

Council Meeting for November 15, 2021



CITY COUNCIL AGENDA

November 15, 2021

Final Agenda

7:00 P.M.

Note: All items presented are subject to final action.

PUBLIC FORUM

REPORTS OF TRAFFIC COMMISSION

- Ward 3** Recommending the referral to lower the speed limit on Crestview Drive to 25 mph be granted.
- Ward 7** Recommending the referral to install a mid-block crossing on 8th Street between Maine and Hampshire Streets be denied.
- Ward 7** Recommending approval of the referral to remove parking on the north side of York Street between 6th and 7th Streets be granted. The first “No Parking” zone will begin at the center of 6th Street and commence east a distance of one hundred thirty (130) feet. A second “No Parking” zone will begin two hundred seventy-five feet (275) east of the center of 6th Street and extend east a distance of seventy-five (75) feet.
- Ward 2** Recommending approval of the referral to implement a School Speed Zone for St. Francis School located at 1700 College Avenue. The School Speed Zone will begin at the alley on North 17th Street between Oak Street and College Avenue and extend north along 17th Street to Elm Street.

FIRE PENSION ACTUARIAL VALUATION TAX LEVY REPORT AS OF 5/1/2021

POLICE PENSION ACTUARIAL VALUATION TAX LEVY REPORT AS OF 5/1/2021

SALES TAX REPORT

August, 2021- \$974,725.26

HOME RULE SALES TAX REPORT

August, 2021- \$930,910.54

MAYORS APPOINTMENTS

Bruce Guthrie as the Quincy Area Chamber member serving on the Quincy Next Development Commission.

Emily Lombardi Director of Economic Development the District appointee to the Quincy Next Development Commission.

PROCLAMATION

November 15, 2021 through November 21, 2021
as “National Apprenticeship Week”

RESOLUTIONS

The resolution recommending approval of an agreement with Crawford, Murphy, and Tilly, Inc. to provide engineering and planning services for phase two construction engineering airport project for a total contract cost not to exceed \$565,450, tabled for one week by Ald. Rein.

Resolution authorizing the pension funding for the fiscal year beginning May 1, 2022 and ending April 30, 2023 for the Fire Pension at \$4,237,165 and for the Police Pension at \$3,798,349.

Truth in Taxation Resolution.

Central Services Director and the Central Services Committee recommending approval of the low quote from Cascade Engineering, Inc. of Grand Rapids, MI for the purchase of 300, 96 gallon roll-out trash carts in the amount of \$14,925.00.

Central Services Director and the Central Services Committee recommending the purchase of a 2022 F-450 4x4 dump truck with a V-box spreader from Knapheide Truck Equipment in the amount of \$82,435.

Resolution of Fix Or Flatten Program (1700 Kochs Lane; 525 S. 6th Street; 914 Cherry Street; 410 College Avenue; 414 Elm Street; 630 N. 5th Street; 606 N. 6th Street).

ORDINANCES

Adoption of an Ordinance entitled:

- Ward 1** An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (No Stopping or Standing on the south side of Locust Street between 4th and 5th Streets).
- Ward 4** An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (No Stopping or Standing zone on Maine Street from Emery Drive east to 30th Street).
- Ward 7** An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (Remove parking on the east side of South 6th Street between Kentucky and State Streets).
- Ward 2** An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (Remove parking on the west and east sides of North 7th Street between Broadway and Spring Street).
- Ward 2** An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (Right Turn Only. All southbound traffic on North 7th Street between Broadway and Spring Street).

Second presentation of an Ordinance entitled:

An Ordinance To Add Territory To The Quincy Adams Brown County Enterprise Zone And Amend The Quincy Adams Brown County Enterprise Zone Intergovernmental Agreement.

An Ordinance Adopting Ward Map And Amending Title I (General Provisions) Of Chapter 11 (Wards And Boundaries) Of The Municipal Code Of The City Of Quincy.

- Ward 4** An Ordinance Granting A Special Use Permit For A Planned Development (to operate a dance studio and a language school at 2435 Maine Street).

First presentation of an Ordinance entitled:

An Ordinance Amending Chapter 111 (Alcoholic Liquor Dealers) And Chapter 112 (Amusements).

An Ordinance Amending Title VII (Traffic Code), Chapter 73 (Condition Of Vehicles) Of The Municipal Code Of The City Of Quincy.

REPORT OF FINANCE



CITY OF QUINCY
TRAFFIC COMMISSION

November 15, 2021

Honorable Mayor Mike Troup
City Council
City of Quincy
730 Maine Street
Quincy, Illinois 62301

Dear Mayor and City Council Members,

The Traffic Commission recommends that the referral to lower the speed limit on Crestview Drive to 25 mph be granted.

Respectfully Submitted,

Rob Copley, Chairman
Traffic Commission



CITY OF QUINCY
TRAFFIC COMMISSION

November 15, 2021

Honorable Mayor Mike Troup
City Council
City of Quincy
730 Maine Street
Quincy, Illinois 62301

Dear Mayor and City Council Members,

The Traffic Commission recommends that the referral to install a mid-block crossing on 8th Street between Maine and Hampshire Streets be denied.

Respectfully Submitted,

Rob Copley, Chairman
Traffic Commission



CITY OF QUINCY
TRAFFIC COMMISSION

November 15, 2021

Honorable Mayor Mike Troup
City Council
City of Quincy
730 Maine Street
Quincy, Illinois 62301

Dear Mayor and City Council Members,

The Traffic Commission recommends that the referral to remove parking on the north side of York Street between 6th and 7th Streets be granted. The first “No Parking” zone will begin at the center of 6th Street and commence east a distance of one hundred thirty (130) feet. A second “No Parking” zone will begin two hundred seventy-five feet east of the center of 6th Street and extend east a distance of seventy-five (75) feet.

Respectfully Submitted,

Rob Copley, Chairman
Traffic Commission



CITY OF QUINCY
TRAFFIC COMMISSION

November 15, 2021

Honorable Mayor Mike Troup
City Council
City of Quincy
730 Maine Street
Quincy, Illinois 62301

Dear Mayor and City Council Members,

The Traffic Commission recommends the implementation of a School Speed Zone for St. Francis School located at 1700 College Avenue. The School Speed Zone will begin at the alley on North 17th Street between Oak Street and College Avenue and extend north along 17th Street to Elm Street.

Respectfully Submitted,

Rob Copley, Chairman
Traffic Commission

Actuarial Funding Report



QUINCY FIREFIGHTERS'
PENSION FUND

Actuarial Valuation
as of May 1, 2021

For the Contribution Year May 1, 2021 to April 30, 2022

LAUTERBACH & AMEN, LLP

Actuarial Valuation – Funding Recommendation



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

QUINCY FIREFIGHTERS' PENSION FUND

Contribution Year Ending: April 30, 2022

Actuarial Valuation Date: May 1, 2021

Utilizing Data as of April 30, 2021

Submitted by:

Lauterbach & Amen, LLP
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Naperville, IL 60563
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Contact:

Todd A. Schroeder
Director
November 10, 2021

LAUTERBACH & AMEN, LLP



TABLE OF CONTENTS

| | |
|---|----|
| ACTUARIAL CERTIFICATION | 1 |
| MANAGEMENT SUMMARY | 3 |
| Recommended Contribution | 4 |
| Funded Status | 4 |
| Management Summary – Comments and Analysis | 5 |
| Actuarial Recommended Contribution – Reconciliation | 11 |
| VALUATION OF FUND ASSETS..... | 12 |
| Market Value of Assets..... | 13 |
| Market Value of Assets (Gain)/Loss..... | 14 |
| Development of the Actuarial Value of Assets..... | 15 |
| Actuarial Value of Assets (Gain)/Loss | 15 |
| Historical Asset Performance | 16 |
| RECOMMENDED CONTRIBUTION DETAIL..... | 18 |
| Actuarial Accrued Liability | 19 |
| Funded Status | 19 |
| Development of the Employer Normal Cost..... | 20 |
| Normal Cost as a Percentage of Expected Payroll..... | 20 |
| Recommended Contribution Breakdown..... | 20 |
| Schedule of Amortization – Unfunded Actuarial Accrued Liability | 21 |
| Actuarial Methods – Recommended Contribution | 22 |
| ILLINOIS STATUTORY MINIMUM CONTRIBUTION..... | 23 |
| Statutory Minimum Contribution | 24 |
| Funded Status – Statutory Minimum | 24 |
| Actuarial Methods – Illinois Statutory Minimum Contribution..... | 26 |
| ACTUARIAL VALUATION DATA..... | 27 |
| Active Members..... | 28 |
| Inactive Members | 28 |
| Summary Of Monthly Benefit Payments..... | 28 |
| ACTUARIAL FUNDING POLICIES | 29 |
| Actuarial Cost Method..... | 30 |
| Financing Unfunded Actuarial Accrued Liability..... | 30 |
| Actuarial Value of Assets | 32 |
| ACTUARIAL ASSUMPTIONS..... | 33 |
| Nature of Actuarial Calculations | 34 |
| Actuarial Assumptions in the Valuation Process | 34 |
| Assessment of Risk Exposures | 35 |
| Limitations of Risk Analysis | 35 |
| Assessment and Use of Actuarial Models..... | 36 |
| Actuarial Assumptions Utilized..... | 37 |



TABLE OF CONTENTS

| | |
|---|----|
| SUMMARY OF PRINCIPAL PLAN PROVISIONS | 40 |
| Establishment of the Fund | 41 |
| Administration | 41 |
| Member Contributions..... | 41 |
| Regular Retirement Pension Benefit..... | 41 |
| Regular Retirement Pension Benefit - Continued..... | 42 |
| Early Retirement Pension Benefit..... | 42 |
| Surviving Spouse Benefit | 43 |
| Termination Benefit – Vested..... | 44 |
| Disability Benefit..... | 45 |
| GLOSSARY OF TERMS | 46 |
| Glossary of Terms..... | 47 |



ACTUARIAL CERTIFICATION

This report documents the results of the Actuarial Valuation for the Quincy Firefighters' Pension Fund. The information was prepared for use by the Quincy Firefighters' Pension Fund and the City of Quincy, Illinois for determining the Recommended Contribution, under the selected Funding Policy and Statutory Minimum guidelines, for the Contribution Year May 1, 2021 to April 30, 2022. It is not intended or suitable for other purposes. Determinations for purposes other than the Employer's Actuarial Recommended Contribution may be significantly different from the results herein.

