. Confidential Information.

A. Confidential Information. The term "Confidential Information" shall mean information in the possession or under the control of Township relating to the technical, business, or corporate affairs of Township; Township property; user information, including, without limitation, any information pertaining to usage of Township's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. The term Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of Design Professional from a source other than Township prior to the time of disclosure of such information to Design Professional pursuant to this Agreement ("Time of Disclosure"); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of Design Professional or Township; or (4) to have been supplied to Design Professional after the Time of Disclosure without restriction by a third party who is under no obligation to Township to maintain such information in confidence.

B. No Disclosure of Confidential Information by Design Professional. Design Professional acknowledges that it shall, in performing the Services for Township under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. Design Professional shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of Township. Design Professional shall use reasonable measures at least as strict as those Design Professional uses

to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of Design Professional to execute a non-disclosure agreement before obtaining access to Confidential Information.

9. Standard of Services, Indemnification, and Insurance.

A. Representation and Certification of Services. Design Professional represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, skill, and diligence practiced by recognized members of Design Professional's profession in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto Township.

B. Indemnification. Design Professional agrees to waive any and all rights of contribution against Township and shall indemnify, defend, and hold harmless Township, the Township Supervisor and Board of Trustees, and their respective officials, officers, employees, volunteers, agents, representatives, successors, and assigns (individually, an "Indemnified Party" and, collectively, the "Indemnified Parties"), from and against any and all claims, lawsuits, actions, causes of action, demands, injuries, deaths, damages, losses, penalties, fines, obligations, liabilities, judgments, liens, lien rights, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses, court costs, settlement judgments, prejudgment interest, and post-judgment interest (collectively, "Claims"), which arise out of or in any way relate to the following: (a) Design Professional's performance of, or failure to perform, the Services, the Additional Services, or any part thereof; (b) the actual or alleged acts, errors, or omissions of Design Professional or its officials, officers, employees, volunteers, agents, representatives, contractors or subcontractors of any tier, successors, or assigns, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable (collectively, "Design Professional's Agents"); (c) Design Professional's breach of any of its obligations under, or Design Professional's default of, any provision of this Agreement, including, but not limited to, the representations and certifications set forth in Section 9(A) of this Agreement, infringement of any patent, trademark, or copyright, or violation of any law, ordinance, order or decree; except to the extent it has been finally adjudicated by a court of competent jurisdiction, evidenced by a final non-appealable order, that the Claim was caused by the negligence of an Indemnified Party. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation to indemnify, defend, or hold harmless which would otherwise exist as to any party or person under this Agreement

In the event the an Indemnified Party is subject to any Claim, Design Professional shall, at its sole cost and expense, appear, defend, and pay any and all judgment, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses and court costs, arising therefrom or incurred in connection therewith. The obligations in this paragraph are binding on Design Professional without regard to whether or not such Claim is alleged to have been caused in whole or in part by the act, omission, or negligence of any Indemnified Party. The Indemnified Parties shall have the right to retain their own counsel in connection with such Claim, without relieving Design Professional of its obligations under this Section 9(B). Design Professional shall also assume the investigation, defense, and expense of all such Claims, or, in the event that an Indemnified Parties assumed the investigation or defense of any Claim, Design Professional shall indemnify such Indemnified Parties for all related costs as they are incurred. Any settlement must be made only with the prior written consent of an Indemnified Party if the settlement requires any action on the part of that Indemnified Party.

The indemnification and defense obligations in this Agreement shall not be limited by any insurance protection required of Design Professional herein or otherwise provided by Design Professional. To the extent permitted by law, Design Professional waives any limits to the amount of its obligations to defend, indemnify, hold harmless, or contribute to any sums due under any Claims, including any Claim by any employee of Design Professional, that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.*, or any other related law or judicial decision, such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). Township, however, does not waive any limits it may have on its liability under the Worker's Compensation Act, the Illinois Pension Code, any other statute, or any judicial decision. Nothing in this Section 9(B) shall be construed to represent an express and/or implied waiver of any common law or statutory privileges, immunities, protections, or defenses granted or otherwise available to Township as to any liability whatsoever, and all such privileges and immunities are expressly reserved. The indemnification and defense obligations in this Agreement shall survive the expiration and/or termination of this Agreement.

C. Insurance.

i. Required Coverages. Design Professional shall procure and maintain for the duration of the Services and Additional Services insurance Workers' Compensation and Employers Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in the types and in the amounts of not less than as follows:

Workers Compensation and Employees Liability Insurance:

State:	Statutory
Federal:	Statutory
Employer's Liability:	\$500,000.00 per accident
	\$500,000.00 disease, policy limit
	\$500,000.00 disease, each employee

Commercial General Liability Insurance ("CGL"):

\$2,000,000.00	General Aggregate per Project
\$1,000,000.00	Products Completed Operations Aggregate
\$1,000,000.00	Each Occurrence

CGL insurance shall cover liability arising from the Services and Additional Services, including activities performed by or on behalf of Design Professional; premises owned, leased, or used by Design Professional; operations; administration of the work; independent contractors; subcontractors; vendors and suppliers; products-completed operations; personal injury and advertising injury; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). There shall be no endorsement or modification of the CGL insurance limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

Commercial Automobile Liability Insurance ("CAL"):

Property Damage:	\$1,000,000.00 per occurrence
Bodily Injury:	\$1,000,000.00 per person
	\$1,000,000.00 per accident

CAL insurance shall cover liability arising out of "Any Auto" including owned, hired, and non-owned autos. If necessary, the policy shall be endorsed to cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Professional Liability Insurance:

\$2,000,000.00 Per wrongful act or failure to perform professional services

When Professional Liability Insurance policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Umbrella Excess Liability:

\$1,000,000.00 Over Primary Insurance Limit

ii. Additional Insured. The required insurance coverages, with the exception of Workers Compensation, shall name Township and the Township Supervisor and Board of Trustees, its respective officers, officials, employees, volunteers, agents, successors, and/or assigns (collectively, the "Additional Insured") as insured. These insurance coverages shall be primary and non-contributory with respect to any other insurance or self-insurance afforded to the Additional Insured and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. If Design Professional maintains broader coverage and/or higher limits than the minimums shown above, the Additional Insured requires and should be entitled to the broader coverage and/or higher limits maintained by Design Professional. Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety. If the Additional Insured have not been included as an insured under the Commercial General Liability, Commercial Auto Liability, and Umbrella Excess Liability Insurance coverages required herein, Design Professional waives all rights against each Additional Insured, for recovery of damages arising out of or related to the Services or Additional Services.

iii. Acceptability of Insurers. Insurance shall be provided by insurance companies licensed to do business in the State of Illinois with a policy holder rating of not less than A and a financial rating of not less than VII in the latest edition of Best Insurance Guide. Upon written request from the Township Administrator, Design Professional must supply certified copies of the requested insurance policies within ten (10) days.

iv. Evidence of Insurance. Prior to beginning work, Design Professional shall furnish Township with a certificate(s) of insurance and applicable policy endorsement(s), including, but not limited to, all additional insured endorsements required herein, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days' written notice to Township prior to the cancellation or material change of any insurance referred to therein. Written notice to Township shall be by certified mail, return receipt requested. Failure of Township to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Design Professional's obligation to maintain

such insurance. Township shall have the right, but not the obligation, of prohibiting Design Professional or any subcontractor of any tier from entering Township properties until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Township. Failure to maintain the required insurance may result in termination of this Agreement at the option of Township. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Township whenever requested.

v. Cross-Liability Coverage. If Design Professional's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

vi. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to Township. At the option of Township, Design Professional may be asked to eliminate such deductibles or self-insured retentions as respects the Additional Insured or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration, and defense expenses.

vii. No Waiver of Subrogation Rights. Township shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it and/or its insurance carrier and/or risk pool provider, risk management agency, and/or insurance company providing excess coverage on behalf of the any of them may have against any Design Professional, for any property injury, death, or other damage caused by Design Professional and/or any of its subcontractors of any tier, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the Services or Additional Services.

viii. Failure to Comply with Insurance Reporting Provisions. All insurance required of Design Professional shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.

ix. Insurance Requirements Cannot Be Waived. Under no circumstances shall Township and/or any of the Additional Insured be deemed to have waived any of the insurance requirements herein by any action or omission, including, but not limited to: (a) allowing any work to commence by Design Professional before receipt of Certificates of Insurance; (b) failing to review any Certificates of Insurance received; (c) Failing to advise Design Professional that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; and/or (d) issuing any payment without receipt of a sworn certification from Design Professional stating that all the required insurance is in force. Design Professional agrees that the obligation to provide the insurance required herein is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by Township and/or any of the other Additional Insured.

x. Liability of Design Professional not Limited by Insurance. Nothing herein contained in these insurance requirements is to be construed as limiting the liability of Design Professional and/or its respective insurance carriers. Township and the Additional Insureds do not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, Design Professional, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of Design

Professional to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them, should suffer an injury or loss in excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by Design Professional's insurance.

xi. Notice of Personal Injury or Property Damage. Design Professional shall notify Township, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.

xii. Subcontractors. Design Professional shall cause each subcontractor employed by Design Professional to purchase and maintain insurance of not less than the types and amounts specified above. When requested by Township, Design Professional shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

D. No Personal Liability. No elected or appointed official or employee of Township shall be personally liable, in law or in contract, to Design Professional as the result of the execution of this Agreement.

E. Mutual Waiver. To the fullest extent permitted by law, Design Professional and Township waive against each other and the other's officials, officers, employees, volunteers, agents, representatives, successors, and assigns any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement.

10. Relationship of the Parties. It is understood, acknowledged, and agreed by the Parties that the relationship of Design Professional to Township arising out of this Agreement shall be that of an independent contractor. Neither Design Professional, nor any employee or agent of Design Professional, is an employee, partner, joint venturer, and/or agent of Township, and, therefore, is not entitled to any benefits provided to employees of Township. Design Professional has no authority to employ/retain any person as an employee or agent for or on behalf of Township for any purpose. Neither Design Professional nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of Design Professional may represent himself to others as an employee of Township. Should any person indicate to Design Professional or any employee or agent of Design Professional by written or oral communication, course of dealing or otherwise, that such person believes Design Professional to be an employee or agent of Township, Design Professional shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Design Professional shall do so in Design Professional's own business.

11. Conflict of Interest. Design Professional represents and certifies that, to the best of its knowledge: (1) no elected or appointed Township official, employee, or agent has a personal financial interest in the business of Design Professional or in this Agreement or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Design Professional nor any person employed or associated with Design Professional has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Design Professional nor any person employed by or associated with Design Professional shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

12. No Collusion. Design Professional represents and certifies that Design Professional is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless Design Professional is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11- 42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* Design Professional represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to Township prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Design Professional has, in procuring this Agreement, colluded with any other person, firm, or corporation, then Design Professional shall be liable to Township for all loss or damage that Township may suffer, and this Agreement shall, at Township's option, be null and void.

13. Compliance with Laws. Design Professional shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Design Professional shall also comply with all conditions of any federal, state, or local grant received by Township or Design Professional with respect to this Agreement or the Services. Further, Design Professional shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act. Design Professional shall be solely liable and shall indemnify, defend, and hold harmless the Indemnified Parties from and against any and all Claims that may arise, or be alleged to have arisen, out of or in connection with Design Professional's or Design Professional's Agents' performance of, or failure to perform, the Services, the Additional Services, or any part thereof. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

14. Illinois Prevailing Wage Act. All laborers, mechanics, and other workers employed by Design Professional and by any subcontractor(s) performing the Services, the Additional Services, or any part thereof shall be paid wages (*i.e.*, hourly cash wages plus fringe benefits) at rates not less than those required under the Illinois Prevailing Wage Act ("Act"), 820 ILCS 130/01 *et seq.* ("Prevailing Wages"). Design Professional and all subcontractor(s) shall comply with all regulations issued pursuant to the Act and other applicable federal, state, and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling.

Design Professional agrees and stipulates that the prevailing rate of wages are revised by the Illinois Department of Labor and are available on the Illinois Department of Labor's official website. Design Professional shall notify immediately in writing all its subcontractors of all changes in the schedule of Prevailing Wages. Design Professional shall include in each of its subcontracts a written stipulation that not less than the Prevailing Wages shall be paid to all laborers, mechanics, and other workers performing the Services, the Additional Services, or any

part thereof under this Agreement and shall require each of its subcontractors of every tier to include said stipulation regarding payment of Prevailing Wages.

Any increase in costs to Design Professional due to changes in the Prevailing Wages or labor law during the term of any contract and/or sub-contract of any tier shall be at the expense of Design Professional and not at the expense of Township. Design Professional shall be solely responsible to maintain accurate records as required by applicable federal and state law, with the most stringent requirements controlling, and shall be solely liable for paying the difference between Prevailing Wages and any wages actually received by laborers, mechanics, or other workers performing the Services, the Additional Services, or any part thereof and for ensuring strict compliance with the requirements of the above mentioned Act, including, but not limited to, providing certified payrolls to Township in accordance with said applicable laws.

15. Illinois Freedom of Information Act. Design Professional agrees to maintain, without charge to Township, all records, and documents for projects of Township in compliance with the Freedom of Information Act, 5 ILCS 140/1 *et seq.* In addition, Design Professional shall produce records which are responsive to a request received by Township under the Freedom of Information Act, so that Township may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Design Professional shall so notify Township, and, if possible, Township shall request an extension so as to comply with the Act. In the event Township is found to have not complied with the Freedom of Information Act due to Design Professional's failure to produce documents or otherwise appropriately respond to a request under the Act, Design Professional shall indemnify, defend, and hold harmless the Indemnified Parties from and against any and all Claims that may arise, or be alleged to have arisen, out of or in connection with such failure, and pay all amounts determined to be due, including, but not limited to, fines, costs, attorneys' fees and penalties.

16. Termination. Notwithstanding any other provision hereof, Township may terminate this Agreement at any time upon fifteen (15) days written notice to Design Professional. In the event that this Agreement is so terminated, Design Professional shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the fixed fees and/or rates set forth in the Proposal.

17. Default. If it should appear at any time that Design Professional has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services or the Additional Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services, the Additional Services, or any other requirement of this Agreement ("Event of Default"), and fails to cure any such Event of Default within ten (10) business days after Design Professional's receipt of written notice of such Event of Default by Township, then Township shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

A. Cure by Design Professional. Township may require Design Professional, within a reasonable time, to complete or correct all or any part of the Services or the Additional Services that are the subject of the Event of Default; and to take any or all other action necessary to bring Design Professional and the Services into compliance with this Agreement.

B. Termination of Agreement by Township. Township may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

C. Withholding of Payment by Township. Township may withhold from any payment, whether or not previously approved, or may recover from Design Professional, any and all costs, including attorneys' fees and administrative expenses, incurred by Township as the result of any Event of Default by Design Professional or as a result of actions taken by Township in response to any Event of Default by Design Professional.

18. No Additional Obligation. Design Professional and Township acknowledge and agree that Township is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with Design Professional or with any vendor solicited or recommended by Design Professional.

19. Township Board Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by Design Professional to, vendors shall be subject to the approval of the Township Supervisor and Board of Trustees. For purposes of this Section 19, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to Township. Township shall not be liable to any vendor or third party for any agreements made by Design Professional without the knowledge and approval of the Township Supervisor and Board of Trustees.

20. Mutual Cooperation. Township agrees to cooperate with Design Professional in the performance of the Services, including meeting with Design Professional and providing Design Professional with such non-confidential information that Township may have that may be relevant and helpful to Design Professional's performance of the Services. Design Professional agrees to cooperate with Township in the performance and completion of the Services, the Additional Services, and with any other consultants engaged by Township.

21. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from Township by Design Professional in connection with any or all of the Services to be performed under this Agreement ("Documents") shall be and remain the exclusive property of Township. At Township's request, or upon termination of this Agreement, Design Professional shall cause the Documents to be promptly delivered to Township.

22. Dispute Resolution. In the event any dispute shall arise with respect to any matter related to or arising out of this Agreement, the Parties shall use their best efforts to resolve the dispute through an informal dispute resolution process, to include, but not limited to mediation. In the event that the Parties are unable to resolve the dispute informally within thirty (30) days, both Parties agree to waive their right to a jury trial and agree that either party may elect to have the matter resolved by binding arbitration before a neutral arbitrator to-be-agreed upon by both Parties. In the event that both Parties are unable to agree upon a third-party neutral arbitrator, the matter will be submitted by the Parties to a mutually determined neutral arbitration firm. In the event the Parties are unable to mutually agree upon such a neutral arbitration firm, the matter will be submitted by the Parties to the American Arbitration Association. Each party shall be responsible for its own costs and expenses related to the arbitration, including, but not limited to, attorneys' fees, but the costs of the arbitration shall be shared equally by both Parties. The decision of the arbitrator shall be final and not appealable.

and subject to enforcement as a judgment under the Illinois Code of Civil Procedure. All rules of procedure, discovery, and evidence as set forth in the rules adopted by the American Arbitration Association, at the time that arbitration is required, shall be applicable to the proceedings, except to the extent those rules conflict with the requirements of applicable Illinois law. Any arbitration pursuant to this Agreement shall take place in Cook County, Illinois. This dispute resolution provision shall survive any termination of this Agreement.

23. General Terms and Conditions.

A. Entire Agreement. This Agreement constitutes the full and complete agreement between Design Professional and Client and supersedes all prior agreements and negotiations between them, whether written or oral, relating to the subject matter of this Agreement. Except as otherwise provided herein, this Agreement may be amended, added to, superseded, or waived only if both Parties specifically define in writing an official amendment of this Agreement.

B. Assignment. This Agreement may not be assigned by Township or Design Professional without the express written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

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

If to Design Professional:

Thomas Engineering Group, LLC
238 S. Kenilworth Avenue
Oak Park, IL 60302
Attention: Kevin VanDeWoestyne, Principal _____

With a copy to:

Attention: _____

If to Township:

Hanover Township
250 S. IL Route 59
Bartlett, Illinois 60103
Attention: James Barr, Township Administrator

With a copy to:

Kopon Airdo, LLC
111 E. Wacker Drive, Suite 500
Chicago, IL 60601
Attention: Michael A. Airdo

D. Third-Party Beneficiary. This Agreement is entered into solely for the benefit of the Parties hereto, and nothing herein is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, or impose any legal duty or obligation to any third party. No claim as a third-party beneficiary under this Agreement by any person or entity shall be made or be valid against Township.

E. Survival. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

F. Severability. Any provision or part of the Agreement held to be void or unenforceable under the Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be deemed binding upon the Client and Design Professional, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Law. This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois.

J. Authority to Execute. Township hereby warrants and represents to Design Professional that the persons executing this Agreement on its behalf have been properly authorized to do so by the Township Supervisor and Board of Trustees. Design Professional hereby warrants and represents to Township that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Waiver. Neither Township nor Design Professional shall be under any obligation to exercise any of the rights granted to them in this Agreement, except as it shall determine to be in its best interest from time-to-time. The failure of Township or Design Professional to exercise at any time any such rights shall not be deemed or construed as a waiver of that right,

nor shall the failure void or affect Township's or Design Professional's right to enforce such rights or any other rights.

L. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

M. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders, and the plural includes the singular and vice versa.

N. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

O. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

P. Exhibits. Exhibits A and B attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement.

Q. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

R. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

S. No Waiver of Immunities or Privileges. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of Hanover Township, and/or its officials, officers, employees, volunteers and/or agents.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth above.

HANOVER TOWNSHIP

THOMAS ENGINEERING GROUP, LLC

Township Supervisor

Principal

Date: _____

Date: _____

ATTEST:

ATTEST:

Township Clerk

Exhibit A

REQUEST FOR STATEMENTS OF QUALIFICATIONS

Hanover Township (the "Township") is accepting statements of qualifications from firms to provide engineering services for roadway resurfacing, drainage improvements, landscape restoration, and appurtenant work along the length of Berner Drive from Route 58 NORTH to Shoe Factory Road, EAST and WEST Dale Drive, and Wolsfeld Drive WEST of Rohrssen Road in Hanover Township, Cook County, Illinois (the "Project"). Copies of the following documents may be obtained from the Hanover Township website at www.hanover-township.org, beginning Monday, October 26, 2020:

- A list of requirements for statements of qualifications;
- A summary of the Project and definition of the preliminary scope of work;
- A schedule of dates and requirements for the selection process; and
- The Township's professional services agreement.

For more information regarding the Project or this Request for Statements of Qualifications, please contact James C. Barr, Township Administrator, at (630) 837-0301 or jbarr@hanover-township.org. All inquiries shall be submitted by 4:30 pm on Monday, November 9, 2020.

Statements of qualification shall be submitted to the Township, and shall only be accepted by the Township. Statements of qualification must be submitted, along with four (4) hard copies, and one (1) copy in portable disc format on a flash drive, to James C. Barr, Township Administrator, at the Township Hall, 250 IL Route 59, Bartlett, Illinois 60103. All statements of qualifications shall be submitted before 4:30 pm on Monday, November 16, 2020. All firms shall include with their statement of qualifications all required information and materials, as set forth in the documents listed above.

The Township will evaluate firms based on the information and materials contained in their respective statements of qualifications. The Township may conduct interviews with and/or require public presentations by firms deemed to be the most qualified. The firm selected by the Township will be required to execute the professional services agreement available on the Township's website. No changes will be allowed in the professional services agreement unless otherwise agreed upon by Township in writing.

The Township reserves the right to accept any statement of qualifications in its entirety or part thereof, or reject any statement of qualifications in its entirety or part thereof, and to waive minor irregularities and nonconformities in any statement of qualification. The Township further reserves the right to reject any firm if, in the judgment of the Township, such firm is not qualified to provide engineering services in connection with the Project.

Published in the Daily Herald on Monday, October 26, 2020.

REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

Each firm interested in being selected to provide engineering services for the roadway resurfacing, drainage improvements, landscape restoration, and appurtenant work along the length of Berner Drive from Route 58 NORTH to Shoe Factory Road, EAST and WEST Dale Drive, and Wolsfeld Drive WEST of Rohrssen Road in Hanover Township, Cook County, Illinois (the "Project") shall submit a statement of qualifications, which, at a minimum, must include the following information, in the order presented:

1. A cover letter on the letterhead of the firm transmitting the statement of qualifications to the Township. The cover letter shall describe the composition and proposal contents and identify a contact person, including contact information, should questions arise from the submitted document.
2. Name, address, and brief history of firm.
3. List of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart, that are proposed to provide the majority of services.
4. List of other firm support staff that are not anticipated to perform major items of work but may be available should their assistance be required.
5. *Curricula Vitae* of all personnel to be assigned to this project.
6. List of proposed sub-consultants, if any.
7. List of ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing the engineering services requested by the Township for the Project. Include the name of the project, the owner, a contact person, and the dollar amount for each project.
8. Firms are invited to include additional information not included above, if useful and applicable to the Project. Photographs, tables, charts, or other graphics may be inserted to help promote your understanding and interest in providing the requested services.

PRELIMINARY SCOPE OF WORK

Summary of Project:

The Project consists of the road resurfacing, drainage improvements, landscape restoration, and appurtenant work along the length of Berner Drive from Route 58 NORTH to Shoe Factory Road, EAST and WEST Dale Drive, and Wolsfeld Drive WEST of Rohrssen Road in Hanover Township, Cook County, Illinois. No studies, surveys, or preliminary feasibility work relevant to the Project have been performed.

Scope of Work:

Required engineering services for the Project shall include:

- A. Initial planning and design studies, including, but not limited to, site visits, detailed topographical surveys, soil and pavement investigations, drainage/hydraulic studies, environmental studies and planning documents, wetland delineation, estimation of construction costs, and preliminary roadway and drainage plans.
- B. Roadway and drainage design, maintenance of traffic, and identification of roadside safety improvements as needed.
- C. Preparing detailed plans, specifications, cost estimates, and other documents and exhibits necessary for the project, including, but not limited to, project manual and any other construction, bid, or pre-bid documents required by the Township.
- D. Attending Township Board and other meetings as necessary for site and plan approvals.
- E. Attending pre-bid conference(s) with prospective bidders, providing responses to prospective bidders' questions during the bidding phase, and preparing and issuing contract addenda, as necessary.
- F. Evaluating of received bids to determine conformance to bid requirements, contractors' relevant experience, and technical and financial capacity to perform the work, and preparing bid tabulation and recommendation of the lowest responsive, qualified bid.
- G. Securing all necessary clearances and permits, and preparing, submitting, and coordinating all necessary permit requests.
- H. Coordinating with IDOT/CCDOT, all utilities impacted by the project, and other involved parties and agencies, as necessary.
- I. Reviewing shop drawings, manuals, schedules, and other submittals, as necessary, for general conformance with plans, drawings, and specifications.
- J. Attending site visits during ongoing construction to oversee, verify, and correct issues with contractor in accordance with plans, drawings, and specifications.

- K. Preparing written reports on the progress of the work and any non-conforming work and making necessary plan interpretations.
- L. Inspecting, documenting, and informing contractor and the Township of the adequacy of traffic control, documenting deficiencies and contractor responses to notices of the same, and informing the Township of deficiencies and if contractor does not correct or enforce as contract stipulates.
- M. Monitor and document erosion control and ensure conformity with the plans and standards.
- N. Attending site visits with representatives of contractor to determine if the work when completed will be in general conformance with the plans, drawings, and specifications.
- O. Reviewing and assisting with contractor field orders, change orders, and clarifications.
- P. Performing final inspection with Township representative, contractor, and all applicable utilities to finalize punch list; reviewing and commenting on contractor provided closeout documents, including warranties, manuals, and as-built drawings; and verify completion of all work and provide recommendation to the Township.
- Q. Provide all documentation associated with the final balancing change order and final pay estimate.
- R. Other activities associated with construction engineering for roadway reconstruction that would enable the project to be completed in a timely manner

SCHEDULE OF SELECTION PROCESS

November 16, 2020	Statements of Qualifications Due
November 20, 2020	Statement of Qualifications reviewed/short list of firms developed
November 25, 2020	Firms notified of firms selected for interviews and/or presentations.
December 2, 2020	Shortlisted firms notified of date for interviews, presentations, and/or tours of site, along with criteria to be reviewed during the same.
December 14 – 18, 2020	Tentative Time Frame for Interviews
January 11 -15, 2020	Negotiate contract with selected firm
January 19, 2020	Qualified Firm Recommended for Township Board Approval
January 26, 2020	Firms interviewed notified of results of interviews.

**HANOVER TOWNSHIP
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("Agreement") entered into this _____ day of _____, 2020, between, _____ ("Design Professional"), and Hanover Township ("Township"), agree to the following proposal, rate schedule, and general conditions for the project describe herein.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, the parties hereby agree as follows:

1. Understanding of Project. The project ("Project") is to consist of engineering services for the roadway resurfacing, drainage improvements, landscape restoration, and appurtenant work along the length of Berner Drive from Route 58 NORTH to Shoe Factory Road, EAST and WEST Dale Drive, and Wolsfeld Drive WEST of Rohrssen Road in Hanover Township, Cook County, Illinois, as more fully described in the proposal ("Proposal") attached to this Agreement as Exhibit A.

2. Representations of Design Professional. Design Professional represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the services ("Services") set forth in the Proposal in a manner consistent with the standards of professional practice by recognized firms providing services of a similar nature.

3. Scope of Services. Design Professional shall perform and complete the Services pursuant to the terms and conditions of this Agreement.

4. Commencement; Time of Performance. Design Professional shall commence the Services immediately upon receipt of written notice from Township that this Agreement has been fully executed by the Parties ("Commencement Date"). Design Professional shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by Township, but in no event later than the date that is _____ days after the Commencement Date ("Time of Performance"). Township may modify the Time of Performance at any time upon fifteen (15) days prior written notice to Design Professional.

5. Reporting. Design Professional shall regularly report to Township Administrator, or his designee, regarding the progress of the Services during the term of this Agreement.

6. Compensation and Method of Payment.

A. Contract Sum. The total amount paid by Township to Design Professional for the Services pursuant to this Agreement shall not exceed \$_____ ("Contract Sum"). No claim for additional compensation shall be valid unless made in accordance with Sections 6(D) or 6(E) of this Agreement.

B. Invoices and Payment. Design Professional shall submit invoices in an approved format to Township for costs incurred by Design Professional in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the fixed fees and/or rates set forth in the Proposal. The final pay request by Design Professional shall include, without limitation: (i) all final waivers of lien; and (ii) all final certified payrolls, as

required. Township shall pay invoice amounts to Design Professional in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/2 *et seq.*

C. Records. Design Professional shall maintain records showing actual time devoted and costs incurred and shall permit Township to inspect and audit all data and records of Design Professional for work done pursuant to this Agreement. The records shall be made available to Township at reasonable times during the term of this Agreement and for one year after the termination of this Agreement.

D. Claim in Addition to Contract Sum. Design Professional shall provide written notice to Township of any claim for additional compensation as a result of action taken by Township, within fifteen (15) days after the occurrence of such action. Design Professional acknowledges and agrees that: (a) the provision of such written notice shall not be deemed or interpreted as entitling Design Professional to any additional compensation; and (b) any changes in the Contract Sum shall be valid only upon written amendment pursuant to Section 23(A) of this Agreement. Regardless of the decision of Township relative to a claim submitted by Design Professional, Design Professional shall proceed with all of the work required to complete the Services under this Agreement, as determined by Township, without interruption.

E. Additional Services. Design Professional acknowledges and agrees that Township shall not be liable for any costs incurred by Design Professional in connection with any services provided by Design Professional that are outside the scope of this Agreement ("Additional Services"), regardless of whether such Additional Services are requested or directed by Township, except upon the prior written consent of Township.

F. Taxes, Benefits, and Royalties. Each payment by Township to Design Professional includes all applicable federal, state, and Township taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by Design Professional.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by Township of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

7. Personnel; Subcontractors.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of Design Professional. The Key Project Personnel shall not be changed without Township's prior written approval.

B. Availability of Personnel. Design Professional shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. Design Professional shall notify Township as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. Design Professional shall have no claim for damages and shall not bill

Township for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. Design Professional shall perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved in advance by Township in writing. All subcontractors and subcontracts used by Design Professional shall be acceptable to, and approved in advance by, Township. Township's approval of any subcontractor or subcontract shall not relieve Design Professional of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of Design Professional. For purposes of this Agreement, the term "Design Professional" shall be deemed also to refer to all subcontractors of Design Professional, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to Township and consistent with commonly accepted professional practices, Design Professional shall immediately upon notice from Township remove and replace such personnel or subcontractor. Design Professional shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

8. Confidential Information.

A. Confidential Information. The term "Confidential Information" shall mean information in the possession or under the control of Township relating to the technical, business, or corporate affairs of Township; Township property; user information, including, without limitation, any information pertaining to usage of Township's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. The term Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of Design Professional from a source other than Township prior to the time of disclosure of such information to Design Professional pursuant to this Agreement ("Time of Disclosure"); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of Design Professional or Township; or (4) to have been supplied to Design Professional after the Time of Disclosure without restriction by a third party who is under no obligation to Township to maintain such information in confidence.

B. No Disclosure of Confidential Information by Design Professional. Design Professional acknowledges that it shall, in performing the Services for Township under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. Design Professional shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of Township. Design Professional shall use reasonable measures at least as strict as those Design Professional uses to protect its own confidential information. Such measures shall include, without limitation,

requiring employees and subcontractors of Design Professional to execute a non-disclosure agreement before obtaining access to Confidential Information.

9. Standard of Services, Indemnification, and Insurance.

A. Representation and Certification of Services. Design Professional represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, skill, and diligence practiced by recognized members of Design Professional's profession in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto Township.