The results in this report are based on the census data and financial information submitted by the City of Quincy, Illinois, and may include results from the prior Actuary. We did not prepare the Actuarial Valuations for the years prior to May 1, 2019. Those valuations were prepared by the prior Actuary whose reports have been furnished to us, and our disclosures are based on those reports. An audit of the prior Actuary's results was not performed, but high-level reviews were completed for general reasonableness, as appropriate, based on the purpose of this valuation. The accuracy of the results is dependent on the precision and completeness of the underlying information.

In addition, the results of the Actuarial Valuation involve certain risks and uncertainty as they are based on future assumptions, market conditions, and events that may never materialize as assumed. For this reason, certain assumptions and future results may be materially different than those presented in this report. See the *Management Summary* section of this report for a more detailed discussion of the Defined Benefit Plan Risks, as well as the limitations of this Actuarial Valuation on assessing those risks. We are not aware of any known events subsequent to the Actuarial Valuation Date, which are not reflected in this report but should be valued, that may materially impact the results.

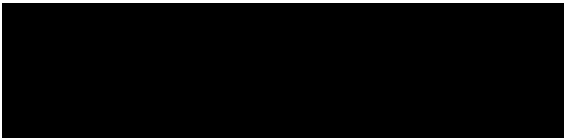
The valuation results summarized in this report involve actuarial calculations that require assumptions about future events. The City of Quincy, Illinois selected certain assumptions, while others were the result of guidance and/or judgment from the Plan's Actuary or Advisors. We believe that the assumptions used in this valuation are reasonable and appropriate for the purposes for which they have been used. The selected assumptions represent our best estimate of the anticipated long-term experience of the Plan, and meet the guidelines set forth in the Actuarial Standards of Practice.



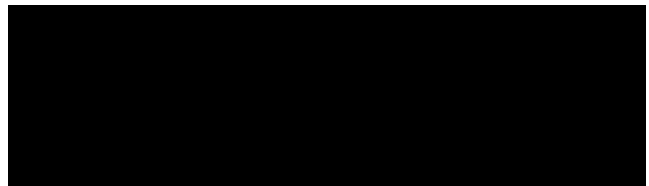


To the best of our knowledge, all calculations are in accordance with the applicable funding requirements, and the procedures followed and presentation of results conform to generally accepted actuarial principles and practices as prescribed by the Actuarial Standards Board. The undersigned consultants of Lauterbach & Amen, LLP, with actuarial credentials, meet the Qualification Standards of the American Academy of Actuaries to render this Actuarial Certification. There is no relationship between the City of Quincy, Illinois and Lauterbach & Amen, LLP that impairs our objectivity.

Respectfully Submitted,
LAUTERBACH & AMEN, LLP



Todd A. Schroeder, ASA, FCA, EA, MAAA



Robert L. Rietz, Jr., FCA, EA, MAAA





MANAGEMENT SUMMARY

Recommended Contribution

Funded Status

Management Summary – Comments and Analysis

Actuarial Recommended Contribution – Reconciliation

MANAGEMENT SUMMARY

RECOMMENDED CONTRIBUTION

| | Prior Valuation | Current Valuation |
|--|--------------------|----------------------|
| Recommended Contribution | \$4,822,000 | \$4,973,845 |
| Expected Payroll | \$4,468,220 | \$4,471,827 |
| Recommended Contribution as a Percent of Expected Payroll | 107.92% | 111.23% |

*The Recommended
Contribution has
Increased by
\$151,845 from the
Prior Valuation.*

FUNDED STATUS

| | Prior Valuation | Current Valuation |
|---|--------------------|----------------------|
| Normal Cost | \$1,298,836 | \$1,315,414 |
| Market Value of Assets | \$34,554,361 | \$44,464,194 |
| Actuarial Value of Assets | \$35,515,960 | \$40,017,775 |
| Actuarial Accrued Liability | \$88,764,558 | \$92,886,247 |
| Unfunded Actuarial Accrued Liability/(Surplus) | \$53,248,598 | \$52,868,472 |
| <u>Percent Funded</u> | | |
| Actuarial Value of Assets | 40.01% | 43.08% |
| Market Value of Assets | 38.93% | 47.87% |

*The Percent
Funded has
Increased by 3.07%
on an Actuarial
Value of Assets
Basis.*



MANAGEMENT SUMMARY

MANAGEMENT SUMMARY – COMMENTS AND ANALYSIS

Contribution Results

The Recommended Contribution is based on the selected Funding Policy and methods that are outlined in the *Actuarial Funding Policies* section of this report.

The Illinois State Statutes for Pension Funds contain parameters that are used to determine the Statutory Minimum Contribution to a public Pension Fund. Those parameters and the resulting Statutory Minimum Contribution are found in the *Illinois Statutory Minimum Contribution* section of this report.

“Contribution Risk” is defined by the Actuarial Standards of Practice as the potential for actual future contributions to deviate from expected future contributions. For example, when actual contributions are not made in accordance to the Plan’s Funding Policy, or when future experience deviates materially from assumed. While it is essential for the Actuary and Plan Sponsor to collaborate on implementing a sound and financially feasible Funding Policy, it is important to note that the Actuary is not required, and is not in the position to, evaluate the ability or willingness of the Plan Sponsor to make the Recommended Contribution under the selected Funding Policy.

As a result, while Contribution Risk may be a significant source of risk for the Plan, this Actuarial Valuation makes no attempt to assess the impact of future contributions falling short of those recommended under the selected Funding Policy. Notwithstanding the above, see the *Actuarial Recommended Contribution – Reconciliation* section of this report for the impact on the current Recommended Contribution of any contribution shortfalls or excesses from the prior year.

Defined Benefit Plan Risks

Asset Growth:

Pension funding involves preparing Fund assets to pay for benefits when Members retire. During their working careers, assets grow with contributions and investment earnings; and then, the Pension Fund distributes assets in retirement. Based on the Plan’s current mix of Members and Funded Status, the Plan should experience positive asset growth, on average, if the Recommended Contributions are made and expected investment earnings come in. In the current year, the Fund asset growth was positive by approximately \$9,900,000.

Asset growth is important in the long-term. Long-term cash flow out of the Pension Fund is primarily benefit payments, and expenses are a smaller portion. The Plan should monitor the impact of expected benefit payments on future asset growth. We assess and project all future benefit payments as part of the determination of liability. The assessment is made on all current Members of the Fund, both active and inactive. For active Members, the assessment includes the probability that Members terminate or retire and begin receiving benefits. In the next 5 years, benefit payments are anticipated to increase 25-30%, or approximately \$1,100,000. In the next 10 years, the expected increase in benefit payments is 55-60%, or approximately \$2,300,000. The estimated increase in benefit payments is being compared against the benefits paid to inactive Members during the fiscal year, excluding any refunds of Member Contributions.



MANAGEMENT SUMMARY

Furthermore, plans with a large number of inactive Members have an increased “Longevity Risk”. Longevity Risk is the possibility that inactive Members may live longer than projected by the Plan’s mortality assumption. As shown in the previous paragraph, benefit payments are expected to increase over the next 5-year and 10-year horizons. The projected increases assume that current inactive Members pass away according to the Plan’s mortality assumption. To the extent that current inactive Members live longer than expected, the future 5-year and 10-year benefit projections may be larger than the amounts disclosed in the previous paragraph. Higher levels of benefit payments, payable for a longer period of time, may cause a significant strain to the Plan’s cash flow, future Recommended Contributions, and may lead to Plan insolvency.

Unfunded Liability:

Unfunded Liability represents the financial shortfall of the Actuarial Value of Assets compared to the Actuarial Accrued Liability. To the extent that Unfunded Liability exists, the Plan is losing potential investment earnings due to the financial shortfall. Contributions towards Unfunded Liability pay for the lost investment earnings, as well as the outstanding unfunded amount. If payments towards Unfunded Liability are not made, the Unfunded Liability will grow.

In the early 1990s, many Pension Funds in Illinois adopted an increasing payment towards Unfunded Liability due to a change in legislation. The initial payment decreased, and future payments are anticipated to increase annually after that. In many situations, payments early on were less than the interest on Unfunded Liability, which means that Unfunded Liability increased even though contributions were made at the recommended level.

The current Recommended Contribution includes a payment towards Unfunded Liability that is approximately \$580,000 greater than the interest on Unfunded Liability. All else being equal, and contributions being made, Unfunded Liability is expected to decrease. The Employer and Fund should anticipate that improvement in the current Percent Funded will be mitigated in the short-term. The Employer and Fund should understand this impact as we progress forward to manage expectations.

Actuarial Value of Assets:

The Pension Fund smooths asset returns that vary from expectations over a 5-year period. The intention is that asset returns for purposes of funding recommendations are a combination of several years. The impact is intended to smooth out the volatility of Recommended Contributions over time, but not necessarily increase or decrease the level of contributions over the long-term.

When asset returns are smoothed, there are always gains or losses on the Market Value of Assets that are going to be deferred for current funding purposes, and recognized in future years. Currently, the Pension Fund is deferring approximately \$4,400,000 in gains on the Market Value of Assets. These are asset gains that will be recognized in upcoming periods, independent of the future performance of the Market Value of Assets.

In the current valuation, we have recognized approximately \$79,000 in additional asset gains from the past five years in order to keep the Actuarial Value of Assets within 10% of the Market Value of Assets. See the *Development of the Actuarial Value of Assets* section of this report for more details.



MANAGEMENT SUMMARY

Cash Flow Risk:

Assets, liabilities, and Funded Status are good metrics to monitor over time to assess the progress of the Funding Policy. However, these metrics may provide limited forward-looking insights. Specifically, the maturity of a Pension Fund can pose certain risks that often cannot be assessed with a point-in-time metric such as Percent Funded.

For example, two different Pension Funds could have the same Percent Funded, but have completely different risk profiles. One Fund might mostly cover active Members with little to no Members in pay status, whereas a second Fund might mostly cover inactive Members with a significant level of annual benefit payments. The latter Fund has a greater “Cash Flow Risk”, i.e. a more significant chance that negative cash flows could lead to a deteriorating, rather than improving, Percent Funded over time.

It is important to note that, in general, positive net cash flows are good, but also need to be sufficient to cover the growth in the liabilities (i.e. the Normal Cost as well as interest on the Actuarial Accrued Liability). Typically, when cash flows are assumed to be insufficient to cover the growth in liabilities, the Percent Funded will decline, while future Recommended Contributions will increase.

For this Plan, the Market Value of Assets is less than the Actuarial Accrued Liability for inactive Members. The Fund assets and anticipated investment earnings are not sufficient to cover the benefits payable to the current inactive Members. In addition, there is currently no money set aside for active Member liability. There are two consequences. First, we are limiting the impact of investment earnings on accruing money for the active Members due to utilizing those dollars to pay for the current inactive Members. Second, there is Cash Flow Risk that exists in that a higher portion of the assets is needed to keep up with cash flow out for benefit payments, and a higher relative investment return is required to keep cash flow positive in any given year.

Benefit Payment Risk:

Ideally, plans in a sound financial position will have the ratio of annual benefits payments to the Market Value of Assets to be less than the Expected Rate of Return on Investments assumption (i.e. 6.50%). Theoretically, in this case it can be considered that investment returns will fully cover the annual benefit payments, and therefore, all Employer and Member Contributions made to the Fund will be used to pay for future benefit accruals and pay down the existing Unfunded Liability. To the extent that the ratio of the annual benefit payments to the Market Value of Assets increases to above the Expected Rate of Return on Investments assumption, the Plan may experience some additional risks, such as the need to keep assets in more liquid investments, inability to pay down Unfunded Liability, and may lead to Plan insolvency.

As of the Valuation Date, the Quincy Firefighters’ Pension Fund has a ratio of benefit payments to the Market Value of Assets of 9.53%. In this case, a portion of the Employer Contributions are being used to pay the annual benefit payments creating Benefit Payment Risk and Cash Flow Risk. The Percent Funded of the Plan may not grow as quickly as expected under the current Funding Policy, since the amortization payment towards the Unfunded Liability is not being fully realized. As shown in the *Asset Growth* section of this report, the 5-year and 10-year horizons of future benefit payments are expected to increase. The Plan Sponsor should monitor the percentage of annual benefit payments to the Market Value of Assets and consider changing the Funding Policy if this ratio continues to increase.



MANAGEMENT SUMMARY

Fund Assets

The results in this report are based on the assets held in the Pension Fund. Assets consist of funds held for investment and for benefit payments as of the Actuarial Valuation Date. In addition, assets may be adjusted for other events representing dollars that are reasonably expected to be paid out from the Pension Fund or deposited into the Pension Fund after the Actuarial Valuation Date as well.

The current Fund assets are audited.

The Actuarial Value of Assets under the Funding Policy is equal to the Market Value of Assets, with unexpected gains and losses smoothed over 5 years. More detail on the Actuarial Value of Assets can be found in the *Actuarial Funding Policies* section of this report.

*The Fund
Assets Used in
this Report
are Audited.*

Demographic Data

Demographic factors can change from year to year within the Pension Fund. Changes in this category include hiring new Members, Members retiring or becoming disabled, inactive Members passing away, and other changes. Demographic changes can cause an actuarial gain (contribution that is less than expected compared to the prior year) or an actuarial loss (contribution that is greater than expected compared to the prior year).

Demographic gains and losses occur when the assumptions over the one-year period for Member changes do not meet our long-term expectation. For example, if no Members become disabled during the year, we would expect a liability gain. If more Members become disabled than anticipated during the year, we would expect a liability loss. Generally, we expect short-term fluctuations in demographic experience to create gains or losses of 1%-3% of the Actuarial Accrued Liability in any given year, but to balance out in the long-term.

“Demographic Risk” occurs when Plan demographic experience differs significantly from expected. Similar to Longevity Risk discussed previously, additional risk is created when demographic experience differs from the assumed rates of disability, retirement, or termination. Under the chosen assumptions, actuarial gains and/or losses will always occur, as the assumptions will never be exactly realized. However, the magnitude of the gain and/or loss and its influence on the Recommended Contribution largely depends on the size of the Plan.

Based on the number of active Members in the Plan, the Recommended Contribution has a low risk of having a significant increase due to demographic experience. For example, 1 new disabled Member would typically generate a substantial increase to the Actuarial Accrued Liability. However, due to the size of the Plan, there is an appropriate means to absorb demographic losses without causing a significant increase to the Recommended Contribution.



MANAGEMENT SUMMARY

In the current report, the key demographic changes were as follows:

Retirement: There was 1 Member of the Fund who retired during the year. When a Member retires, the Normal Cost will decrease. Any change in the Actuarial Accrued Liability will be considered when determining the amount to pay towards Unfunded Liability each year. The decrease in the Recommended Contribution in the current year due to the retirement experience is approximately \$3,000.

Termination: There was 1 Member of the Fund who terminated employment during the year. The Fund may be obligated to pay a benefit or a refund of Employee Contributions to the Member in the future. The increase in the Recommended Contribution in the current year due to the termination experience is approximately \$7,000.

Mortality: There were 2 retirees who passed away during the year, 1 of whom had an eligible surviving spouse. Also, there was 1 surviving spouse who passed away during the year. When a retiree passes away, the Fund liability will decrease as the Pension Fund no longer will make future payments to the retiree. If there is an eligible surviving spouse, the Fund liability will increase to represent the value of the expected payments that will be made to the spouse. When a surviving spouse passes away, the Fund liability will decrease as the Pension Fund no longer will make future payments to the surviving spouse.

As inactive Members age and continue to collect benefits, the Fund liability will also increase. In the current year, there were 83 inactive Members who maintained their benefit collection status throughout the year. The net decrease in the Recommended Contribution in the current year due to the mortality experience is approximately \$27,000.

Salary Increases: Salary increases were less than anticipated in the current year. This caused a decrease in the Recommended Contribution in the current year of approximately \$44,000.

Assumption Changes

In the current valuation, we have reviewed the individual pay increases assumption to reflect the Collective Bargaining Agreement between the City of Quincy, Illinois and the Quincy Firefighters Local 63, International Association of Fire Fighters for the period May 1, 2020 through April 30, 2021. The year over year step increases dictated by the wage schedule did change from the prior Collective Bargaining Agreement; therefore, we have updated the individual pay increases assumption.

The above stated assumption changes were made to better reflect the future anticipated experience of the Fund. See the *Actuarial Recommended Contribution – Reconciliation* section of this report for the impact of these changes on the current valuation.

Funding Policy Changes

The Funding Policy was not changed from the prior valuation.