B. Indemnification. Design Professional agrees to waive any and all rights of contribution against Township and shall indemnify, defend, and hold harmless Township, the Township Supervisor and Board of Trustees, and their respective officials, officers, employees, volunteers, agents, representatives, successors, and assigns (individually, an "Indemnified Party" and, collectively, the "Indemnified Parties"), from and against any and all claims, lawsuits, actions, causes of action, demands, injuries, deaths, damages, losses, penalties, fines, obligations, liabilities, judgments, liens, lien rights, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses, court costs, settlement judgments, prejudgment interest, and post-judgment interest (collectively, "Claims"), which arise out of or in any way relate to the following: (a) Design Professional's performance of, or failure to perform, the Services, the Additional Services, or any part thereof; (b) the actual or alleged acts, errors, or omissions of Design Professional or its officials, officers, employees, volunteers, agents, representatives, contractors or subcontractors of any tier, successors, or assigns, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable (collectively, "Design Professional's Agents"); (c) Design Professional's breach of any of its obligations under, or Design Professional's default of, any provision of this Agreement, including, but not limited to, the representations and certifications set forth in Section 9(A) of this Agreement, infringement of any patent, trademark, or copyright, or violation of any law, ordinance, order or decree; except to the extent it has been finally adjudicated by a court of competent jurisdiction, evidenced by a final non-appealable order, that the Claim was caused by the negligence of an Indemnified Party. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation to indemnify, defend, or hold harmless which would otherwise exist as to any party or person under this Agreement

In the event the an Indemnified Party is subject to any Claim, Design Professional shall, at its sole cost and expense, appear, defend, and pay any and all judgment, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses and court costs, arising therefrom or incurred in connection therewith. The obligations in this paragraph are binding on Design Professional without regard to whether or not such Claim is alleged to have been caused in whole or in part by the act, omission, or negligence of any Indemnified Party. The Indemnified Parties shall have the right to retain their own counsel in connection with such Claim, without relieving Design Professional of its obligations under this Section 9(B). Design Professional shall also assume the investigation, defense, and expense of all such Claims, or, in the event that an Indemnified Parties assumed the investigation or defense of any Claim, Design Professional shall indemnify such Indemnified Parties for all related costs as they are incurred. Any settlement must be made only with the prior written consent of an Indemnified Party if the settlement requires any action on the part of that Indemnified Party.

The indemnification and defense obligations in this Agreement shall not be limited by any insurance protection required of Design Professional herein or otherwise provided by Design Professional. To the extent permitted by law, Design Professional waives any limits to the amount of its obligations to defend, indemnify, hold harmless, or contribute to any sums due under any Claims, including any Claim by any employee of Design Professional, that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.*, or any other related law or judicial decision, such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). Township, however, does not waive any limits it may have on its liability under the Worker's Compensation Act, the Illinois Pension Code, any other statute, or any judicial decision. Nothing in this Section 9(B) shall be construed to represent an express and/or implied waiver of any common law or statutory privileges, immunities, protections, or defenses granted or otherwise available to Township as to any liability whatsoever, and all such privileges and immunities are expressly reserved. The indemnification and defense obligations in this Agreement shall survive the expiration and/or termination of this Agreement.

C. Insurance.

i. Required Coverages. Design Professional shall procure and maintain for the duration of the Services and Additional Services insurance Workers' Compensation and Employers Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in the types and in the amounts of not less than as follows:

Workers Compensation and Employees Liability Insurance:

State:	Statutory
Federal:	Statutory
Employer's Liability:	\$500,000.00 per accident
	\$500,000.00 disease, policy limit
	\$500,000.00 disease, each employee

Commercial General Liability Insurance ("CGL"):

\$2,000,000.00	General Aggregate per Project
\$1,000,000.00	Products Completed Operations Aggregate
\$1,000,000.00	Each Occurrence

CGL insurance shall cover liability arising from the Services and Additional Services, including activities performed by or on behalf of Design Professional; premises owned, leased, or used by Design Professional; operations; administration of the work; independent contractors; subcontractors; vendors and suppliers; products-completed operations; personal injury and advertising injury; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). There shall be no endorsement or modification of the CGL insurance limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

Commercial Automobile Liability Insurance ("CAL"):

Property Damage:	\$1,000,000.00 per occurrence
Bodily Injury:	\$1,000,000.00 per person
	\$1,000,000.00 per accident

CAL insurance shall cover liability arising out of "Any Auto" including owned, hired, and non-owned autos. If necessary, the policy shall be endorsed to cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Professional Liability Insurance:

\$2,000,000.00 Per wrongful act or failure to perform professional services

When Professional Liability Insurance policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Umbrella Excess Liability:

\$1,000,000.00 Over Primary Insurance Limit

ii. Additional Insured. The required insurance coverages, with the exception of Workers Compensation, shall name Township and the Township Supervisor and Board of Trustees, its respective officers, officials, employees, volunteers, agents, successors, and/or assigns (collectively, the "Additional Insured") as insured. These insurance coverages shall be primary and non-contributory with respect to any other insurance or self-insurance afforded to the Additional Insured and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. If Design Professional maintains broader coverage and/or higher limits than the minimums shown above, the Additional Insured requires and should be entitled to the broader coverage and/or higher limits maintained by Design Professional. Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety. If the Additional Insured have not been included as an insured under the Commercial General Liability, Commercial Auto Liability, and Umbrella Excess Liability Insurance coverages required herein, Design Professional waives all rights against each Additional Insured, for recovery of damages arising out of or related to the Services or Additional Services.

iii. Acceptability of Insurers. Insurance shall be provided by insurance companies licensed to do business in the State of Illinois with a policy holder rating of not less than A and a financial rating of not less than VII in the latest edition of Best Insurance Guide. Upon written request from the Township Administrator, Design Professional must supply certified copies of the requested insurance policies within ten (10) days.

iv. Evidence of Insurance. Prior to beginning work, Design Professional shall furnish Township with a certificate(s) of insurance and applicable policy endorsement(s), including, but not limited to, all additional insured endorsements required herein, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days' written notice to Township prior to the cancellation or material change of any insurance referred to therein. Written notice to Township shall be by certified mail, return receipt requested. Failure of Township to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Design Professional's obligation to maintain

such insurance. Township shall have the right, but not the obligation, of prohibiting Design Professional or any subcontractor of any tier from entering Township properties until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Township. Failure to maintain the required insurance may result in termination of this Agreement at the option of Township. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Township whenever requested.

v. Cross-Liability Coverage. If Design Professional's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

vi. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to Township. At the option of Township, Design Professional may be asked to eliminate such deductibles or self-insured retentions as respects the Additional Insured or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration, and defense expenses.

vii. No Waiver of Subrogation Rights. Township shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it and/or its insurance carrier and/or risk pool provider, risk management agency, and/or insurance company providing excess coverage on behalf of the any of them may have against any Design Professional, for any property injury, death, or other damage caused by Design Professional and/or any of its subcontractors of any tier, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the Services or Additional Services.

viii. Failure to Comply with Insurance Reporting Provisions. All insurance required of Design Professional shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.

ix. Insurance Requirements Cannot Be Waived. Under no circumstances shall Township and/or any of the Additional Insured be deemed to have waived any of the insurance requirements herein by any action or omission, including, but not limited to: (a) allowing any work to commence by Design Professional before receipt of Certificates of Insurance; (b) failing to review any Certificates of Insurance received; (c) Failing to advise Design Professional that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; and/or (d) issuing any payment without receipt of a sworn certification from Design Professional stating that all the required insurance is in force. Design Professional agrees that the obligation to provide the insurance required herein is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by Township and/or any of the other Additional Insured.

x. Liability of Design Professional not Limited by Insurance. Nothing herein contained in these insurance requirements is to be construed as limiting the liability of Design Professional and/or its respective insurance carriers. Township and the Additional Insureds do not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, Design Professional, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of Design

Professional to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them, should suffer an injury or loss in excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by Design Professional's insurance.

xi. Notice of Personal Injury or Property Damage. Design Professional shall notify Township, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.

xii. Subcontractors. Design Professional shall cause each subcontractor employed by Design Professional to purchase and maintain insurance of not less than the types and amounts specified above. When requested by Township, Design Professional shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

D. No Personal Liability. No elected or appointed official or employee of Township shall be personally liable, in law or in contract, to Design Professional as the result of the execution of this Agreement.

E. Mutual Waiver. To the fullest extent permitted by law, Design Professional and Township waive against each other and the other's officials, officers, employees, volunteers, agents, representatives, successors, and assigns any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement.

10. Relationship of the Parties. It is understood, acknowledged, and agreed by the Parties that the relationship of Design Professional to Township arising out of this Agreement shall be that of an independent contractor. Neither Design Professional, nor any employee or agent of Design Professional, is an employee, partner, joint venturer, and/or agent of Township, and, therefore, is not entitled to any benefits provided to employees of Township. Design Professional has no authority to employ/retain any person as an employee or agent for or on behalf of Township for any purpose. Neither Design Professional nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of Design Professional may represent himself to others as an employee of Township. Should any person indicate to Design Professional or any employee or agent of Design Professional by written or oral communication, course of dealing or otherwise, that such person believes Design Professional to be an employee or agent of Township, Design Professional shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Design Professional shall do so in Design Professional's own business.

11. Conflict of Interest. Design Professional represents and certifies that, to the best of its knowledge: (1) no elected or appointed Township official, employee, or agent has a personal financial interest in the business of Design Professional or in this Agreement or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Design Professional nor any person employed or associated with Design Professional has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Design Professional nor any person employed by or associated with Design Professional shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

12. No Collusion. Design Professional represents and certifies that Design Professional is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless Design Professional is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11- 42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* Design Professional represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to Township prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Design Professional has, in procuring this Agreement, colluded with any other person, firm, or corporation, then Design Professional shall be liable to Township for all loss or damage that Township may suffer, and this Agreement shall, at Township's option, be null and void.

13. Compliance with Laws. Design Professional shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Design Professional shall also comply with all conditions of any federal, state, or local grant received by Township or Design Professional with respect to this Agreement or the Services. Further, Design Professional shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act. Design Professional shall be solely liable and shall indemnify, defend, and hold harmless the Indemnified Parties from and against any and all Claims that may arise, or be alleged to have arisen, out of or in connection with Design Professional's or Design Professional's Agents' performance of, or failure to perform, the Services, the Additional Services, or any part thereof. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

14. Illinois Prevailing Wage Act. All laborers, mechanics, and other workers employed by Design Professional and by any subcontractor(s) performing the Services, the Additional Services, or any part thereof shall be paid wages (*i.e.*, hourly cash wages plus fringe benefits) at rates not less than those required under the Illinois Prevailing Wage Act ("Act"), 820 ILCS 130/01 *et seq.* ("Prevailing Wages"). Design Professional and all subcontractor(s) shall comply with all regulations issued pursuant to the Act and other applicable federal, state, and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling.

Design Professional agrees and stipulates that the prevailing rate of wages are revised by the Illinois Department of Labor and are available on the Illinois Department of Labor's official website. Design Professional shall notify immediately in writing all its subcontractors of all changes in the schedule of Prevailing Wages. Design Professional shall include in each of its subcontracts a written stipulation that not less than the Prevailing Wages shall be paid to all laborers, mechanics, and other workers performing the Services, the Additional Services, or any

part thereof under this Agreement and shall require each of its subcontractors of every tier to include said stipulation regarding payment of Prevailing Wages.

Any increase in costs to Design Professional due to changes in the Prevailing Wages or labor law during the term of any contract and/or sub-contract of any tier shall be at the expense of Design Professional and not at the expense of Township. Design Professional shall be solely responsible to maintain accurate records as required by applicable federal and state law, with the most stringent requirements controlling, and shall be solely liable for paying the difference between Prevailing Wages and any wages actually received by laborers, mechanics, or other workers performing the Services, the Additional Services, or any part thereof and for ensuring strict compliance with the requirements of the above mentioned Act, including, but not limited to, providing certified payrolls to Township in accordance with said applicable laws.

15. Illinois Freedom of Information Act. Design Professional agrees to maintain, without charge to Township, all records, and documents for projects of Township in compliance with the Freedom of Information Act, 5 ILCS 140/1 *et seq.* In addition, Design Professional shall produce records which are responsive to a request received by Township under the Freedom of Information Act, so that Township may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Design Professional shall so notify Township, and, if possible, Township shall request an extension so as to comply with the Act. In the event Township is found to have not complied with the Freedom of Information Act due to Design Professional's failure to produce documents or otherwise appropriately respond to a request under the Act, Design Professional shall indemnify, defend, and hold harmless the Indemnified Parties from and against any and all Claims that may arise, or be alleged to have arisen, out of or in connection with such failure, and pay all amounts determined to be due, including, but not limited to, fines, costs, attorneys' fees and penalties.

16. Termination. Notwithstanding any other provision hereof, Township may terminate this Agreement at any time upon fifteen (15) days written notice to Design Professional. In the event that this Agreement is so terminated, Design Professional shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the fixed fees and/or rates set forth in the Proposal.

17. Default. If it should appear at any time that Design Professional has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services or the Additional Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services, the Additional Services, or any other requirement of this Agreement ("Event of Default"), and fails to cure any such Event of Default within ten (10) business days after Design Professional's receipt of written notice of such Event of Default by Township, then Township shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

A. Cure by Design Professional. Township may require Design Professional, within a reasonable time, to complete or correct all or any part of the Services or the Additional Services that are the subject of the Event of Default; and to take any or all other action necessary to bring Design Professional and the Services into compliance with this Agreement.

B. Termination of Agreement by Township. Township may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

C. Withholding of Payment by Township. Township may withhold from any payment, whether or not previously approved, or may recover from Design Professional, any and all costs, including attorneys' fees and administrative expenses, incurred by Township as the result of any Event of Default by Design Professional or as a result of actions taken by Township in response to any Event of Default by Design Professional.

18. No Additional Obligation. Design Professional and Township acknowledge and agree that Township is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with Design Professional or with any vendor solicited or recommended by Design Professional.

19. Township Board Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by Design Professional to, vendors shall be subject to the approval of the Township Supervisor and Board of Trustees. For purposes of this Section 19, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to Township. Township shall not be liable to any vendor or third party for any agreements made by Design Professional without the knowledge and approval of the Township Supervisor and Board of Trustees.

20. Mutual Cooperation. Township agrees to cooperate with Design Professional in the performance of the Services, including meeting with Design Professional and providing Design Professional with such non-confidential information that Township may have that may be relevant and helpful to Design Professional's performance of the Services. Design Professional agrees to cooperate with Township in the performance and completion of the Services, the Additional Services, and with any other consultants engaged by Township.

21. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from Township by Design Professional in connection with any or all of the Services to be performed under this Agreement ("Documents") shall be and remain the exclusive property of Township. At Township's request, or upon termination of this Agreement, Design Professional shall cause the Documents to be promptly delivered to Township.

22. Dispute Resolution. In the event any dispute shall arise with respect to any matter related to or arising out of this Agreement, the parties shall use their best efforts to resolve the dispute through an informal dispute resolution process, to include, but not limited to mediation. In the event that the parties are unable to resolve the dispute informally within thirty (30) days, both parties agree to waive their right to a jury trial and agree that either party may elect to have the matter resolved by binding arbitration before a neutral arbitrator to-be-agreed upon by both parties. In the event that both parties are unable to agree upon a third-party neutral arbitrator, the matter will be submitted by the parties to a mutually determined neutral arbitration firm. In the event the parties are unable to mutually agree upon such a neutral arbitration firm, the matter will be submitted by the parties to the American Arbitration Association. Each party shall be responsible for its own costs and expenses related to the arbitration, including, but not limited to, attorneys' fees, but the costs of the arbitration shall be shared equally by both parties. The decision of the arbitrator shall be final and not appealable.

and subject to enforcement as a judgment under the Illinois Code of Civil Procedure. All rules of procedure, discovery, and evidence as set forth in the rules adopted by the American Arbitration Association, at the time that arbitration is required, shall be applicable to the proceedings, except to the extent those rules conflict with the requirements of applicable Illinois law. Any arbitration pursuant to this Agreement shall take place in Cook County, Illinois. This dispute resolution provision shall survive any termination of this Agreement.