MANAGEMENT SUMMARY

Other Considerations

After careful consideration, we have elected to transition our client reporting to a new valuation platform. Our new platform, ProVal, is an industry standard tool that encompasses a multitude of actuarial best practices. The driving reason behind our decision to transition to this platform is that it will give us the opportunity to provide additional capabilities to our clients in the near future, including stochastic prediction modeling and sensitivity capabilities. Because this software has slightly different parameters in the underlying coding, there may be a minor variation in actuarial calculations. These variations are well within the acceptable ranges developed for actuarial standards. For example, a Pension Fund that is 100% funded in one software, may actually show as 98%-102% funded across different software platforms. This is routine in nature and is a regular part of running estimates and projections. As we strive for “best estimates” in the actuarial funding process, the best due diligence continues to be the process of setting and reviewing assumptions in the actuarial profession. Our commitment to reviewing new information regularly continues to be at the forefront of our reporting.



MANAGEMENT SUMMARY

ACTUARIAL RECOMMENDED CONTRIBUTION – RECONCILIATION

Actuarial Accrued Liability is expected to increase each year for both interest for the year and as active Members earn additional service years towards retirement. Similarly, Actuarial Accrued Liability is expected to decrease when the Fund pays benefits to inactive Members.

Contributions are expected to increase as expected pay increases under the Funding Policy for the Fund.

| | <u>Actuarial Liability</u> | <u>Recommended Contribution</u> |
|------------------------------------|--------------------------------|-------------------------------------|
| Prior Valuation | \$ 88,764,558 | \$ 4,822,000 |
| Expected Changes | <u>2,747,281</u> | <u>156,714</u> |
| Initial Expected Current Valuation | <u>\$ 91,511,839</u> | <u>\$ 4,978,714</u> |

Other increases or decreases in Actuarial Accrued Liability (key changes noted below) will increase or decrease the amount of Unfunded Liability in the Plan. To the extent that Unfunded Liability increases or decreases unexpectedly, the contribution towards Unfunded Liability will also change unexpectedly.

| | <u>Actuarial Liability</u> | <u>Recommended Contribution</u> |
|-------------------------------------|--------------------------------|-------------------------------------|
| Salary Increases Less than Expected | \$ (114,456) | \$ (44,498) |
| Actuarial Experience | 1,135,870 | 73,425 |
| Assumption Changes | 352,994 | 64,772 |
| Asset Return Greater than Expected* | - | (119,949) |
| Contributions Less than Expected | <u>-</u> | <u>21,381</u> |
| Total Increase/(Decrease) | <u>\$ 1,374,408</u> | <u>\$ (4,869)</u> |
| Current Valuation | <u>\$ 92,886,247</u> | <u>\$ 4,973,845</u> |

*Impact on the Recommended Contribution due to asset return is on an Actuarial Value of Assets basis.

In the current valuation, we have updated the Actuarial Valuation software used to determine Actuarial Liability. The Actuarial Experience can be attributable to several factors including Actuarial Valuation software changes, demographic changes, and benefit payment experience compared to expectation.

Key demographic changes were discussed in the *Demographic Data* section of this report.





VALUATION OF FUND ASSETS

Market Value of Assets
Market Value of Assets (Gain)/Loss
Development of the Actuarial Value of Assets
Actuarial Value of Assets (Gain)/Loss
Historical Asset Performance

VALUATION OF FUND ASSETS

MARKET VALUE OF ASSETS

Statement of Assets

| | Prior Valuation | Current Valuation |
|--------------------------------------|----------------------|----------------------|
| Money Market | \$ 417,829 | \$ 1,678,827 |
| Fixed Income | 13,508,831 | - |
| State and Local Obligations | - | 3,101,482 |
| US Government and Agency Obligations | - | 10,193,395 |
| Stock Equities | 17,586,492 | 26,094,598 |
| Mutual Funds | 2,986,140 | 3,347,557 |
| Receivables (Net of Payables) | 55,069 | 48,335 |
| Total Market Value of Assets | <u>\$ 34,554,361</u> | <u>\$ 44,464,194</u> |

The Total Market Value of Assets has Increased by Approximately \$9,910,000 from the Prior Valuation.

Statement of Changes in Assets

| | |
|--|----------------------|
| Total Market Value of Assets - Prior Valuation | \$ 34,554,361 |
| Plus - Employer Contributions | 4,529,099 |
| Plus - Member Contributions | 434,084 |
| Plus - Return on Investments | 9,214,663 |
| Less - Benefit Payments and Refunds | (4,236,705) |
| Less - Other Expenses | <u>(31,308)</u> |
| Total Market Value of Assets - Current Valuation | <u>\$ 44,464,194</u> |

The Rate of Return on Investments on a Market Value of Assets Basis for the Fund was Approximately 26.30% Net of Administrative Expense.

The Rate of Return on Investments shown above has been determined as the Return on Investments from the Statement of Changes in Assets, as a percent of the average of the prior and current Market Value of Assets. The Rate of Return on Investments is net of Other Expenses, and has been excluded from the Total Market Value of Assets at the end of the Fiscal Year for this calculation.



VALUATION OF FUND ASSETS

MARKET VALUE OF ASSETS (GAIN)/LOSS

Current Year (Gain)/Loss on Market Value of Assets

| | |
|---|------------------------------|
| Total Market Value of Assets - Prior Valuation | \$ 34,554,361 |
| Employer and Member Contributions | 4,963,183 |
| Benefit Payments and Refunds | (4,236,705) |
| Expected Return on Investments | <u>2,269,643</u> |
| Expected Total Market Value of Assets - Current Valuation | \$ 37,550,482 |
| Actual Total Market Value of Assets - Current Valuation | <u>44,464,194</u> |
| Current Market Value of Assets (Gain)/Loss | <u><u>\$ (6,913,712)</u></u> |
| | |
| Expected Return on Investments | \$ 2,269,643 |
| Actual Return on Investments (Net of Expenses) | <u>9,183,355</u> |
| Current Market Value of Assets (Gain)/Loss | <u><u>\$ (6,913,712)</u></u> |

*The Actual Return
on Investments on a
Market Value of
Assets Basis was
Greater than
Expected for the
Current Year.*

The (Gain)/Loss on the current Market Value of Assets has been determined based on the Expected Rate of Return on Investments as shown in the *Actuarial Assumptions* section of this report.



VALUATION OF FUND ASSETS

DEVELOPMENT OF THE ACTUARIAL VALUE OF ASSETS

| | | |
|---|----------------|---------------|
| Total Market Value of Assets - Current Valuation | | \$ 44,464,194 |
| Adjustment for Prior (Gains)/Losses | | |
| | Full Amount | Deferral |
| FYE 2021 | \$ (6,913,712) | (5,530,970) |
| FYE 2020 | 2,225,543 | 1,335,326 |
| FYE 2019 | (246,731) | (98,692) |
| FYE 2018 | (1,157,601) | (231,520) |
| Total Deferred (Gain)/Loss | | (4,525,856) |
| Initial Actuarial Value of Assets - Current Valuation | | \$ 39,938,338 |
| Less Contributions for the Current Year and Interest | | - |
| Adjustment for the Corridor | | 79,437 |
| Total Actuarial Value of Assets - Current Valuation | | \$ 40,017,775 |

The Actuarial Value of Assets is Equal to the Market Value of Assets with Unanticipated (Gains)/Losses Recognized Over 5 Years. The Actuarial Value of Assets is 90.00% of the Market Value of Assets.

In the current valuation, we have recognized approximately \$79,000 in additional asset gains from the past five years in order to keep the Actuarial Value of Assets within 10% of the Market Value of Assets.

ACTUARIAL VALUE OF ASSETS (GAIN)/LOSS

| | | |
|---|--|---------------|
| Total Actuarial Value of Assets - Prior Valuation | | \$ 35,515,960 |
| Plus - Employer Contributions | | 4,529,099 |
| Plus - Member Contributions | | 434,084 |
| Plus - Return on Investments | | 3,806,645 |
| Less - Benefit Payments and Refund | | (4,236,705) |
| Less - Other Expenses | | (31,308) |
| Total Actuarial Value of Assets - Current Valuation | | \$ 40,017,775 |

The Rate of Return on Investments on an Actuarial Value of Assets Basis for the Fund was Approximately 10.52% Net of Administrative Expense.

The Actuarial Value of Assets incorporates portions of gains and losses over multiple years.



VALUATION OF FUND ASSETS

HISTORICAL ASSET PERFORMANCE

The chart below shows the historical Rates of Return on Investments for both Market Value of Assets and Actuarial Value of Assets.

| | <u>Market Value of Assets</u> | <u>Actuarial Value of Assets</u> |
|----------|-----------------------------------|--------------------------------------|
| FYE 2021 | 26.30% | 10.52% |
| FYE 2020 | 0.06% | 5.80% |
| FYE 2019 | 7.26% | 7.08% |

The historical Rates of Return on Investments shown above were calculated based on the annual Return on Investments, as a percentage of the average value of the assets for the year.

For purposes of determining the average value of assets for the year, the ending Market Value of Assets has been adjusted to net out to the portion related to the Return on Investments themselves. All other cash flows are included.

For purposes of determining the annual Return on Investments we have adjusted the figures shown on the preceding pages. The figures shown on the preceding pages are net of Investment Expenses. We have made an additional adjustment to net out Administrative Expenses. Netting out Administrative Expenses allows us to capture returns for the year that can be used to make benefit payments as part of the ongoing actuarial process.

The adjustments we made are for actuarial reporting purposes only. By netting out Administrative Expenses and capturing Return on Investments that are available to pay benefits, it provides us a comparison to the Expected Rate of Return on Investments, but does not provide a figure that would be consistent with the rates of return that are determined by other parties. Therefore, this calculated Return on Investments should not be used to analyze investment performance of the Fund or the performance of the investment professionals.



VALUATION OF FUND ASSETS

Expected Rate of Return on Investments Assumption

The Expected Rate of Return on Investments for this valuation is 6.50%. Lauterbach & Amen, LLP does not provide investment advice. We look at a variety of factors when reviewing the Expected Rate of Return on Investments assumption selected by the Board. These factors include: historical Rates of Return on Investments, capital market projections performed by the Fund's investment advisors, the Fund's investment policy, capital market forward-looking benchmark expected returns by independent investment companies, rates used by comparable pension systems, and other factors identified in the Actuarial Standards of Practice.

Generally speaking, the ideal assumption for Expected Rate of Return on Investments is one that has a 50% chance of being met over the long-term. If actual returns going forward come in less than expected, the pension system risks deferring contributions to the future that should be made today, and creating additional contribution volatility. Reducing the Expected Rate of Return on Investments by 25 basis points produces a Recommended Contribution that is 6.77% higher than currently shown.

"Investment Risk" is the potential that actual Return on Investments will be different from what is expected. The selected Expected Rate of Return on Investments assumption is chosen to be a long-term assumption, producing a return that, on average, would produce a stable rate of return over a long-term horizon. Actual asset returns in the short-term may deviate from this long-term assumption due to current market conditions. Furthermore, establishing the Expected Rate of Return on Investments assumption may be dependent on the Illinois State Statutes pertaining to the limitations on types of investments Plan Sponsors may use. If the actual annual rates of return are less than the Expected Rate of Return on Investments, actuarial losses will be produced, thus increasing the Plan's Unfunded Liability and, subsequently, future Recommended Contributions.

"Asset/Liability Mismatch" risk is a similar concept as Investment Risk, as it relates to setting the Expected Rate of Return on Investments assumption compared to the actual Return on Investments achieved. The Interest Rate used to discount future Plan liabilities is set equal to the Expected Rate of Return on Investments. It is expected that the selected Interest Rate be a rate that is reasonably expected to be achieved over the long-term. To the extent that the selected Interest Rate to value Plan liabilities is unreasonable, or significantly different than the actual Return on Investments earned over an extended period of time, additional Interest Rate risk is created. For example, determining Plan liabilities at an Interest Rate higher than what is expected to be achieved through investment returns results in Unfunded Liability that is not a true representation of the Plan's condition and Percent Funded. As a result, the Actuarial Accrued Liability determined is an amount smaller than the liability that would be produced with an Interest Rate more indicative of future Expected Rate of Return on Investments. Therefore, the Recommended Contributions under the established Funding Policy may not be sufficient to appropriately meet the true pension obligations.





RECOMMENDED CONTRIBUTION DETAIL

Actuarial Accrued Liability
Funded Status
Development of the Employer Normal Cost
Normal Cost as a Percentage of Expected Payroll
Recommended Contribution Breakdown
Schedule of Amortization – Unfunded Actuarial Accrued Liability
Actuarial Methods – Recommended Contribution

RECOMMENDED CONTRIBUTION DETAIL

ACTUARIAL ACCRUED LIABILITY

| | Prior Valuation | Current Valuation |
|-----------------------------------|----------------------|----------------------|
| Active Members | \$ 28,163,603 | \$ 27,632,748 |
| Inactive Members | | |
| Terminated Members* | 80,212 | 1,214,802 |
| Retired Members | 46,817,287 | 50,269,468 |
| Disabled Members | 10,493,114 | 10,511,219 |
| Other Beneficiaries | 3,210,342 | 3,258,010 |
| Total Inactive Members | <u>60,600,955</u> | <u>65,253,499</u> |
| Total Actuarial Accrued Liability | <u>\$ 88,764,558</u> | <u>\$ 92,886,247</u> |

*The Total Actuarial
Accrued Liability
has Increased by
Approximately
\$4,122,000 from the
Prior Valuation.*

*Terminated Members Actuarial Accrued Liability for the current valuation includes non-vested terminated Members entitled to a refund of Employee Contributions that was not included in the prior valuation.

FUNDED STATUS

| | Prior Valuation | Current Valuation |
|--------------------------------------|----------------------|----------------------|
| Total Actuarial Accrued Liability | \$ 88,764,558 | \$ 92,886,247 |
| Total Actuarial Value of Assets | <u>35,515,960</u> | <u>40,017,775</u> |
| Unfunded Actuarial Accrued Liability | <u>\$ 53,248,598</u> | <u>\$ 52,868,472</u> |
| Total Market Value of Assets | <u>\$ 34,554,361</u> | <u>\$ 44,464,194</u> |
| <u>Percent Funded</u> | | |
| Actuarial Value of Assets | <u>40.01%</u> | <u>43.08%</u> |
| Market Value of Assets | <u>38.93%</u> | <u>47.87%</u> |

*The Percent Funded
as of the Actuarial
Valuation Date is
Subject to Volatility
on Assets and
Liability in the
Short-Term.*



RECOMMENDED CONTRIBUTION DETAIL

DEVELOPMENT OF THE EMPLOYER NORMAL COST

| | Prior Valuation | Current Valuation |
|--------------------------------|--------------------|----------------------|
| Total Normal Cost | \$ 1,298,836 | \$ 1,315,414 |
| Estimated Member Contributions | (422,470) | (418,519) |
| Employer Normal Cost | <u>\$ 876,366</u> | <u>\$ 896,895</u> |

*At a 100%
Funding Level,
the Normal Cost
Contribution is
Still Required.*

NORMAL COST AS A PERCENTAGE OF EXPECTED PAYROLL

| | Prior Valuation | Current Valuation |
|---------------------------|---------------------|----------------------|
| Expected Payroll | <u>\$ 4,468,220</u> | <u>\$ 4,471,827</u> |
| Member Normal Cost Rate | <u>9.455%</u> | <u>9.455%</u> |
| Employer Normal Cost Rate | <u>19.61%</u> | <u>19.96%</u> |
| Total Normal Cost Rate | <u>29.07%</u> | <u>29.42%</u> |

*Ideally, the
Employer
Normal Cost
Rate will Remain
Stable.*

RECOMMENDED CONTRIBUTION BREAKDOWN

| | Prior Valuation | Current Valuation |
|---|---------------------|----------------------|
| Employer Normal Cost* | \$ 933,330 | \$ 955,193 |
| Amortization of Unfunded Accrued Liability/(Surplus) | <u>3,888,670</u> | <u>4,018,652</u> |
| Recommended Contribution | <u>\$ 4,822,000</u> | <u>\$ 4,973,845</u> |

*The
Recommended
Contribution has
Increased by
3.15% from the
Prior Valuation.*

*Employer Normal Cost Contribution includes interest through the end of the Fiscal Year.



RECOMMENDED CONTRIBUTION DETAIL

SCHEDULE OF AMORTIZATION – UNFUNDED ACTUARIAL ACCRUED LIABILITY

Below is the schedule of remaining amortization balances for the Unfunded Liability.

| Unfunded Liability Base | Initial Balance | Date Established | Current Balance | Years Remaining | Payment |
|----------------------------|-----------------------------|---------------------|-----------------------------|--------------------|----------------------------|
| Investment (Gain)/Loss | \$ (1,578,016) | 4/30/2021 | \$ (1,578,016) | 18 | \$ (119,949) |
| Actuarial (Gain)/Loss | 1,443,221 | 4/30/2021 | 1,443,221 | 18 | 109,702 |
| Contribution Experience | (170,813) | 4/30/2021 | (170,813) | 18 | (12,984) |
| Assumption Changes | 352,994 | 4/30/2021 | 352,994 | 18 | 26,832 |
| Investment (Gain)/Loss | 128,285 | 4/30/2020 | 127,255 | 18 | 9,673 |
| Actuarial (Gain)/Loss | 1,602,339 | 4/30/2020 | 1,589,475 | 18 | 120,819 |
| Contribution Experience | (149,095) | 4/30/2020 | (147,898) | 18 | (11,242) |
| Assumption Changes | 2,667,966 | 4/30/2020 | 2,646,546 | 18 | 201,170 |
| Plan Changes | 96,204 | 4/30/2020 | 95,431 | 18 | 7,254 |
| Investment (Gain)/Loss | (275,242) | 4/30/2019 | (271,571) | 18 | (20,643) |
| Actuarial (Gain)/Loss | 223,464 | 4/30/2019 | 220,483 | 18 | 16,759 |
| Contribution Experience | (189,922) | 4/30/2019 | (187,389) | 18 | (14,244) |
| Assumption Changes | 4,227,419 | 4/30/2019 | 4,171,038 | 18 | 317,050 |
| Initial Unfunded Liability | <u>\$ 45,180,286</u> | 4/30/2019 | <u>\$ 44,577,716</u> | 18 | <u>\$ 3,388,455</u> |
| Total | <u>\$ 53,559,090</u> | | <u>\$ 52,868,472</u> | | <u>\$ 4,018,652</u> |

The Actuarial (Gain)/Loss can be attributable to several factors including Actuarial Valuation software changes, demographic changes, Employer Contribution timing, Member Contribution experience, benefit payment experience, and salary increase experience compared to expectation.