23. General Terms and Conditions.

A. Entire Agreement. This Agreement constitutes the full and complete agreement between Design Professional and Client and supersedes all prior agreements and negotiations between them, whether written or oral, relating to the subject matter of this Agreement. This Agreement may be amended, added to, superseded, or waived only if both parties specifically define in writing an official amendment of this Agreement.

B. Assignment. This Agreement may not be assigned by Township or Design Professional without the express written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

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

If to Design Professional:

Attention: _____

With a copy to:

Attention: _____

If to Township:

Hanover Township
250 S. IL Route 59
Bartlett, Illinois 60103
Attention: James Barr, Township Administrator

With a copy to:

Kopon Airdo, LLC
111 E. Wacker Drive, Suite 500
Chicago, IL 60601
Attention: Michael A. Airdo

D. Third-Party Beneficiary. This Agreement is entered into solely for the benefit of the parties hereto, and nothing herein is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, or impose any legal duty or obligation to any third party. No claim as a third-party beneficiary under this Agreement by any person or entity shall be made or be valid against Township.

E. Survival. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

F. Severability. Any provision or part of the Agreement held to be void or unenforceable under the Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be deemed binding upon the Client and Design Professional, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Law. This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois.

J. Authority to Execute. Township hereby warrants and represents to Design Professional that the persons executing this Agreement on its behalf have been properly authorized to do so by the Township Supervisor and Board of Trustees. Design Professional hereby warrants and represents to Township that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Waiver. Neither Township nor Design Professional shall be under any obligation to exercise any of the rights granted to them in this Agreement, except as it shall determine to be in its best interest from time-to-time. The failure of Township or Design Professional to exercise at any time any such rights shall not be deemed or construed as a waiver of that right,

nor shall the failure void or affect Township's or Design Professional's right to enforce such rights or any other rights.

L. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

M. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders, and the plural includes the singular and vice versa.

N. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

O. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

P. Exhibits. Exhibits A through ____ attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

Q. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

R. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

S. No Waiver of Immunities or Privileges. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of Hanover Township, and/or its officials, officers, employees, volunteers and/or agents.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

HANOVER TOWNSHIP

DESIGN PROFESSIONAL

Township Supervisor

Date: _____

Date: _____

ATTEST:

ATTEST:

Township Clerk

EXHIBIT A
PROPOSAL

[TO BE PREPARED BY DESIGN PROFESSIONAL AND ACCEPTABLE TO TOWNSHIP]

[SHALL INCLUDE SCHEDULE]

Exhibit B



STATEMENT OF QUALIFICATIONS

**BERNER DRIVE FROM ROUTE 58 NORTH
TO SHOE FACTORY ROAD**

NOVEMBER 16, 2020
4:30 PM



thomas
engineering group
service at the highest grade®

CONTENTS

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Mr. James C. Barr
 Township Administrator
 Administrative Services
 Hanover Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103



Re: **Statement of Qualifications for Berner Drive from Route 58 North to Shoe Factory Road**

Dear Mr. Barr,

Thomas Engineering Group, LLC (TEG) respectfully submits our qualifications to the Township to provide Phase II Design Engineering Services for the project. TEG is enthusiastic about the opportunity to share our credentials to provide professional engineering services to the Township. Our firm has the pertinent qualifications and thoroughly understands the context of and expectations for this project.

Hanover Township is seeking professional engineering services to prepare project plans and specifications for roadway resurfacing, drainage improvements, landscape restoration, and appurtenant work along the length of Berner Drive from Route 58 north to Shoe Factory Road, east and west Dale Drive, and Wolsfeld Drive west of Rohrssen Road in Hanover Township, Cook County, Illinois. Our team has completed numerous successful infrastructure improvement projects for various communities and agencies (such as Cook County, DuPage County, Kane County, Will County, Carol Stream, Chicago, Deerfield, Elgin, Glen Ellyn, Hoffman Estates, Lombard, Naperville, Northbrook, Oak Brook, Oak Park, Schaumburg, West Chicago, Wheaton, and the Illinois State Toll Highway Authority). From CMAQ to STP projects, from federally to locally funded projects, our staff has the experience to perform a project successfully and with limited effort on behalf of the municipality.

This submittal includes our firm credentials. We emphasize our team qualifications, as the consulting firm that you select to work with is no better than the people that work directly for you. We encourage you to contact our references, such as the City of West Chicago. The City has employed Thomas Engineering Group as their professional engineering consultant since 2008, where TEG provides comprehensive design, planning, estimating, and conditional ratings upon request for various CIP projects. For over 12 years at the City, TEG has designed over \$10 million municipal improvements and administered over \$25 million in total construction costs.

While other larger firms have their best teams committed to many clients and projects, TEG has a number of excellent teams in which our engineers are committed to only a few clients and projects. What separates us from the other firms is our service — our trademark is **service at the highest grade®**. We are truly excited about this opportunity and look forward to answering any questions you may have about our firm, staff or experience. We believe that this proposal will demonstrate the qualifications related directly to your selection criteria. If you have any questions or require additional information, I can be reached by phone at (847) 815-9500 or by email at kevinv@thomas-engineering.com.

Respectfully Submitted,
thomas engineering group, llc

Kevin C. VanDeWoestyne, P.E., ENV SP
 Municipal Department Head



1

**FIRM
INFORMATION**

FIRM OFFICERS**President:**

Thomas Gill, P.E.

tomg@thomas-engineering.com
708-533-1700

Construction**Department Head:**

Gregory Benske

gregb@thomas-engineering.com
847-847-6181

Municipal**Department Head:**

Kevin

VanDeWoestyne,
P.E., ENV SP
kevinv@thomas-engineering.com
847-815-9500

Transportation**Department Head:**

Curtis Cornwell, P.E.,
PTOE

curtisc@thomas-engineering.com
773-251-7938

OFFICE LOCATIONS

238 South Kenilworth
Avenue
Suite 100
Oak Park, IL 60302

762 Shoreline Drive
Suite 200
Aurora, IL 60504

55 West 22nd Street
Suite 300
Lombard, IL 60148

Thomas Engineering Group, LLC (TEG), founded in 2008, is a professional engineering firm focused on providing planning, design and construction engineering services to public clients. While our firm is young, our staff boasts substantial experience in Illinois. We have designed or administered underground infrastructure and transportation improvements for repeat clients including Schaumburg, Hoffman Estates, Elgin, Wood Dale, West Chicago, Carol Stream, Wheaton, Lombard, Warrenville, Aurora, DuPage County, Illinois Department of Transportation, and Illinois Tollway.

TEG's headquarters is located in Oak Park, with established offices in Lombard and Aurora. After 12+ years in business, TEG has grown from 3 employees to 40 across 3 departments: Municipal, Construction, and Transportation. We have been able attract top-notch engineers and technical staff to provide our clients with unparalleled service and an innovative approach to engineering. This growth has enabled our company to continue to provide outstanding service while adding new clients, new staff, and additional engineering disciplines.

TEG is a Limited Liability Company co-founded and owned by three partners (Thomas Gill, III, P.E., *President*; Greg Benske, *Principal*; Kevin VanDeWoestyne, P.E., *Principal*) since 2008. TEG executive team also includes Curtis Cornwell, P.E., PTOE, *Transportation Department Head*; and Sujata Banerjee, MBA, *Business Manager*. Thomas Engineering Group, LLC is licensed to practice in the State of Illinois.

TEG owns or leases all of the necessary survey equipment, office equipment and pertinent computer software necessary to complete any project with efficiency and accuracy. TEG is capable of utilizing Global Positioning Systems (GPS) and/or Total Station survey equipment. While our planning, design and field experience is substantial, our teams always partner with clients and gather the necessary project context to make the best decisions based on existing conditions. What may have worked well in one particular situation may not in another; we treat each project as an opportunity to learn and innovate through partnering with clients and stakeholders.

By understanding the fiscal, environmental and site constraints, the TEG team takes an ownership approach to identify the most cost-effective solutions for each and every project. We are confident in our abilities, knowledge, and resources, and know we will be able to serve the Township in any capacity necessary. ***TEG provides our clients with the same dedication to service, expertise, innovation, and value that has enabled us to serve our clients and concurrently grow our company.***

TEG Staff Qualifications: Licenses and Certifications

18	PE	Professional Engineers
1	PLS	Professional Land Surveyor
2	PTOE	Professional Traffic Operations Engineers
2	CFM	Certified Floodplain Managers
2		Certified Arborist
1	CPESC	Certified Professional in Erosion and Sediment Control
1	PMP	Project Management Professional
1	CISEC	Certified Inspector of Sediment and Erosion Control
3	DECI	Designated Erosion Control Inspector
1	RSP	Road Safety Professional
1	MBA	Master of Business Administration



Services Provided In-House

Construction and Resident Engineering

- Contract Documentation
- Constructability Reviews
- Public Relations (Project Website)
- Schedule Review
- Construction Administration and Inspection
- Timely Record Drawing Submittal
- Maintenance of Traffic (MOT) and Staging (Development, Review, Adjustment)

Transportation Planning and Design

- State-led and locally-led Phase I Studies
- Feasibility Studies/Alternatives Analyses
- Intersection and Interchange Design Studies
- Preliminary and Final Engineering
- Streetscape Planning and Design
- Traffic Impact Studies
- Highway Geometrics
- MOT

Municipal

- Water Main, Sanitary, and Storm Sewer Design
- Local Roadway and Street Design
- Pavement Preservation and Maintenance
- Sidewalk Preservation and Maintenance
- Site Development and Drainage
- Pedestrian and Bicycle Facilities
- Grant Writing/Funding Assistance
- Municipal Phase I/II/III Program Management
- Street Resurfacing and Reconstruction
- Concrete Pavement Maintenance Programs
- Street Condition Ratings
- Sidewalk Replacement Programs
- Plan Reviews and Inspections
- Crack Filling Programs
- Parking Lot Rehabilitation
- Bike Path Resurfacing and Reconstruction
- Storm Sewer Rehabilitation
- Utility Coordination

Survey

- Topographic Survey
- Legal Descriptions
- Plat and Deed Research
- Subdivision and ROW Plats
- Section Corner Resets
- Property Boundary Surveys
- Plat of Highways
- ALTA/NSPS Land Title Surveys
- Plats of Easement
- Dedication Plats
- Plats of Vacation
- Construction Layout (Roads, Utilities, Bridges)
- Control Setup

Stormwater Management

- Hydrologic and Hydraulic Analyses
- Flood Control Projects
- Water Quality BMPs
- Detention/Retention/Infiltration Design
- LDS and Drainage Tech Memorandums
- Streambank Stabilization and Realignment

Environmental

- Tree Survey, Tree Inventory, Tree Risk Assessment and Mitigation
- Preliminary Environmental Site Assessment (PESA)
- Environmental Survey Request (ESR)
- NPDES Permitting
- Landscape Planting Improvement Inspection and Documentation
- 404 & 401 Clean Water Act Permitting (Individual and Regional)
- Selective Clearing of Invasive/Undesirable Species
- Erosion and Sediment Control Inspections and Documentation
- SWPP Monitoring and Reporting, Herbicide Application Monitoring and Reporting



Client List

Below is a list of the clients that TEG has served through a prime contract.

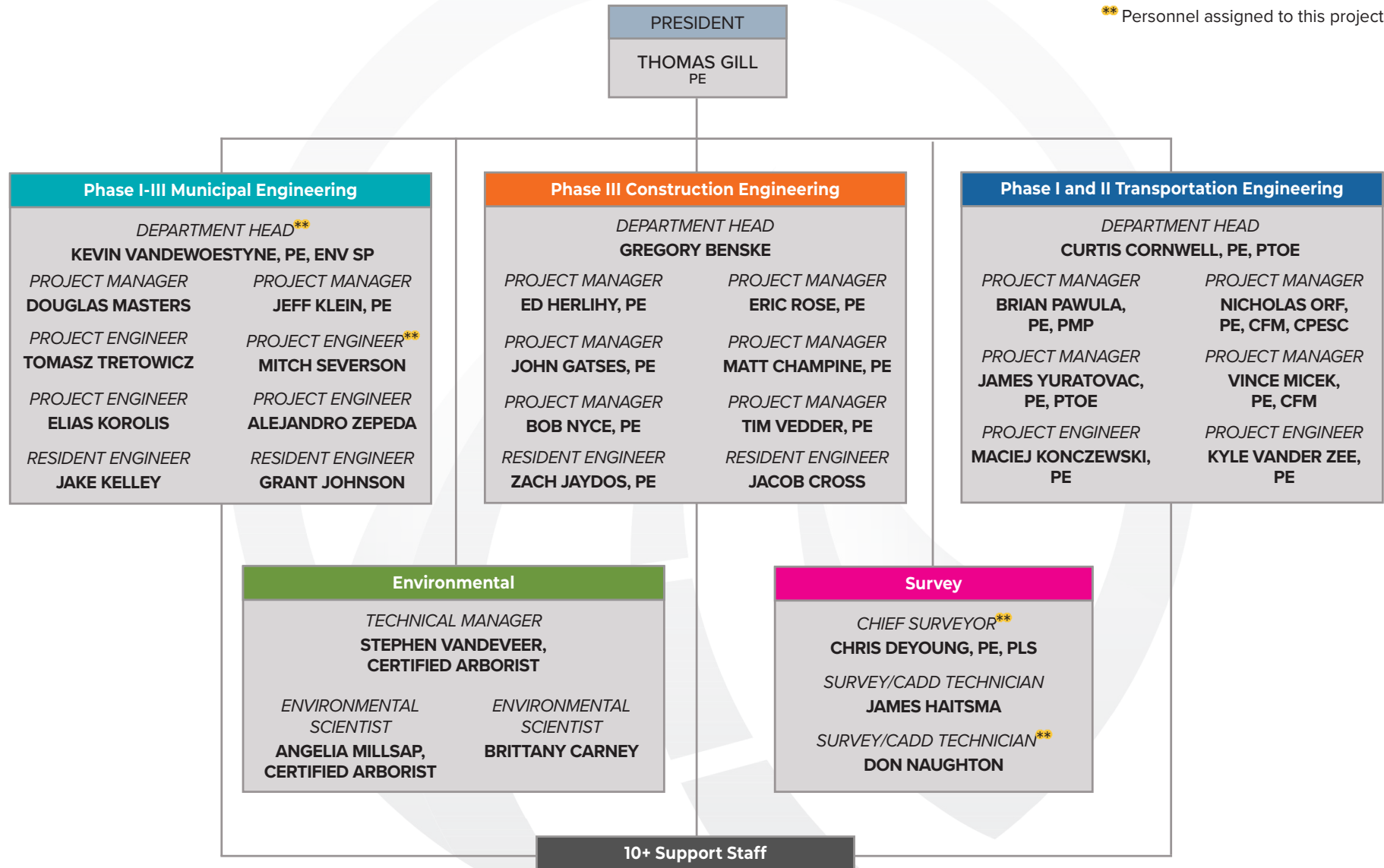
MUNICIPAL	COUNTY	STATE	FEDERAL
Arlington Heights	Cook County	IDOT	Federal Highway Administration
Aurora	• Phase III	• Programming (Phase I)	• Phase I
Berwyn		• Traffic (Phase I/II)	• Phase II
Burr Ridge	DuPage DOT	• Design (Phase II)	
Carol Stream	• Phase I	• Construction (Phase III)	
Channahon	• Phase III		
Chicago			
Deerfield	Kane DOT		
Elgin	• Phase I	IDOT In-House	
Evanston	• Phase II	• Programming	
Fox Lake	• Phase III	• Traffic	
Glen Ellyn		• Maintenance	
Hoffman Estates	LaSalle DOT	• Materials	
Indian Head Park	• Phase I		
Joliet		Tollway	
Lisle	Will DOT	• Master Planning (Phase I)	
Lombard	• Phase III	• Design (Phase II)	
Morton Grove		• Construction (Phase III)	
Naperville			
Northbrook			
Oak Brook			
Oak Park			
Riverside			
River Forest			
Schaumburg			
Warrenville			
West Chicago			
Westmont			
Wheaton			
Wood Dale			
Woodridge			



2

FIRM ORGANIZATIONAL CHART

** Personnel assigned to this project



3

ASSIGNED STAFF RESUMES

Mr. VanDeWoestyne has over 16 years of experience involving municipal and highway / roadway design and construction. Mr. VanDeWoestyne has extensive supervisory experience and knowledge in roadway and bridge construction and rehabilitation, bituminous and concrete paving, earth excavation, drainage, structural construction, landscaping, lighting, and traffic signalization. His responsibilities include planning, design, construction observation and documentation of urban roadway and bridge resurfacing and reconstruction projects.

PHASE I AND II, ABBEYWOOD DRIVE AND GREEN TRAILS DRIVE LAFO PROJECTS, VILLAGE OF LISLE – The Village of Lisle selected TEG for both Phase I and Phase II engineering services for the federally funded Abbeywood Drive (08-19-0005) and Green Trails Drive (08-17-0016) LAFO Projects. The projects were programmed for FY 2020 construction with a total cost of \$475K and \$498K, respectively, for resurfacing approximately 0.75 miles between Naper Boulevard and College Road. The proposed improvements will include the milling of the existing asphalt surface of the roadway. The improvements will include replacing the surface with a Polymerized Leveling Binder and a HMA Surface Course. Existing curb and gutter, sidewalk, and curb ramps will also be replaced on an as needed basis. The project will also include miscellaneous base patching where necessary along with new pavement markings. TEG is also performing a traffic flow study evaluating traffic and crash history at the entrance to Kennedy Jr. High.

FOX LAKE PAVEMENT ANALYSIS AND ROADWAY INVENTORY, FOX LAKE, ILLINOIS, VILLAGE OF FOX LAKE – Project Principal. TEG was hired by the Village of Fox Lake to perform pavement condition ratings for over 50 centerline miles of local owned roads. The roadway inventory consisted of multiple types of pavement composition. TEG used a condition pavement rating system based on a modified version of WisDOT PASER Manual for Asphalt Roads, which assigns a 10 – point rating from 0 (poor) to 10 (excellent) based on visual assessment. Our team input the roadway functional class, or designation, of the roadways including, but not limited to, local, private, township, County, State, US, and Federal-Aid Urban (FAU) routes to assist the Village in determining federal funding eligibility. All street condition ratings were input into a spreadsheet and weighted according to Village criteria such as ADT. TEG summarized the rankings and developed a 5-year improvement program for maintenance of the Village's assets. The final program scope recommendation included several types of pavement rehabilitation and maintenance treatments. In addition to completing the pavement analysis, TEG used a GNSS GPS receiver to collect professional grade positioning/mapping information and assigned the condition index values directly to the GPS line segment for incorporation into GIS format.

PHASE II AND III, BURR RIDGE ANNUAL WATER MAIN PROGRAM, BURR RIDGE, ILLINOIS, VILLAGE OF BURR RIDGE – Project Manager. The Village of Burr Ridge hired TEG for Phase II and Phase III for this \$1.1M annual water main replacement project for improvements at two (2) locations in Burr Ridge. The 2019 locations included County Line Road (Cook County), County Line Lane in the Carriage Way Subdivision, work along the County Line Road/Carriage Way/N Frontage intersection, and Chasemoor Drive between 79th Street and Foxborough Drive. The scope of work included ductile iron and PVC water main installation, water main abandonment, water service line replacement, new fire hydrants, horizontal directionally drilled water main, boring and jacking, encasement, intermittent storm sewer and sanitary sewer service replacement, driveway replacement, pavement patching, and parkway landscaping. The total approximate length of the improvement is 2,928 feet (0.55 miles). Coordination efforts included public outreach to the Carriage Way Subdivision. Permitting efforts included coordination with the Cook County Department of Transportation and Highways and the IEPA.

KEVIN C. VANDEWOESTYNE

PE, ENV SP

Project Manager

EDUCATION

Bradley University
Peoria, IL
Bachelor of Science,
Civil Engineering

PROFESSIONAL REGISTRATIONS

Professional Engineer:
Illinois 062-061311
Issued: 12-22-2008

ISI Envision™ Sustainability Professional

PROFESSIONAL ASSOCIATIONS & RECOGNITIONS

American Society of Civil Engineers
American Council of Engineering
Companies - Illinois

SELECTED CONTINUING EDUCATION

IDOT QC/QA PROGRAM
Documentation of Contract
Quantities
IDOT OTHER
APWA/IDOT Project Finalization
Procedures Seminar 2006
ICORS 2008 Training Seminar
MISTIC Database for IDOT
Construction
ACEC
Total Quality Pavement
Management and Superpave for
the Local Agency
SAFETY
Fall Protection Regulation &
Equipment Familiarization
Confined Space Regulation &
Equipment Familiarization
MERIDIAN PROLIANCE WEB
BASED PM SYSTEM
Construction Phase Process
Drawing Construction
Management Course
WBPM Coordinator
LAKE COUNTY STORMWATER
MANAGEMENT
Designated Erosion Control
Inspector Workshop



PHASE I, II, AND III, COMMUNITY DEVELOPMENT INSPECTIONS AND PLAN REVIEWS, LOMBARD, ILLINOIS, VILLAGE OF LOMBARD

– Consulting Engineer for municipal review of commercial and residential private development projects throughout the Village. The Village of Lombard hired TEG to support their Community Development staff and perform engineering plan reviews, NPDES /Erosion Control Inspections, and land, utility, roadway, and detention construction inspections. The scope of work includes construction observation and final review of public improvements related to residential subdivisions/community developments for compliance with Municipal Code and approved plans. Responsibilities include everything from engineering plan review, erosion control inspections, construction site access control, site adjacent to project sites, traffic control inspections, contractor notifications, sewer and water construction inspection, detention facility construction inspection, roadway construction inspection, lighting review and inspection, ADA sidewalk design and construction inspection to individual flooding/drainage concerns at single family homes and subdivision developments.

PHASE III, LIFT STATION #1 REPLACEMENT PROJECT, CITY OF WEST CHICAGO, ILLINOIS, CITY OF WEST CHICAGO

– Project Principal. Thomas Engineering Group provided construction engineering services for this lift station and force main replacement project at the City's Sanitary Sewer Lift Station #1, located near the southwest corner of Illinois Route 59 and Illinois Route 38 (Roosevelt Road) intersection. The scope of work consisted of approximately 1,000 linear feet of 10-inch sanitary sewer force main, installed by both conventional open cut methods and horizontal directional drilling, and complete lift station and wet well replacement. The lift station components included three (3) new submersible pumps, triplex wet well, guide rails, hatches, dry valve vault pit, prefabricated control building with electrical, controls, SCADA, and generator. The project required removal of the existing lift station, site restoration, and coordination with the IEPA, ComEd, Nicor, and IDOT.

PHASE II AND III, WOODWARD AVENUE RESURFACING PROJECT, VILLAGE OF WOODRIDGE – The Village of Woodridge selected TEG for both Phase II and Phase III engineering services for the Woodward Avenue LAFO Resurfacing Project (TIP ID 08-18-0017). This project is programmed with a total cost of \$960,360 for resurfacing 1 mile between 75th Street and the north Village Limit located between Wheeler Street and Oxnard Drive. The proposed improvements will include the milling of the existing asphalt surface of the roadway. The improvements will include replacing the surface with a Polymerized Leveling Binder and a HMA Surface Course. Existing curb and gutter and sidewalk will also be replaced on an as needed basis. The project will also include miscellaneous base patching where necessary along with new pavement markings. The intersection of Woodward Avenue and Cambridge Road is on the 2017 Local Safety Tier Analysis as a high tier intersection. TEG is evaluating crash history and mitigation options for the intersection.

PHASE II AND III, WARRENVILLE ROAD RECONSTRUCTION PROJECT, WARRENVILLE, ILLINOIS, CITY OF WARRENVILLE

– TEG was hired by the City to provide planning, design, and construction engineering services for this \$1.3M MFT funded pavement reconstruction project. The project consisted of removing the existing permeable pavers, pervious base course and sub-base cross section and replacing it with a conventional full-depth HMA pavement for approximately 1 mile between IL Route 56 and Batavia Road. Due to excessive traffic speeds and pedestrian safety concerns, the project also featured traffic calming measures such as landscape median islands, lane narrowing, bike crossing pavement markings, LED stop signs, and stamped crosswalks. TEG provided a traffic study report which identified the needs for additional stop control along the corridor.

PHASE II AND III, WASHINGTON STREET RECONSTRUCTION PROJECT, WEST CHICAGO, ILLINOIS, CITY OF WEST CHICAGO

– TEG secured federal funding on behalf of the City by applying for STP highway funding through the DuPage Mayors and Managers Conference. TEG was hired by the City to provide planning, design, and construction engineering services for this \$1.2M STP funded pavement reconstruction project. The project is located on a major thoroughfare in the City's downtown business district and required staged construction, detour plans, and close coordination effort with the residents and businesses along the project corridor. The project also spans the Union Pacific and Canadian National Railroads. Planning efforts included a Life Cycle Cost Analysis of several different pavement maintenance and rehabilitation strategies, which resulted in a reconstruction determination. The project also includes the reconstruction of intermittent sidewalk, ADA compliant ramps, curb and gutter, pavement markings and landscape restoration.

PHASE I AND II, KNOLLWOOD DRIVE IMPROVEMENTS, VILLAGE OF SCHAUMBURG

– TEG is providing Phase 1 and 2 engineering services for the Knollwood Drive Improvements between Golf Road and Bode Road. This federally funded project includes complete reconstruction of Knollwood Drive with a proposed off-street shared-use path. Knollwood Drive will be reconstructed to maintain one lane of traffic in each direction with bike and parking accommodations. The scope of services includes topographic survey, parking study, Intersection Design Study (IDS) of Golf Road and Knollwood Drive, traffic counts, capacity analysis, conceptual drawings, alternatives analysis, public involvement, and detailed engineering, deliverables, coordination, and reporting.

Mr. Severson has experience in all phases of the construction process, including conducting cost estimates, designing lighting layouts, PCC sidewalk analysis and repair, and construction inspection. Mr. Severson also has knowledge and experiences pertaining to utility coordination, ESR documentation, and IDOT coordination for state and federally-funded projects. Specific responsibilities include performing contract quantities and costs, and plan reviews. He will assist Kevin with the day-to-day engineering for this project.

PHASE I, II, AND III PRESIDENT STREET RESURFACING PROJECT, CITY OF WHEATON – Resident Engineer for this 1.0 mile federally aided resurfacing improvement awarded to the City under the DuPage Mayors and Managers Conference (DMMC) FY 2019-2020 STP Surface Transportation Program (STP). TEG was hired by the City to oversee construction improvements on President Street between Harrison Avenue and Geneva Road. The scope consisted of a typical LAFO project including HMA resurfacing with surface and binder courses, intermittent combination curb and gutter replacement, ADA curb ramp upgrades, pavement markings, and final restoration. The project utilized federal funding thus requiring that IDOT Documentation account management processes be followed.

PHASE I AND II, ABBEYWOOD DRIVE AND GREEN TRAILS DRIVE LAFO PROJECTS, VILLAGE OF LISLE – Project Engineer. The Village of Lisle selected TEG for both Phase I and Phase II engineering services for the federally funded Abbeywood Drive (08-19-0005) and Green Trails Drive (08-17-0016) LAFO Projects. The projects were programmed for FY 2020 construction with a total cost of \$475K and \$498K, respectively, for resurfacing approximately 0.75 miles between Naper Boulevard and College Road. The proposed improvements will include the milling of the existing asphalt surface of the roadway. The improvements will include replacing the surface with a Polymerized Leveling Binder and a HMA Surface Course. Existing curb and gutter, sidewalk, and curb ramps will also be replaced on an as needed basis. The project will also include miscellaneous base patching where necessary along with new pavement markings. TEG is also performing a traffic flow study evaluating traffic and crash history at the entrance to Kennedy Jr. High.

PHASE I, II, AND III PRESIDENT & BLANCHARD RESURFACING PROJECT, CITY OF WHEATON – Resident Engineer for this 1.35 mile federally aided resurfacing improvement awarded to the City under the DuPage Mayors and Managers Conference (DMMC) FY 2019-2020 STP Surface Transportation Program (STP). TEG was hired by the City to oversee construction improvements on Blanchard Street/ President Street between Hawkins Circle and IL Route 38. The scope consisted of a typical LAFO project including HMA resurfacing with surface and binder courses, intermittent combination curb and gutter replacement, ADA curb ramp upgrades, pavement markings, and final restoration. The project utilized federal funding thus requiring that IDOT Documentation account management processes be followed. TEG prepared final engineering plans, specifications, and cost estimates in accordance with IDOT design guidelines and IDOT Letting Schedule for construction in 2019 and 2020 for four (4) LAFO Projects. Projects included the Harrison Avenue LAFO, President & Blanchard LAFO, President Street LAFO, and Manchester Street LAFO. TEG also provided Phase III services for President & Blanchard and the President Street Resurfacing Projects.

PHASE II AND III, WOODWARD AVENUE RESURFACING PROJECT, VILLAGE OF WOODRIDGE – Project Engineer. The Village of Woodridge selected TEG for both Phase II and Phase III engineering services for the Woodward Avenue LAFO Resurfacing Project (TIP ID 08-18-0017). This project is programmed with a total cost of \$960,360 for resurfacing 1 mile between 75th Street and the north Village Limit located between Wheeler Street and Oxnard Drive. The proposed improvements will include the milling of the existing asphalt surface of the roadway. The improvements

MITCH SEVERSON

Project Engineer

EDUCATION

University of Illinois at Urbana-Champaign
Champaign, IL
Bachelor of Science,
Civil Engineering

SELECTED CONTINUING EDUCATION

IDOT QC/QA PROGRAM
Documentation of Contract
Quantities



will include replacing the surface with a Polymerized Leveling Binder and a HMA Surface Course. Existing curb and gutter and sidewalk will also be replaced on an as needed basis. The project will also include miscellaneous base patching where necessary along with new pavement markings. The intersection of Woodward Avenue and Cambridge Road is on the 2017 Local Safety Tier Analysis as a high tier intersection. TEG is evaluating crash history and mitigation options for the intersection.

PHASE II AND III, FOREST AVENUE RESURFACING AND STREET LIGHTING PROJECT, WEST CHICAGO, ILLINOIS, CITY OF WEST CHICAGO – Project Engineer. TEG secured federal funding on behalf of the City by applying for STP highway funding through the DuPage Mayors and Managers Conference. TEG was hired by the City to provide planning, design, and construction engineering services for this \$580K STP funded pavement resurfacing and street lighting project. The net length of the improvement was 2,559 feet (0.48 miles). This project was located along Forest Avenue, a minor collector route between Joliet Street and IL Route 59, which provides access to Gary Elementary School and West Chicago Leman Middle School. As part of this project, the City completed the sidewalk network surrounding Leman Middle School by installing approximately 750 feet of new PCC sidewalk. In addition, street lighting was added to the project corridor to improve pedestrian and vehicular safety for nighttime conditions. The improvement included HMA resurfacing, intermittent combination curb and gutter replacement, intermittent sidewalk replacement, pavement markings, ADA curb ramp upgrades, rigid conduit, unit duct, a new lighting controller, street lighting assemblies, and landscape restoration.