RECOMMENDED CONTRIBUTION DETAIL

ACTUARIAL METHODS – RECOMMENDED CONTRIBUTION

| | |
|--------------------------|--------------------------------|
| Actuarial Valuation Date | May 1, 2021 |
| Data Collection Date | April 30, 2021 |
| Actuarial Cost Method | Entry Age Normal (Level % Pay) |
| Amortization Method | Level % Pay (Closed) |
| Amortization Target | 100% Funded Over 18 Years |
| Asset Valuation Method | 5-Year Smoothed Market Value |

The contributions and benefit values of the Pension Fund are calculated by applying actuarial assumptions to the benefit provisions and census data furnished, using the Actuarial Cost Method described. The Actuarial Cost and Amortization Methods allocate the projected obligations of the Plan over the working lifetimes of the Plan Members.

The Recommended Contribution amount shown in this report is based on the methods summarized above. The *Actuarial Funding Policies* section of this report includes a more detailed description of the Actuarial Funding Methods being used.

The Actuarial Funding Methods are meant to provide a systematic process for determining contributions on an annual basis. The methods do not impact the expectation of future benefit payments. The methods only impact the way contributions are made towards future benefit payments.

Different Actuarial Funding Methods may achieve funding goals with differing levels of success. Certain methods are more efficient and more stable on an annual basis.





ILLINOIS STATUTORY MINIMUM CONTRIBUTION

Statutory Minimum Contribution
Funded Status – Statutory Minimum
Actuarial Methods – Illinois Statutory Minimum Contribution

ILLINOIS STATUTORY MINIMUM CONTRIBUTION

STATUTORY MINIMUM CONTRIBUTION

| | Prior Valuation | Current Valuation |
|--|--------------------|----------------------|
| Statutory Minimum Contribution | \$4,051,587 | \$4,154,083 |
| Expected Payroll | \$4,468,220 | \$4,471,827 |
| Statutory Minimum Contribution as a Percent of Expected Payroll | 90.68% | 92.89% |

*The Statutory
Minimum
Contribution has
Increased by
\$102,496 from the
Prior Valuation.*

FUNDED STATUS – STATUTORY MINIMUM

| | Prior Valuation | Current Valuation |
|---|--------------------|----------------------|
| Normal Cost | \$1,482,375 | \$1,243,170 |
| Market Value of Assets | \$34,554,361 | \$44,464,194 |
| Actuarial Value of Assets | \$35,515,960 | \$40,017,775 |
| Actuarial Accrued Liability | \$85,623,933 | \$94,305,107 |
| Unfunded Actuarial Accrued Liability/(Surplus) | \$50,107,973 | \$54,287,332 |
| <u>Percent Funded</u> | | |
| Actuarial Value of Assets | 41.48% | 42.43% |
| Market Value of Assets | 40.36% | 47.15% |

*The Statutory
Minimum Percent
Funded has
Increased by 0.95%
on an Actuarial
Value of Assets
Basis.*



ILLINOIS STATUTORY MINIMUM CONTRIBUTION

The Statutory Minimum Contribution is based on Actuarial Funding Methods and funding parameters in the Illinois State Statutes for pension funding. The resulting contribution is lower than the Recommended Contribution for the current year. The lower contribution amount is not recommended because it represents a deferral of contributions when compared to the Recommended Contribution method.

Actuarial Funding Methods for pensions are best applied to provide a balance between the long-term goals of a variety of stakeholders:

1. Members – the Members are interested in benefit security and having the funds available to pay benefits when retired
2. Employers – cost control and cost stability over the long-term
3. Taxpayers – paying for the services they are receiving from active Members

The Statutory Minimum Contribution methods are not intended to provide a better system in any of the above categories long-term. The parameters are not recommended for a long-term funding strategy.

The Statutory Minimum methods put into place in 2011 were intended to provide short-term budget relief for Employer Contributions. An Employer using the Statutory Minimum parameters for current funding should view the contributions as short-term relief. Our recommendation in this situation is for a Pension Fund and an Employer to work towards a long-term funding strategy that better achieves the long-term funding goals, over a period that does not exceed 3-5 years.

The Securities and Exchange Commission in 2013 used the phrase “Statutory Underfunding” to describe situations where contributions appear to be more manageable in the short-term, but set up future Recommended Contributions that are less likely to be manageable.



ILLINOIS STATUTORY MINIMUM CONTRIBUTION

ACTUARIAL METHODS – ILLINOIS STATUTORY MINIMUM CONTRIBUTION

| | |
|--------------------------|------------------------------|
| Actuarial Valuation Date | May 1, 2021 |
| Data Collection Date | April 30, 2021 |
| Actuarial Cost Method | Projected Unit Credit |
| Amortization Method | Level % Pay (Closed) |
| Amortization Target | 90% Funded Over 19 Years |
| Asset Valuation Method | 5-Year Smoothed Market Value |

The contribution and benefit values of the Pension Fund are calculated by applying actuarial assumptions to the benefit provisions and census data furnished, using the Actuarial Cost Method described. The Actuarial Cost and Amortization methods allocate the projected obligations of the Plan over the working lifetimes of the Plan Members.

The Actuarial Funding Methods are meant to provide a systematic process for determining contributions on an annual basis. The methods do not impact the expectation of future benefit payments. The methods only impact the way contributions are made towards future benefit payments.

Different Actuarial Funding Methods may achieve funding goals with differing levels of success. Certain methods are more efficient and more stable on an annual basis.





ACTUARIAL VALUATION DATA

Active Members
Inactive Members
Summary of Monthly Benefit Payments

ACTUARIAL VALUATION DATA

ACTIVE MEMBERS

| | Prior Valuation | Current Valuation |
|----------------------|--------------------|----------------------|
| Tier I | 49 | 47 |
| Tier II | 11 | 11 |
| Total Active Members | 60 | 58 |
| Total Payroll | \$ 4,396,772 | \$ 4,400,322 |

INACTIVE MEMBERS

| | Prior Valuation | Current Valuation |
|------------------------|--------------------|----------------------|
| Terminated Members* | 1 | 2 |
| Retired Members | 55 | 54 |
| Disabled Members | 15 | 15 |
| Other Beneficiaries | 16 | 16 |
| Total Inactive Members | 87 | 87 |

*Terminated Members for the current valuation includes non-vested terminated Members entitled to a refund of Employee Contributions who were not included in the prior valuation.

SUMMARY OF MONTHLY BENEFIT PAYMENTS

| | Prior Valuation | Current Valuation |
|------------------------|--------------------|----------------------|
| Retired Members | \$ 255,739 | \$ 258,717 |
| Disabled Members | 57,229 | 57,796 |
| Other Beneficiaries | 36,247 | 39,818 |
| Total Inactive Members | \$ 349,215 | \$ 356,331 |





ACTUARIAL FUNDING POLICIES

Actuarial Cost Method
Financing Unfunded Actuarial Accrued Liability
Actuarial Value of Assets

ACTUARIAL FUNDING POLICIES

ACTUARIAL COST METHOD

The Actuarial Cost Method allocates the projected obligations of the Plan over the working lifetimes of the Plan Members.

In accordance with the Pension Fund's Funding Policy the Actuarial Cost Method for the Recommended Contribution basis is Entry Age Normal (Level Percent of Pay). The Entry Age Normal Cost Method is a method under which the Actuarial Present Value of the projected benefits of each individual included in an Actuarial Valuation is allocated on a level basis over the earnings or service of the individual between entry age and assumed exit age. The portion of this Actuarial Present Value allocated to a valuation year is called Normal Cost. The portion of the Actuarial Present Value not provided at an Actuarial Valuation Date by the Actuarial Present Value of future Normal Costs is called the Actuarial Accrued Liability.

The Entry Age Normal method attempts to create a level cost pattern. In contrast to other Actuarial Cost Methods which inherently lead to uneven or less predictable cost patterns, the Entry Age Normal method is generally understood to be less risky in terms of contribution stability from year to year.

The Conference of Consulting Actuaries Public Plans Community produced a "white paper" detailing Funding Policy model practices for public sector pension plans. Under the Level Cost Actuarial Methodology ("LCAM"), one of the principal elements to a Funding Policy is the Actuarial Cost Method. When deciding which Actuarial Cost Method to use, several objectives may be considered, such as the following:

- Each Member's benefit should be funded under a reasonable allocation method by the expected retirement date
- Pay-related benefit costs should reflect anticipated pay at retirement
- The expected cost of each year of service (i.e. Normal Cost) for each active Member should be reasonably related to the expected cost of that Member's benefit
- The Member's Normal Cost should emerge as a level percent of Member compensation
- No gains or losses should occur if all assumptions are met.

Following these criteria, the use of the Entry Age Normal Cost Method (Level Percent of Pay) is a model practice.