FOX LAKE PAVEMENT ANALYSIS AND ROADWAY INVENTORY, FOX LAKE, ILLINOIS, VILLAGE OF FOX LAKE – Project Engineer. TEG was hired by the Village of Fox Lake to perform pavement condition ratings for over 50 centerline miles of local owned roads. The roadway inventory consisted of multiple types of pavement composition. TEG used a condition pavement rating system based on a modified version of WisDOT PASER Manual for Asphalt Roads, which assigns a 10 – point rating from 0 (poor) to 10 (excellent) based on visual assessment. Our team input the roadway functional class, or designation, of the roadways including, but not limited to, local, private, township, County, State, US, and Federal-Aid Urban (FAU) routes to assist the Village in determining federal funding eligibility. All street condition ratings were input into a spreadsheet and weighted according to Village criteria such as ADT. TEG summarized the rankings and developed a 5-year improvement program for maintenance of the Village's assets. The final program scope recommendation included several types of pavement rehabilitation and maintenance treatments. In addition to completing the pavement analysis, TEG used a GNSS GPS receiver to collect professional grade positioning/mapping information and assigned the condition index values directly to the GPS line segment for incorporation into GIS format.

PHASE I, II, AND III HARRISON AVENUE, PRESIDENT & BLANCHARD, PRESIDENT STREET, AND MANCHESTER STREET RESURFACING PROJECTS, CITY OF WHEATON – Project Engineer for planning and design of federally aided resurfacing improvements awarded to the City under the DuPage Mayors and Managers Conference (DMMC) FY 2019-2020 STP Surface Transportation Program (STP). TEG prepared final engineering plans, specifications, and cost estimates in accordance with IDOT design guidelines and IDOT Letting Schedule for construction in 2019 and 2020 for four (4) LAFO Projects. Projects included the Harrison Avenue LAFO, President & Blanchard LAFO, President Street LAFO, and Manchester Street LAFO. TEG also provided Phase III services for President & Blanchard and the President Street Resurfacing Projects.

PHASE I AND II, SCHMALE ROAD WATER MAIN PROJECT, CAROL STREAM, ILLINOIS, VILLAGE OF CAROL STREAM – Project Engineer. This project involved Phase I and II study and design of this \$3M Schmale Road Water Main Replacement Project. TEG's scope of services consisted of alternatives analysis and determination of the preferred alignment for removal and replacement of approximately 7,000 feet of old 10" and 12" deteriorated water main with poly-wrapped ductile iron water main along with new valves and hydrants on Schmale Road (DuPage CH 36), between St. Charles Road (DuPage CH 7) and Geneva Road, and St. Charles Road, between Schmale Road and President Street.

PHASE III, RANDALL ROAD AND GREENVIEW DRIVE SIDEWALK PROJECT, CITY OF AURORA — Construction Engineer. This project consisted of removal and replacement of curb & gutter and sidewalk, topsoil stripping, excavation, construction of a 5' sidewalk, utility structure adjustments, removal and replacement of driveway aprons, pavement markings, and landscape restoration.

PHASE III, SIDEWALK REPAIRS/REPLACEMENT, CITY OF WEST CHICAGO — Construction Engineer. Each year, TEG prepares annual crack sealing, street resurfacing, and sidewalk maintenance programs from initial condition ratings through all phases of design, permitting, bid assistance, and construction. Responsibilities included general construction observation.

PHASE III, ROOSEVELT ROAD WATER MAIN LINING REHABILITATION, VILLAGE OF LOMBARD — Engineer Intern. The first phase of this two-stage project was constructed in 2016 and consisted of the rehabilitation of approximately 7,000 linear feet of distribution main, ranging from 8" to 12" diameter water main, along IL Route 38 (Roosevelt Road) from approximately 1200' west of Finley Road to Wisconsin Avenue.

Mr. DeYoung is a registered Professional Engineer and a Registered Professional Land Surveyor with over 12 years of land surveying, design, and construction experience. Leading the surveying staff as well as overseeing all surveying activities for the group, Mr. DeYoung is responsible for supervision of surveying staff and budget, subconsultant management, project schedules, and delivery. Along with construction management services, Mr. DeYoung also performs drafting and other design services.

PHASE II, LAKE STREET STREETScape PROJECT AND LOCAL STREET CAPITAL IMPROVEMENT PROJECT, OAK PARK, ILLINOIS — Chief Surveyor. Project included a detailed streetscape topographic survey of Lake Street from Harlem Ave to Euclid Ave. Streetscape survey included buildings (windows, doorways, thresholds, cantilevered signs and overhangs), street lights, all trees and landscaping, all site furniture, utilities in addition to cross-sectional survey. The capital improvement project included surveys of Culyer (Pleasant to Randolph), Highland (Jackson to Madison), Harvey (Jackson to Madison) and Lake Street (Euclid to Austin). Both the Streetscape survey and the Capital Improvement survey included utility inspections of all utilities onsite including water, storm sewer and sanitary sewer. Inspections included creating a photo library of each structure and its condition.

CANADIAN NATIONAL RAILWAY SURVEY, WCERT, WEST CHICAGO, ILLINOIS — Chief Surveyor. Project included a complete boundary survey and legal description for over 4,000 feet of railroad property. Project also included research of original Elgin, Joliet and Eastern Railway property and subdivision research of surrounding properties to the Railroad.

PHASE II, 2015-2016 ST. JOHN STREET RECONSTRUCTION PROJECT, CITY OF ELGIN, ILLINOIS — Project Surveyor for this 11 block residential street and utility rehabilitation/reconstruction project for a neighborhood constructed in the 1800s. The project scope included subgrade and underdrain improvements, full roadway reconstruction, drainage and storm sewer improvements, sidewalk and curb ramp replacement in accordance with PROWAG requirements, sanitary sewer lining and service repairs, localized sanitary sewer point repairs, and replacement of approximately .75 miles of water main. TEG was responsible for providing topographic survey and utility structure surveys, conditional analysis of all existing City-owned facilities, drainage assessment of the project area, televising and sanitary sewer inspection, sewer and water utility size upgrades, and coordination of pavement cores, soil borings, geotechnical analysis and environmental surveys. TEG served as the City's liaison for all portions of this public improvement from initial field evaluations through all phases of design, utility coordination, permitting, bid assistance, and public outreach. The project was split into two contracts separating advance utility stages from roadway reconstruction activities.

PHASE II, GARY AVENUE, DUPAGE COUNTY, ILLINOIS, K-PLUS — Chief Surveyor. Project included topographical survey for a proposed 3 mile bike path along Gary Avenue beginning at Great Western Trail heading north to Army Trail Road and west along Army Trail Road to Brighton Drive. This topographic survey included the verification and establishment of horizontal and vertical control points, utility inspections of all sanitary and storm sewers, field verification of existing right-of-way, and base mapping of the corridor. Along with the field survey, TEG is responsible for the preparation of a Plat of Highways for the purposes permanent and temporary easements along with the dedication of right-of-way. These include the appropriate legal descriptions for any property conveyed.

CHRISTOPHER J. DEYOUNG

PE, P.L.S.

Chief Surveyor

EDUCATION

Purdue University
West Lafayette, IN

Bachelor of Science,
Civil Engineering

Bachelor of Science,
Land Surveying and
Geomatics Engineer

PROFESSIONAL REGISTRATIONS

Professional Engineer:
Illinois 062-065116

Professional Land Surveyor:
Illinois 035-003817

PROFESSIONAL ASSOCIATIONS & RECOGNITIONS

Illinois Professional Land Surveyors
Association

SELECTED CONTINUING EDUCATION

IDOT QC/CQ PROGRAM
Documentation of Contract
Quantities

DRAFTING AND ENGINEERING SOFTWARE

AutoCAD
AutoTurn
Microstation
Geopak



PHASE I AND II, LONGMEADOW PARKWAY CORRIDOR CONSTRUCTION, KANE COUNTY, ILLINOIS, KANE COUNTY DEPARTMENT OF TRANSPORTATION — Chief Surveyor. Project includes the completion of Phase I studies for the entire Longmeadow Corridor, including the new bridge over the Fox River. Phase II work includes the preparation of plans, specifications, and estimates for the westernmost 1-mile section of the proposed new alignment Longmeadow Parkway (total 6.5 miles). Design section includes plan preparation for new roadway alignment and two high-volume intersections at Randall and Huntley Roads. Overall cost anticipated to be approximately \$100M. Individual responsibilities include topographical surveying along IL 62 at the new intersection with Longmeadow Parkway.

PHASE I, VARIOUS/VARIOUS STUDIES, DISTRICT I, ILLINOIS DEPARTMENT OF TRANSPORTATION — Chief Surveyor. Projects to date include:

- IL 43 (Harlem Avenue) at Cermak Road
- IL 43 (Harlem Avenue) at Archer Avenue
- IL 171 Culvert Improvement in River Grove
- US 20 Culvert Improvement in Kane County

PHASE III, GREAT WESTERN TRAIL GRS-IBS SURVEY COLLECTION, LOMBARD, ILLINOIS, FEDERAL HIGHWAY ADMINISTRATION — Chief Surveyor and Project Engineer. Project includes the instrumentation and monitoring of the performance of a Geosynthetic Reinforced Soil Integrated Bridge System built at Grace Street as part of the Great Western Trail project in the Village of Lombard. FHWA contracted TEG for approximately two years to monitor settlement and horizontal displacement of this experimental system, which will help the implementation of this technology throughout the nation. The GRS-IBS built as part of this project is the first to be built in Illinois. Data was collected on a pre-determined basis and results were sent to FHWA for input into their research files.

PHASE III, I-90 (JANE ADAMS MEMORIAL TOLLWAY) FOX RIVER BRIDGE, ELGIN, ILLINOIS, ILLINOIS STATE TOLL HIGHWAY AUTHORITY — Chief Surveyor. This project involves the reconstruction and widening of the Fox River Bridge in Elgin, IL. Part of the Illinois Tollway's "Move Illinois" program, it is the largest and most critical project on the I-90 corridor. Over the course of three construction stages from 2014 to 2016, the existing 15-span structure will be removed and replaced with a wider 8-span structure. This \$75M project will accommodate over 100,000 daily vehicles with four lanes of traffic in each direction. Work performed within the Fox River and coordinated with USACE, IDNR, and IEPA, consists of the construction of causeways and cofferdams. The seven proposed piers are constructed on top of drilled shafts socketed in bedrock. New reinforced concrete abutments sit atop H-piling driven to refusal. The new bridge superstructure consist of a stainless steel reinforced concrete deck and 90" PPC Bulb T Beams with a maximum length of 168'-5". To eliminate longitudinal deck joints, the PPC beams are erected using an innovative gantry system that allows beams to be set with no cranes and minimal impact to traffic. Soldier pile and conventional reinforced concrete retaining walls are constructed within each quadrant of the bridge to support the wider roadway. Special attention is given to a sensitive environmental fen area on the east side of the bridge. Project responsibilities include initial survey for quantities; check layout of piers, bearing seats, walls and other structures; survey and quantify areas and volumes for final payment.

PHASE II, WEBER ROAD, DISTRICT I, ILLINOIS DEPARTMENT OF TRANSPORTATION — Chief Surveyor. Performed a pick-up survey of missing items from original survey due to change in original project scope.

PHASE II, OAK BROOK 2015 WATER MAIN DESIGN, OAK BROOK, ILLINOIS, VILLAGE OF OAK BROOK — Chief Surveyor. Performed a topographic survey for the 2015 Water Main project.

PHASE II, OAK BROOK 2014 WATER MAIN DESIGN, OAK BROOK, ILLINOIS, VILLAGE OF OAK BROOK — Chief Surveyor. This \$1.2M improvement consisted of the design and installation of 6,300' of 6", 8" & 10" PVC C-900 water main, twelve connections to existing water mains, 60 residential water service reconnections, 700' of 8" – 24" storm sewer removal and replacement with water main quality pipe, pavement and landscape restoration, and other incidental work. Individual responsibilities included performing a topographic survey for the project.

PHASE II, LOMBARD TRANSMISSION MAIN, LOMBARD, ILLINOIS, VILLAGE OF LOMBARD — Chief Surveyor. Preliminary and design engineering services were offered for this \$1.5M project consisting of approximately 8,000 linear feet of 16" poly-wrapped ductile iron water transmission main to provide a direct connection from the Village's Civic Center Reservoir to the South Booster Station. In the preliminary engineering phase, TEG explored seven (7) possible routes for the transmission main. TEG assisted the Village with utility notifications, bidding assistance, permitting requirements, IEPA Water Construction Permit, and the IDOT Region One Utility Permit. Performed a topographic survey for the proposed transmission main.



Mr. Naughton has over 15 years of roadway planning and design experience. He is proficient in MicroStation and GeoPak and has designed roadway and site development projects using these tools. Mr. Naughton has experience in the preparation of roadway and site development plans, traffic studies, intersection design studies and Phase I Reports. Don also has experience as a resident technician, which his responsibilities included observation and documentation of urban and rural roadway resurfacing and reconstruction projects.

DON NAUGHTON

Survey/CADD Technician

EDUCATION

Eastern Illinois University
Charleston, IL
Bachelor of Science,
Industrial Technology

SELECTED CONTINUING EDUCATION

IDOT QC/QA PROGRAM

- Documentation of Contract Quantities
- Northwestern University:
 - Geometric Design
 - Public Rights-of-Way Guidelines
 - Training- U.S. Access Board
 - Intersection Safety & Geometric Design - U.S. Access Board
- ITE: Pedestrian Crosswalk Policies
- APWA: Porous Pavement
- Roundabouts- Planning, Design Principles & Current Practices

IDOT PD TRAINING

- Phase I Process Overview:
 - Location & Environmental Studies
 - Roadside Safety, Staging, and Traffic Control
- Pavement Design, Specifications and Special Provisions
- Drainage Design, Earthwork and Quantities
- Access Management:
 - Intersections, Safety Impacts
 - Economic Impacts & Principles for Existing Roadways

LOMBARD TRANSMISSION MAIN PROJECT, VILLAGE OF LOMBARD, ILLINOIS — Design Technician for design engineering services for this \$1.5 million project consisting of approximately 8,000 linear feet of 16" poly-wrapped ductile iron water transmission main to provide a direct connection from the Village's Civic Center Reservoir to the South Booster Station. In the preliminary engineering phase, TEG explored seven (7) possible routes for the transmission main. Our approach for the preliminary phase was to prioritize the project criterion, conduct a detailed alternatives analysis, and identify the least disruptive and most cost effective solution. As part of this phase, TEG utilized a concept level decision matrix which allowed for the advantages and disadvantages of each route to be directly compared. This analysis allowed for direct comparison of the identified criteria important to the Village in their consideration of the final alignment. The ultimate goal was to provide true quantitative comparisons to each alternative route side by side. TEG will assist the Village with utility notifications, bidding assistance, permitting requirements, IEPA Water Construction Permit, and the IDOT Region One Utility Permit.

2014 WOODRIDGE STP AND MFT RESURFACING PROJECTS, WOODRIDGE, ILLINOIS — Thomas Engineering Group was responsible for overseeing roadway improvements on behalf of the Village of Woodridge for the Center Drive STP Resurfacing Project, MFT Resurfacing Project, and Community Development Block Grant (CDBG) Resurfacing Project. The projects combined for over \$2 million in construction costs, utilizing a combination of STP, DCEO, CDBG, and Village MFT funds administered through the IDOT Bureau of Local Roads and Streets and DuPage County Community Development Commission (CDC). The Center Drive project consisted of HMA resurfacing from Woodridge Drive to Janes Avenue. The MFT and CDBG projects consisted of HMA resurfacing and intermittent pavement patching throughout various residential areas. All programs utilized federal funding thus requiring that IDOT Documentation and CDC account management processes be followed. For CDBG related activities, TEG administered execution and submission of contractor's CDC mandatory forms relating to project specific HUD requirements.

DUPAGE COUNTY PROFESSIONAL ON-CALL ENGINEERING SERVICES, DUPAGE COUNTY, IL, VAN BUREN PEDESTRIAN WALKWAY, NAPERVILLE, ILLINOIS — Project included providing preliminary and design engineering services to design a pedestrian walkway on the south side of the Jefferson Street Alley between Washington and Main Street. Although the City anticipated locating a temporary walkway within the easements on the private property to the south of the alley, ESI proposed an alternative solution which was ultimately accepted by the City. This solution involved an alignment to the north of the alley within existing curbed islands to provide refuge for pedestrians.

KANE COUNTY HSIP 2012, ILLINOIS — Project included a review of the existing crash data along three Kane County routes (Randall Road, Burlington Road, and Huntley Road), preparation of a Crash Analysis Report, and preparation of contract plans specifications, and estimates. The intent of the analysis was to provide support for KDOT's proposed improvements and to suggest additional improvements/countermeasures as appropriate. Randall Road is a Strategic Regional Arterial Route and is generally a four lane divided highway encompassing 17 traffic signals within the project limits. The proposed safety improvements along Randall Road included: traffic signal modernization, flashing yellow arrow (FYA) installation for protected/permissive



left turns, and driver feedback signs. Burlington Road and Huntley Road are generally two lane undivided highways with project lengths of 12.9 miles and 5.0 miles, respectively. The proposed safety improvements along both of these routes included signing upgrades, centerline rumble strip and edgeline rumble stripes.

ILLINOIS ROUTE 53, WILMINGTON, ILLINOIS — Planning studies for approximately one mile of widening and reconstruction to accommodate the 1,100 acre Prologis / Joliet Arsenal Development Industrial Park. The scope of work included intersection design studies, roadway planning studies, and preparation of preliminary cost estimates. Key issues included planning for construction staging for the proposed divided highway, and coordination with Will County DOT, Illinois DOT, and the City of Wilmington.

2005-2013 VILLAGE STREET MAINTENANCE PROGRAM, LONG GROVE, ILLINOIS — Project included pavement design, rehabilitation design, construction staking, construction cost estimates, motor fuel tax (MFT) submittals, construction management, and construction inspection. These projects were being funded in part with Motor Fuel Tax revenue and in part with Village Funds.

PHASE I, SOUTH ARSENAL ROAD, EAST, WILMINGTON, ILLINOIS — Project involved Phase I engineering design services for the widening and reconstruction of approximately one and a half miles of roadway from the Jordan Creek Tributary to Old Chicago Road. Tasks included environmental studies, intersection design studies, drainage studies and the preparation of a Project Development Report. The Project involved SAFETEA-LU (HPP) funding which required coordination with FHWA and IDOT.

PHASE I, SOUTH ARSENAL ROAD @ ILLINOIS ROUTE 53, WILMINGTON, ILLINOIS — Phase I engineering design services were provided for the intersection improvement of South Arsenal Road at Illinois Route 53 including the installation of traffic signals. The work included drainage studies, environmental studies, intersection design studies, and the preparation of a project development report. The project required coordination with FHWA, IDOT, and the City of Wilmington.

PHASE I, SOUTH ARSENAL ROAD, WILMINGTON, ILLINOIS — Phase I engineering design services were provided for the intersection improvement of South Arsenal Road at Illinois Route 53 including the installation of traffic signals. The work included drainage studies, environmental studies, intersection design studies, and the preparation of a project development report. The project required coordination with FHWA, IDOT, and the City of Wilmington.

PHASE I, WEST LAKE AVENUE AND GREENWOOD ROAD INTERSECTION IMPROVEMENTS, GLENVIEW, ILLINOIS — Project involved Phase I activities including traffic signal warrant analysis, intersection design studies, drainage studies and the preparation of a Project Development Report. The project includes the widening of West Lake Avenue to a three-lane cross-section, modification of pavement geometry, installation of a new sidewalk and bike path, traffic signal installation, pedestrian signal installation, new storm sewer installation. The Project required coordination with FHWA, IDOT, and the Village of Glenview as construction will utilize STP and ITEP funding.

PHASE I, IL ROUTE 60 @ I-94, LAKE COUNTY, ILLINOIS — Project included Phase I engineering services for the roadway widening and reconstruction of Illinois Route 60 at the I-94 Interchange. The improvements included the reconstruction of the existing pavement to provide a six lane divided urban highway, reconstruction of the I-94 overpass bridge, and reconstruction of existing I-94 ramps. The improvement also included closed drainage system, profile adjustments, intersection improvements, and modernization of existing, and installation of new traffic signals. The scope of services included traffic counts, accident analysis, alternative geometric studies, traffic maintenance analysis, intersection design studies, and public involvement. Project required coordination with FHWA, ISTHA, IDOT, and local municipalities for permitting related to roadway improvements, drainage and traffic signals.

CATON FARM ROAD AT THE WEST FRONTAGE ROAD OF INTERSTATE 55, PHASE I AND II CITY OF JOLIET, ILLINOIS — Project included planning and design activities for this intersection improvement involving widening and traffic signal installation. The scope of work included intersection design studies, contract plans and specifications preparation, temporary and permanent traffic signal plan preparation, and IDOT coordination.

VARIOUS ARRA STREET RESURFACING, DUPAGE COUNTY, ILLINOIS — Project involved design engineering services for the preparation of contract plans, specifications and estimates for ARRA stimulus resurfacing projects for DuPage County Department of Transportation. Effort included field survey, development of plan sheets, calculation of contract quantities, assembling of project specifications, and development of project cost estimates for six county routes. Critical issue involved working with DuPage County and IDOT to arrive at a pavement design for Lemont Road which was acceptable to both parties and addressed the pavement fatigue due to heavy truck traffic. The plans had to be assembled within a tight timeframe and submitted to IDOT for approval to meet timeline requirements of the ARRA stimulus program.

ESSINGTON ROAD, BOLINGBROOK, ILLINOIS — Project involved planning and design for the widening and reconstruction of a one mile section of Essington Road. The scope of work included drainage studies, roadway planning studies, and preparation of contract plans and specifications. Key issues included planning for construction staging for an ultimate 5 lane cross section, coordination with Will County DOT, intersection realignment, and high pressure pipeline crossings.

4

PROPOSED SUB-CONSULTANT(S)

Our Base Scope of Services includes the geotechnical investigation of the existing pavement, base course, and subgrade, along with the collection of soil pH samples needed for the preparation of CCDD LPC-662 forms. We are proposing **Rubino Engineering Inc.** as our geotechnical partner for the preparation of the geotechnical soils investigation report in accordance with IDOT requirements. The report shall include the collection and analysis of soil borings, pavement cores, soil profiles, evaluation of existing soil characteristics, and recommendations and locations for remediation of soils. Rubino is a certified DBE/WBE engineering consulting firm pre-qualified with the Illinois Department of Transportation in HMA, PCC, General Geotechnical, and Structural Geotechnical.



Rubino Engineering Inc. (Geotechnical Services)
425 Shepard Drive
Elgin, IL 60123
(847) 931-1555



5

**SIMILAR PROJECT
EXPERIENCE**

City Engineering Services, 2008-Current

PHASE I/II/III, CITY OF WEST CHICAGO

TEG provides comprehensive design, planning, programming, cost estimating, conditional ratings and construction inspection services for various proactive Capital Improvement Programs including roadway resurfacing, roadway reconstruction, drainage, sewer and water, crack sealing, traffic calming, sidewalk maintenance, pavement marking, and signing projects. Work included securing all applicable permits needed from State, Local and Federal agencies.

TEG serves as the City's engineering liaison on contractual issues during construction providing construction observation and contract administration for all CIP surface and infrastructure improvements. TEG provides full-time inspection of public and private construction projects (sanitary sewer service, storm sewer service, water service, site grading, pavements, etc.) for compliance with approved engineering plans and acceptable construction practices.

TEG also identifies and applies for federal-aid funding through regional and state jurisdictions for CDBG, STP, STP (LAFO), TCM, MFT, and CMAQ projects. TEG develops comprehensive punch lists for residential and commercial developments in accordance with all local ordinances and standard engineering practices. TEG provides topographic surveying services for local storm sewer, culvert, and Capital Improvement projects.

Contact:

Robert Flatter
Director of Public Works
City of West Chicago
(630) 293-2200
RFlatter@westchicago.org

General Village Engineering Services

PHASE I/II/III, VILLAGE OF INDIAN HEAD PARK

TEG was hired by the Village of Indian Head Park for comprehensive design, planning, programming, cost estimating, conditional ratings and construction inspection services for all Capital Improvement Programs including roadway resurfacing, roadway repairs and reconstruction, storm water improvements, sanitary sewer rehabilitation, asphalt rejuvenation, sidewalk maintenance, pavement marking, and various infrastructure maintenance projects.

TEG assists the Village Administrator and Water and Public Works Superintendents with implementation of roadway, sewer, and water capital improvement programs, stormwater management studies, geographic information system (GIS) atlases, and annual maintenance programs. Responsibilities also include securing all applicable permits needed from State, Local and Federal agencies including development and reporting for the Metropolitan Water Reclamation District of Greater Chicago (MWRD) Infiltration/Inflow Control Program (IICP).

Contact:

John J. DuRocher
Village Administrator
Village of Indian Head Park
(708) 246-3080
jdurocher@indianheadpark-il.gov



Fox Lake N. Frontage Road Reconstruction Project

PHASE II/III, VILLAGE OF FOX LAKE

TEG provided design and construction engineering services for the \$510K reconstruction of N. Frontage Road between IL Route 134 (Big Hollow Road) and approximately 150' south of W Bayview Drive. The length of the project was approximately 1,950 feet, or 0.37 miles. The work consisted of pavement removal, removal and disposal of unsuitable material, aggregate base course improvements, installation of combination concrete curb and gutter, steel plate beam guardrail improvements, utility structure adjustments, rip rap outlets, signage installation, Thermoplastic pavement markings, and final landscape restoration.

TEG secured a Lake County permit for work at the intersection of Big Hollow Road, Lake County Highway A26. TEG also presented the project to the IDOT Detour Committee to obtain permission to utilize US-12 as the primary detour route. The project was constructed in a matter of three (3) stages in order to maintain access to the Fox Lake Crossing businesses. The project was completed under budget and on time.

Knollwood Drive Improvements

PHASE I/II, VILLAGE OF SCHAUMBURG

TEG provided Phase I and II Engineering Services for the Knollwood Drive Improvements between Golf Road and Bode Road. The project improvements included complete reconstruction of Knollwood Drive within the project limits and the installation of a new off-street multi-use path. Knollwood Drive will be reconstructed to maintain one lane of traffic in each direction with a center median turn lane, and parking accommodations.

The scope of services included topographic survey, parking study, Intersection Design Study (IDS) of Golf Road and Knollwood Drive, traffic counts, capacity analysis, conceptual drawings, alternatives analysis, public involvement, and detailed engineering, deliverables, coordination, and reporting. (IDOT Letting FY 2022)

Warrenville Road Reconstruction Project

PHASE II/III, CITY OF WARRENVILLE

TEG was hired by the City to provide planning, design, and construction engineering services for this \$1.3M MFT funded pavement reconstruction project. The project consisted of removing the existing permeable pavers, pervious base course and sub-base cross section and replacing it with a conventional full-depth HMA pavement for approximately 1 mile between IL Route 56 and Batavia Road. Due to excessive traffic speeds and pedestrian safety concerns, the project also featured traffic calming measures such as landscape median islands, lane narrowing, bike crossing pavement markings, LED stop signs, and stamped crosswalks. TEG provided a traffic study report which identified the needs for additional stop control along the corridor.

Contact:

Kealan Noonan
Director of Public Works
Village of Fox Lake
(847) 587-3974
noonank@foxlake.org

Contact:

Karyn Robles
Director of Transportation
Village of Schaumburg
(847) 923-3859
krobles@schaumburg.com

Contact:

Phil Kuchler
Deputy Public Works Director
City of Warrenville
(630) 393-9050
pkuchler@warrenville.il.us



Weathersfield Way Resurfacing Project and Culvert Rehabilitation

PHASE I/II, VILLAGE OF SCHAUMBURG

TEG provided planning and design of this federally funded roadway resurfacing, shared use path, culvert rehabilitation, and street lighting project. The project had existing 1 lane of travel and bike lane in each direction. The project included HMA pavement resurfacing (5"), pavement patching, sidewalk/curb ramp upgrades, minimal curb and gutter repairs, and pavement markings. TEG also provided alternative options to provide for an off-street multi-use path and on-street parking lanes within the project limits. These included the possibility of widening Weathersfield Way to keep all elements on-street, or providing a separate off-street shared use path. The project also included trenchless rehabilitation (lining) of an existing 42" CMP culvert under the proposed off-street shared use path.

Contact:

Karyn Robles
Director of Transportation
Village of Schaumburg
(847) 923-3859
krobles@schaumburg.com

Forest Avenue Resurfacing and Street Lighting Project

PHASE II/III, CITY OF WEST CHICAGO

TEG provided planning, design, and construction engineering services for this \$580K STP funded pavement resurfacing and street lighting project. The net length of the improvement was 2,559 feet (0.48 miles). This project was located along Forest Avenue, a minor collector route between Joliet Street and IL Route 59, which provides access to Gary Elementary School and West Chicago Leman Middle School. As part of this project, the City completed the sidewalk network surrounding Leman Middle School by installing approximately 750 feet of new PCC sidewalk. In addition, street lighting was added to the project corridor to improve pedestrian and vehicular safety for nighttime conditions. The improvement included HMA resurfacing, intermittent combination curb and gutter replacement, intermittent sidewalk replacement, pavement markings, ADA curb ramp upgrades, rigid conduit, unit duct, a new lighting controller, street lighting assemblies, and landscape restoration.

Contact:

Robert Flatter
Director of Public Works
City of West Chicago
(630) 293-2200
RFlatter@westchicago.org

Gary Ave, N. Main St/Orchard Rd/West St LAFO Resurfacing Projects

PHASE I/II, CITY OF WHEATON

TEG provided planning and design of federally aided Local Agency Functional Overlay (LAFO) improvements awarded to the City under the DuPage Mayors and Managers Conference (DMMC) Surface Transportation Program (STP). TEG prepared final engineering plans, specifications, and cost estimates in accordance with IDOT design guidelines and IDOT Letting Schedule for construction in 2017 to capture the 5% STP Fund Rescission Prevention match for both Gary Avenue and Orchard Road. N. Main Street and West Street were designed for construction in 2018. Projects included the Gary Avenue LAFO (\$319K), N. Main Street LAFO (\$1M), Orchard Road LAFO (\$500K), and West Street LAFO (\$422K). (Construction Cost Estimate Shown).