FINANCING UNFUNDED ACTUARIAL ACCRUED LIABILITY

The Unfunded Actuarial Accrued Liability may be amortized over a period either in level dollar amounts or as a level percentage of projected payroll.

When amortizing the Unfunded Actuarial Accrued Liability as a level percentage of payroll, additional risk is incurred since the amortization payments in the early years of the payment period may not be large enough to cover the interest accrued on the existing Unfunded Liability. As a result, the Unfunded



ACTUARIAL FUNDING POLICIES

Liability may increase initially, before the amortization payments grow large enough to cover all interest accruals. Generally speaking, the Plan Sponsor will be required to contribute a larger total contribution amount over the course of the funding period under a level percentage of payroll basis as compared to a level dollar payroll schedule.

The Government Finance Officers Association notes that best practices in public pension finance include utilizing amortization periods that do not exceed 20 years. Longer amortization periods elevate the risk of failing to reduce any Unfunded Liability. For example, when the amortization payment in full only covers interest on the Unfunded Liability, but does not reduce the existing Unfunded Liability, the required contribution will increase in future years.

A second principal element under the Level Cost Actuarial Methodology described above is to establish an Amortization Policy that determines the length of time and the structure of the increase or decrease in contributions required to systematically fund the Unfunded Actuarial Accrued Liability. When deciding on the Amortization Policy, several objectives may be considered, such as the following:

- Variations in the source of liability changes (i.e. gains or losses, Plan changes, assumption changes) should be funded over periods consistent with an appropriate balance between the policy objectives of demographic matching and volatility management
- The cost changes in Unfunded Actuarial Accrued Liability should emerge as a level percentage of Member compensation

The LCAM model practices for the Amortization Policy include the following:

- Layered fixed period amortization by source
- Level percent of pay amortization
- An amortization period ranging from 15-20 years for experience gains or losses
- An amortization period of 15-25 years for assumption changes

In accordance with the Pension Fund's Funding Policy for the Recommended Contribution, the Unfunded Actuarial Accrued Liability is amortized by level percent of payroll contributions to a 100% funding target over the remaining 18 years. See the *Actuarial Methods – Recommended Contribution* section of this report for more detail.

We believe that the amortization period is appropriate for the purposes of this valuation.



ACTUARIAL FUNDING POLICIES

ACTUARIAL VALUE OF ASSETS

The Pension Fund is an ongoing plan. The Employer wishes to smooth the effect of volatility in the Market Value of Assets on the annual contribution. Therefore, the Actuarial Value of Assets is equal to the Market Value of Assets with unanticipated gains/losses recognized over a five-year period.

The Asset Valuation Method is intended to create an Actuarial Value of Assets that remains reasonable in relation to the Market Value of Assets over time. The method produces results that can fall either above or below the Market Value of Assets. The period of recognition is short.

It is intended that the period of recognition is short enough to keep the Actuarial Value of Assets within a decent range of the Market Value of Assets. In the event that the Actuarial Value of Assets exceeds or falls below a 10% corridor of the Market Value of Assets, the additional gain or loss will be recognized immediately.





ACTUARIAL ASSUMPTIONS

Nature of Actuarial Calculations
Actuarial Assumptions in the Valuation Process
Assessment of Risk Exposures
Limitations of Risk Analysis
Assessment and Use of Actuarial Models
Actuarial Assumptions Utilized

ACTUARIAL ASSUMPTIONS

NATURE OF ACTUARIAL CALCULATIONS

The results documented in this report are estimates based on data that may be imperfect and on assumptions about future events. Certain Plan Provisions may be approximated or deemed immaterial, and, therefore, are not valued. Assumptions may be made about census data or other factors. Reasonable efforts were made in this valuation to ensure that significant items in the context of the Actuarial Accrued Liability or costs are treated appropriately, and not excluded or included inappropriately.

Actual future experience will differ from the assumptions used in the calculations. As these differences arise, the expense for accounting purposes will be adjusted in future valuations to reflect such actual experience.

A range of results different from those presented in this report could be considered reasonable. The numbers are not rounded, but this is for convenience only and should not imply precision which is not inherent in actuarial calculations.

ACTUARIAL ASSUMPTIONS IN THE VALUATION PROCESS

The contributions and benefit values of the Pension Fund are calculated by applying actuarial assumptions to the benefit provisions and census data furnished, using the Actuarial Cost Method described in the *Actuarial Funding Policies* section of this report.

The principal areas of financial risk which require assumptions about future experience are:

- Expected Rate of Return on Investments
- Patterns of Pay Increases for Members
- Rates of Mortality Among Active and Inactive Members
- Rates of Termination Among Active Members
- Rates of Disability Among Active Members
- Age Patterns of Actual Retirements

Actual experience of the Pension Fund will not coincide exactly with assumed experience. Each valuation provides a complete recalculation of assumed future experience and takes into account all past differences between assumed and actual experience. The result is a continual series of adjustments to the computed Recommended Contribution.

Details behind the selection of the actuarial assumptions can be found in the Actuarial Assumption Summary document provided to the client upon request. The client has reviewed and approved the assumptions as a reasonable expectation of the future anticipated experience under the Plan.



ACTUARIAL ASSUMPTIONS

ASSESSMENT OF RISK EXPOSURES

From time to time it becomes appropriate to modify one or more of the assumptions, to reflect experience trends (but not random year-to-year fluctuations). In addition, Actuarial Standards of Practice require that the Actuary minimally perform a qualitative assessment of key financial and demographic risks as part of the risk assessment process with each annual Actuarial Valuation. The risk assessments we perform include, but are not limited to, the following:

- Periodic demographic experience studies every 3 to 5 years to confirm the ongoing appropriateness of actuarial assumptions
- Highlight the impact of demographic experience over the past year, as well as other sources of change and volatility in the *Actuarial Recommended Contribution – Reconciliation* section of this report
- Detail year-over-year changes in contribution levels, assets, liabilities, and Funded Status in the *Recommended Contribution* and *Funded Status* sections in the *Management Summary* section of this report
- Review any material changes in the census as summarized in the *Actuarial Valuation Data* section of this report
- Provide and discuss the Actuarial Assumption Summary document highlighting the rationale for each key assumption chosen by the Board
- Identify potential Cash Flow Risk by highlighting expected benefit payments over the next 5-year and 10-year periods in the *Asset Growth* section in the *Management Summary* section of this report
- Describe the impact of any assumption, method, or policy change in the *Management Summary* section of this report
- Utilize supplemental information, such as the GASB Discount Rate sensitivity disclosures to understand, for example, what impact an alternative Expected Rate of Return on Investments assumption might have on the estimation of Actuarial Accrued Liability and Funded Status
- Utilize supplemental information, such as the GASB solvency test, to better understand the Cash Flow Risk and long-term sustainability of the Plan.

LIMITATIONS OF RISK ANALYSIS

Since future experience may never be precisely as assumed, the process of selecting funding methods and actuarial assumptions may inherently create risk and volatility of results. A more detailed evaluation of the above risk exposures is beyond the scope and nature of the annual Actuarial Valuation process. For example, scenario tests, sensitivity tests, stress tests, and/or stochastic modeling for multi-year projections to assess the impact of alternative assumptions and methods, or modeling future experience different from the assumptions in these results, are not included in this Actuarial Valuation.

The Quincy Firefighters' Pension Fund and/or the City of Quincy, Illinois should contact the Actuary if they desire a more detailed assessment of any of these forward-looking risk exposures.



ACTUARIAL ASSUMPTIONS

ASSESSMENT AND USE OF ACTUARIAL MODELS

Actuarial Valuations rely upon the use of actuarial modeling software to predict the occurrence of future events, which include specific demographic and financial potential outcomes. Actuarial assumptions are established to provide a guideline to use for such modeling.

- The model used in this Actuarial Valuation is intended to determine the Recommended Contribution, under the selected Funding Policy. The actuarial assumptions used were developed with this goal in mind.
- There are no known material limitations or inconsistencies among the actuarial assumptions or methods.
- The output from the model is reasonable based on the individual actuarial assumptions and based on the actuarial assumptions in the aggregate.
- The actuarial software used to calculate plan liabilities has been purchased from an outside vendor. We have performed thorough testing of the software, including review of sample participants, to ensure the intended purpose of the model, the operation of the model, sensitivities and dependencies, and strengths and limitations of the model are sufficient for this purpose.
- Census data and financial information have been provided by client professionals, financial advisors, and/or auditors, who are known to be experts in their respective fields. We rely on the fact that the information provided by these experts has been given for the intended purpose of this Actuarial Valuation.
- Where applicable, certain actuarial assumptions and Funding Policy may be required as prescribed by law. In such instances, we have followed legal guidance to ensure conformity.
- The Expected Rate of Return on Investments assumption has been chosen using input from several sources; including, but not limited to: client professionals, financial advisors, auditors, and other capital market outlooks. We have relied on the information provided, in the aggregate, to settle on the selected Expected Rate of Return on Investments assumption.