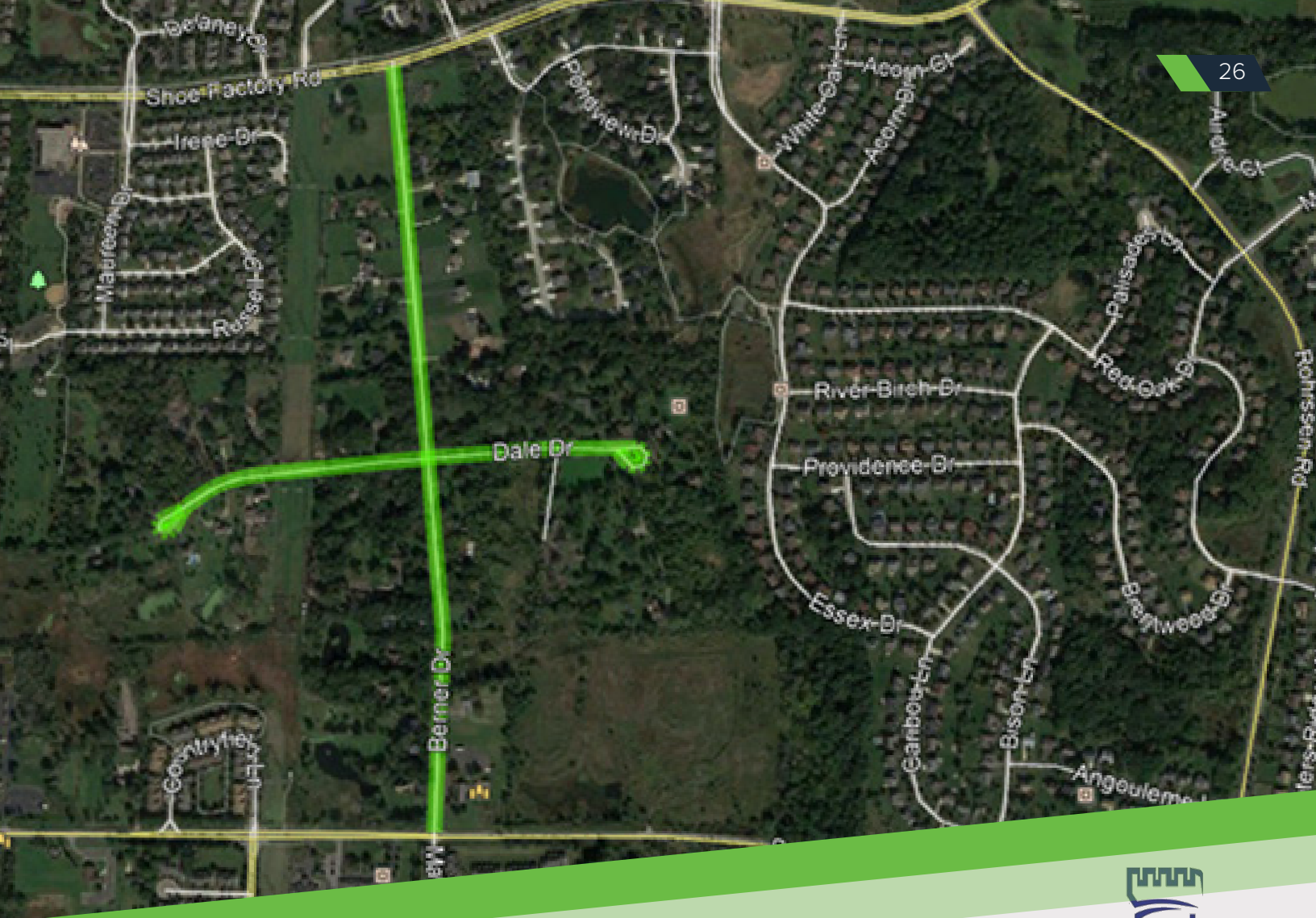
Contact:

Sarang Lagvankar
Senior Project Engineer
City of Wheaton
(630) 260-2067
slagvankar@wheaton.il.us



6

PROJECT UNDERSTANDING AND APPROACH



Project Understanding

The proposed work is located along Berner Drive from Route 58 north to Shoe Factory Road, east and west Dale Drive, and Wolsfeld Drive west of Rohrssen Road in Hanover Township. Both Berner Drive and Wolsfeld Drive are under the local jurisdiction of Hanover Township. Shoe Factory Road (CHS A62) is under the jurisdiction of the Cook County Department of Transportation and Highways (CCDTH). Illinois Route 58 (Evanston Elgin Road) is under the jurisdiction of the Illinois Department of Transportation (IDOT).

- Berner Drive from Route 58 North to Shoe Factory Road, 0.71 miles
- East and West Dale Drive, 0.53 miles
- Wolsfeld Drive West of Rohrssen Road, 0.47 miles

Total Length = 1.71 miles (9,029 feet)

At the south end of the project, at the intersection of Berner Drive and IL Route 58, we recommend applying for an IDOT Highway/Traffic Permit in order to upgrade the ADA curb and sidewalk ramps at the intersection and extend resurfacing limits to the edge of pavement at IL Route 58. Meanwhile, at the north end of the project, at the intersection of Berner Drive and Shoe Factory Road (CHS A62), we recommend stopping the project limits at the ROW to avoid impacts to CCDTH highways and the associated delay times with obtaining a highway permit.



Project Approach

TEG is proposing a targeted approach to the project design that will meet the Township's target bid opening date. TEG will partner with the Township to identify the milestones for preliminary and final submittals. The design engineering process will include the following basic tasks and milestones.

KICK-OFF MEETING: Our experience has shown that a detailed and well planned initial project meeting can provide long term benefits for a project and dramatically decrease the risks that can impact budget, schedule and stakeholder support. Prior to beginning any design engineering, TEG will organize and lead a stakeholder meeting with representatives from the Township. The purpose of the meeting will be to walk through each element related to project scope to identify critical project constraints and develop a shared understanding of the project. Specifically, the TEG Project Manager will lead a discussion in which all parties will have ample opportunity to weigh in and convey their project expectations, technical challenges, site history, and constructability. Each of these topics will be discussed in terms of risks to cost, schedule, operations, maintenance and stakeholder support. This will ensure that the material yard is designed to meet the needs of the Township and their employees.

TEG will partner with Hanover Township to determine the most cost-effective investment that serves the specific need and purpose of this improvement.

The primary benefits for the above meeting and the resulting products will be a thorough and shared consensus of the assumptions and activities to be conducted during the project by the Township and TEG and will also help TEG weigh the alternatives analysis criteria developed during the preliminary engineering stage. Meeting minutes will be written describing all agreed upon procedures, preferences and materials, and any other non-standard or unusual elements in which the project will adhere.

The TEG team will follow the below listed process for Preliminary Engineering.:

1. Data Collection / Topographic Survey and Basemapping
2. Data Analysis
3. Alternatives Analysis & Comparative Feasibility Assessment
4. Selection of Preferred Alternative

1. Data Collection / Topographic Survey and Basemapping

The initial step will be to gather topographical and detailed utility and underground information, in addition to site photos. TEG will review available data and identify information gaps. TEG will utilize its own survey team (Christopher DeYoung, P.E., PLS and James Haitsma) using state of the art total station and GPS survey equipment to collect critical surface and subsurface features, verify given atlas information, and identify existing utility conflicts. TEG will perform a full topographic survey within the project limits. The survey and base information will include digital terrain modeling for contour, profile, and cross-section work. This step will include gathering information including but not limited to Township utility atlases, other utility atlases, soil borings, environmental reports, drainage calculations, floodplain modelling, etc.

At this stage, TEG will coordinate with Rubino Engineering, Inc. to perform the pavement and soil sampling, and geotechnical report.



2. Data Analysis

Using the data collected in Step 1, TEG staff will conduct various analyses as needed. TEG's Project Manager will perform cost analysis of pavement patching vs. pavement reconstruction or other rehabilitation methods. At this time, permitting requirements will be assessed based on the level of work and TEG will verify no adverse impacts related to drainage.

3. Alternatives Analysis & Comparative Feasibility Assessment

TEG will consult with the Township and provide a preliminary design concept. The concept will be developed with primary goals of:

- Meeting the Township's objectives and budget.
- Maximizing public safety, drainage, right-of-way impacts and local acceptance.
- Meeting the Township's code requirements as well as other permitting authorities.
- Identifying the most cost effective and long-term solution for the Township.

4. Selection of Preferred Alternative

After all of the comments on the preliminary design concept from the Township have been addressed and any additional studies or investigations completed, TEG will host a roundtable discussion presenting the alternatives analysis for the remaining alternates as well as a recommendation for a preferred alternative.

PHASE II DESIGN ENGINEERING – PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATES

1. TEG will use the preliminary engineering and alternatives analysis to develop 75% plans, specifications, and quantity take-offs and manufacturer's quotes in accordance with Local and IDOT Standards.
2. TEG will address all Township comments and provide a disposition to those comments.
3. TEG will prepare maintenance of traffic and construction staging control concepts for review by the Township.
4. The contract plans will include:
 - a) Cover Sheet and Location Map
 - b) Legend, general notes, and typical sections
 - c) Summary and schedule of quantities
 - d) Typical Sections
 - e) Sediment and Erosion Control Plan
 - f) Plan and Profile sheets
 - g) Maintenance of Traffic (MOT) plans
 - h) Construction Details
5. Submittals to the Township will be required at 75%, 90%, and 100% completion. TEG will track these comments and offer a written response to each comment. This will also include an Engineers Estimate of Probable Construction Cost.
6. The final step will be bidding assistance, as part of the contract TEG will provide bidding assistance, analysis and recommend award.



EXHIBIT "A"						
Estimate of Design Hours						
Project:	Hanover Township					
Prepared By:	Thomas Engineering Group, LLC					
Date:	12/30/20					
SHEET WORK						
Plan Sheet Task	Plan Sheet Description (- Clarification)			Number of Sheets	Hours Per Sheet	Total Hours
1	Cover Sheet, Index of Sheets			1	2	2
2	General Notes			2	2	4
3	Summary of Quantities			1	4	4
4	Schedule of Quantities			1	4	4
5	Typical Sections			3	2	6
	- Includes existing and proposed typical sections					
	- Sections extend from existing ROW to ROW					
	- Includes HMA or PCC patching requirements					
6	Alignment, Ties, and Benchmarks			2	2	4
7	Roadway Plan Sheets			8	8	64
	- Includes removal items					
	- Includes existing roadway features					
	- Includes proposed roadway features					
	- Includes proposed pavement markings					
	- Includes existing Drainage and Utilities					
8	MOT/Suggested Stages of Construction			2	8	16
9	Construction Details, Standard Details			2	2	4
10	Sediment & Erosion Control Plan/Landscape Restoration			8	2	16
11	ADA Curb Ramp Details			1	8	8
	Plan Sheet Subtotal			31		132
NON-SHEET WORK						
Non-Sheet Task	Non-Sheet Description	Principal	PM	Project Engineer	Surveyor/ Technician	Total Hours
1	Data Collection		2		4	6
2	Alternatives Analysis		2			2
3	Kick-Off Meeting	2	2			4
4	Establish Survey Control			8	8	16
5	Topographic Survey/Basemapping				48	48
6	Utility Structure/ROW Inspections			8		8
7	Utility Coordination			4		4
8	Permitting (IDOT and ComEd)	4		16		20
9	Quantities/Cost Estimate		4	32		36
10	Bid Documents	2	8	32		42
11	Drainage Evaluation			16		16
12	QC/QA	4				4
	Non-Sheet Subtotal	12	16	116	56	206
	Total					338



Payroll Escalation Table
Fixed Raises
New Formula

FIRM NAME Thomas Engineering Group
PRIME/SUPPLEMENT Prime

DATE 12/31/20
PTB NO. Berner Drive Phase II and III Engineering

CONTRACT TERM 6 MONTHS
START DATE 1/1/2021
RAISE DATE 1/1/2022

OVERHEAD RATE 124.98%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

1/1/2021 - 6/30/2021

6
6

= 100.00%
= 1.0000

The total escalation for this project would be:

0.00%

**Cost Estimate of
Consultant Services**
(Direct Labor Multiple)

Firm	Thomas Engineering Group
Project	Berner Drive Phase II and III Engineering
Section	
Municipality	Hanover Township
Job No.	
Description	Berner Drive Phase II and III Engineering

Date	12/31/20
Overhead Rate	124.98%
Complexity Factor	0

ITEM	MANHOURS (A)	PAYROLL (B)	(2.80+R) TIMES PAYROLL (C)	DIRECT COSTS (D)	SERVICES BY OTHERS (E)	DBE TOTAL (C+D+E)	TOTAL (C+D+E)	% OF GRAND TOTAL
Phase II (Design) Engineering								
Kick-Off Meeting	4	255.20	510.40				510.40	0.63%
Data Collection/Analysis	6	297.20	832.16		3,725.00		4,557.16	5.61%
Topographic Survey/Basemapping	72	3,812.00	10,673.60				10,673.60	13.14%
Initiate Utility Coordination	4	114.00	319.20				319.20	0.39%
Preliminary (75%) PS&E	172	7,330.40	20,525.12				20,525.12	25.26%
Drainage Evaluation	16	753.44	2,109.63				2,109.63	2.60%
QC/QA Plan Review	4	280.00	784.00				784.00	0.96%
IDOT and ComEd Permitting	20	686.40	1,921.92				1,921.92	2.37%
Final Bid Documents/Bid Assistance	40	1,372.80	3,843.84				3,843.84	4.73%
Design Engineering Subtotal	338						45,244.87	
Phase III (Construction) Engineering								
Preconstruction	16	688.80	1,928.64				1,928.64	2.37%
Public Coordination	16	688.80	1,928.64				1,928.64	2.37%
Construction Observation	300	9,423.00	26,384.40				26,384.40	32.47%
Contract Administration and Final Closeout	56	2,061.60	5,772.48				5,772.48	7.10%
Construction Engineering Subtotal	388						36,014.16	
TOTALS	726	27,763.64	77,534.03	0.00	3,725.00	0.00	81,259.03	100.00%

Average Hourly Project Rates

Route Berner Drive Phase II and III Engineering

Section _____
County Hanover Township Consultant Thomas Engineering Group

Date 12/31/20

Job No. _____
PTB/Item Berner Drive Phase II and III Engineering

Sheet 1 OF 3

Payroll Classification	Avg Hourly Rates	Total Project Rates			Phase II (Design) Engineering			Kick-Off Meeting			Data Collection/Analysis			Topographic Survey/Basemap			Initiate Utility Coordination		
		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	\$70.00	6	0.83%	0.58				2	50.00%	35.00									
Design PM	\$57.60	20	2.75%	1.59				2	50.00%	28.80	2	33.33%	19.20						
Construction PM	\$57.60	62	8.54%	4.92															
Chief Surveyor	\$57.50	56	7.71%	4.44										56	77.78%	44.72			
Technician	\$45.50	148	20.39%	9.28							4	66.67%	30.33	8	11.11%	5.06			
Resident Engineer	\$28.50	418	57.58%	16.41										8	11.11%	3.17	4	100.00%	28.50
Project Engineer	\$47.09	16	2.20%	1.04															
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TOTALS		726	100%	\$38.24	0	0%	\$0.00	4	100%	\$63.80	6	100%	\$49.53	72	100%	\$52.94	4	100%	\$28.50



Average Hourly Project Rates

Route	Berner Drive Phase II and III Engineering
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Section

County	Hanover Township
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Job No. _____

Consultant Thomas Engineering Group

Date 12/31/20

PTB/Item	Berner Drive Phase II and III Engineering
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Sheet 2 OF 3

Payroll Classification	Avg Hourly Rates	Preliminary (75%) PS&E			Drainage Evaluation			QC/QA Plan Review			IDOT and ComEd Permitting			Final Bid Documents/Bid Assis					
		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	\$70.00							4	100.00%	70.00									
Design PM	\$57.60	4	2.33%	1.34							4	20.00%	11.52	8	20.00%	11.52			
Construction PM	\$57.60																		
Chief Surveyor	\$57.50																		
Technician	\$45.50	136	79.07%	35.98															
Resident Engineer	\$28.50	32	18.60%	5.30							16	80.00%	22.80	32	80.00%	22.80			
Project Engineer	\$47.09				16	100.00%	47.09												
TOTALS		172	100%	\$42.62	16	100%	\$47.09	4	100%	\$70.00	20	100%	\$34.32	40	100%	\$34.32	0	0%	\$0.00



Average Hourly Project Rates

Route	Berner Drive Phase II and III Engineering
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Section

County	Hanover Township
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Consultant Thomas Engineering Group

Date 12/31/20

Job No. _____

Sheet 3 OF 3

PTB/Item	Berner Drive Phase II and III Engineering
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Payroll Classification	Avg Hourly Rates	Phase III (Construction) Eng			Preconstruction			Public Coordination			Construction Observation			Contract Administration and			Construction Engineering St		
		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	\$70.00																		
Design PM	\$57.60																		
Construction PM	\$57.60				8	50.00%	28.80	8	50.00%	28.80	30	10.00%	5.76	16	28.57%	16.46			
Chief Surveyor	\$57.50																		
Technician	\$45.50																		
Resident Engineer	\$28.50				8	50.00%	14.25	8	50.00%	14.25	270	90.00%	25.65	40	71.43%	20.36			
Project Engineer	\$47.09																		
TOTALS		0	0%	\$0.00	16	100%	\$43.05	16	100%	\$43.05	300	100%	\$31.41	56	100%	\$36.81	0	0%	\$0.00