As stated in the *Limitations of Risk Analysis* section, future experience may never be precisely as assumed. As a result, the funding methods and actuarial assumptions used in the model may create volatility in the results when compared year after year. A more detailed evaluation of this volatility is beyond the scope and nature of the annual Actuarial Valuation process. In such cases, additional scenario tests, sensitivity tests, stress tests, and/or stochastic modeling for multi-year projections to assess the impact of alternative assumptions and methods, or modeling future experience different from the assumptions in these results, may be performed to determine a range of reasonable results.



ACTUARIAL ASSUMPTIONS

ACTUARIAL ASSUMPTIONS UTILIZED

| | |
|---|-------------------------------------|
| Expected Rate of Return on Investments | 6.50% Net of Administrative Expense |
| CPI-U | 2.25% |
| Total Payroll Increases | 3.25% |
| Individual Pay Increases* | 2.25% - 16.70% |

Individual pay increases include a long-term average increase for inflation, average annual increases for promotions, and any additional increases for a step program. Sample rates are as follows:

| <u>Service</u> | <u>Rate</u> | <u>Service</u> | <u>Rate</u> |
|----------------|-------------|----------------|-------------|
| 0 | 8.45% | 8 | 4.25% |
| 1 | 2.25% | 9 | 3.75% |
| 2 | 13.96% | 10 | 3.75% |
| 3 | 2.25% | 15 | 3.75% |
| 4 | 16.70% | 20 | 3.75% |
| 5 | 3.75% | 25 | 3.75% |
| 6 | 3.75% | 30 | 3.75% |
| 7 | 3.75% | 35 | 3.75% |

*Individual pay increases for active Members hired at age 40 or older are assumed annual increases at the ultimate rate reduced by 50 basis points, without adjustments in early service years.



ACTUARIAL ASSUMPTIONS

Retirement Rates

100% of the L&A Assumption Study for Firefighters 2020 Cap Age 65. Sample rates are as follows:

| Age | Rate | Age | Rate |
|-----|--------|-----|---------|
| 50 | 7.00% | 58 | 17.15% |
| 51 | 7.00% | 59 | 17.15% |
| 52 | 7.00% | 60 | 20.00% |
| 53 | 7.00% | 61 | 20.00% |
| 54 | 7.00% | 62 | 20.00% |
| 55 | 17.15% | 63 | 25.00% |
| 56 | 17.15% | 64 | 25.00% |
| 57 | 17.15% | 65 | 100.00% |

Termination Rates

100% of the L&A Assumption Study for Firefighters 2020. Sample rates are as follows:

| Age | Rate | Age | Rate |
|-----|-------|-----|-------|
| 25 | 7.02% | 40 | 1.25% |
| 30 | 4.07% | 45 | 0.41% |
| 35 | 2.41% | 50 | 0.00% |

Disability Rates

100% of the L&A Assumption Study for Firefighters 2020. Sample rates are as follows:

| Age | Rate | Age | Rate |
|-----|-------|-----|-------|
| 25 | 0.07% | 40 | 0.54% |
| 30 | 0.09% | 45 | 0.75% |
| 35 | 0.27% | 50 | 0.97% |

75% of active Members who become disabled are assumed to be in the Line of Duty.



ACTUARIAL ASSUMPTIONS

Mortality Rates

Active Mortality follows the Sex Distinct Raw Rates as developed in the PubS-2010(A) Study. Mortality improvement uses MP-2019 Improvement Rates applied on a fully generational basis.

50% of active Member deaths are assumed to be in the Line of Duty.

Retiree Mortality follows the L&A Assumption Study for Firefighters 2020. These rates are experience weighted with the Sex Distinct Raw Rates as developed in the PubS-2010(A) Study improved to 2017 using MP-2019 Improvement Rates. These rates are then improved fully generationally using MP-2019 Improvement Rates.

Disabled Mortality follows the L&A Assumption Study for Firefighters 2020. These rates are experience weighted with the Sex Distinct Raw Rates as developed in the PubS-2010 Study for disabled participants improved to 2017 using MP-2019 Improvement Rates. These rates are then improved fully generationally using MP-2019 Improvement Rates.

Spouse Mortality follows the Sex Distinct Raw Rates as developed in the PubS-2010(A) Study for contingent survivors. For all rates not provided there (ages 45 and younger) the PubG-2010 Study for general employees was used. Mortality improvement uses MP-2019 Improvement Rates applied on a fully generational basis.

Marital Assumptions

Active Members: 80% of active Members are assumed to be married. Female spouses are assumed to be 3 years younger than male spouses.

Retiree and Disabled Members: Actual spousal data was utilized for retiree and disabled Members.





SUMMARY OF PRINCIPAL PLAN PROVISIONS

Establishment of the Fund
Administration
Member Contributions
Regular Retirement Pension Benefit
Early Retirement Pension Benefit
Surviving Spouse Benefit
Termination Benefit – Vested
Disability Benefit

SUMMARY OF PRINCIPAL PLAN PROVISIONS

ESTABLISHMENT OF THE FUND

The Firefighters' Pension Fund is established and administered as prescribed by "Article 4 – Firefighters' Pension Fund – Municipalities 500,000 and Under" of the Illinois Pension Code.

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ADMINISTRATION

The Firefighters' Pension Fund is administered by a Board of Trustees whose duties are to manage the Pension Fund, determine applications for pensions, authorize payment of pensions, establish rules, pay expenses, invest assets, and keep records.

MEMBER CONTRIBUTIONS

Members contribute 9.455% of pensionable salary.

REGULAR RETIREMENT PENSION BENEFIT

Hired Prior to January 1, 2011

Eligibility: Age 50 with at least 20 years of creditable service.

Benefit: 50% of final salary for the first 20 years of service, plus an additional 2.5% of final salary for each year of service beyond 20 years of service, pro-rated monthly, and not to exceed 75% of final salary. "Final salary" is based on the firefighter's pensionable salary attached to rank held on the last day of service.

Annual Increase in Benefit: A firefighter is entitled to receive an initial increase equal to 1/12 of 3% of the original monthly benefit for each full month that has passed since the pension began. The initial increase date will be the latter of the first day of the month after the pensioner turns age 55 or the first day of the month after the benefit date anniversary. Subsequent increases of 3% of the current monthly benefit will be granted every January 1st thereafter.



SUMMARY OF PRINCIPAL PLAN PROVISIONS

REGULAR RETIREMENT PENSION BENEFIT - CONTINUED

Hired on or After January 1, 2011

Eligibility: Age 55 with at least 10 years of creditable service.

Benefit: 2.5% of final average salary for each year of service, and not to exceed 75% of final average salary. "Final average salary" is determined by dividing the total pensionable salary during 48 consecutive months of service within the last 60 months of service in which total pensionable salary was the highest, by the number of months of service in that period (or by dividing the total pensionable salary during 96 consecutive months of service within the last 120 months of service in which total pensionable salary was the highest, by the number of months of service in that period, if greater). Annual salary for this purpose will not exceed the salary cap, indexed by the lesser of 3% or the CPI-U for the 12 months ending with the September preceding each November 1st. The salary cap will not decrease.

Annual Increase in Benefit: The initial increase date will be the latter of the January 1st after the pensioner turns age 60 or the January 1st after the benefit date anniversary. Subsequent increases will be granted every January 1st thereafter. The initial increase and subsequent increases will be the lesser of 3% of the original benefit or ½ of the CPI-U for the 12 months ending with the September preceding each November 1st.

EARLY RETIREMENT PENSION BENEFIT

Hired Prior to January 1, 2011

None.

Hired on or After January 1, 2011

Eligibility: Age 50 with at least 10 years of creditable service.

Benefit: The regular retirement pension benefit reduced by ½ of 1% for each month that the firefighters' age is between 50 and 55.

Annual Increase in Benefit: The initial increase date will be the latter of the January 1st after the pensioner turns age 60 or the January 1st after the benefit date anniversary. Subsequent increases will be granted every January 1st thereafter. The initial increase and subsequent increases will be the lesser of 3% of the original benefit or ½ of the CPI-U for the 12 months ending with the September preceding each November 1st.



SUMMARY OF PRINCIPAL PLAN PROVISIONS

SURVIVING SPOUSE BENEFIT

Hired Prior to January 1, 2011

Eligibility: Married to an active firefighter, a disabled pensioner at the time of death, or a retired pensioner (at least 12 months prior to the time of death if married post-retirement).

Active Line of Duty Death Benefit: An eligible surviving spouse is entitled to receive 100% of the firefighter's final pensionable salary attached to rank held on the last day of service.

Non-Duty Death Benefit:

Disabled or Retired Pensioner: An eligible surviving spouse is entitled to receive the greater of the pensioner's benefit at the time of death or 54% of the pensioner's final pensionable salary attached to rank held on the last day of service.

Active Member: An eligible surviving spouse is entitled to receive the greater of the firefighter's eligible benefit at the time of death or 54% of the firefighter's final pensionable salary attached to rank held on the last day of service.

Annual Increase in Benefit: None.

Hired on or After January 1, 2011

Eligibility: Married to an active firefighter, a disabled pensioner at the time of death, or a retired pensioner (at least 12 months prior to the time of death if married post-retirement).

Active Line of Duty Death Benefit: An eligible surviving spouse is entitled to receive 100% of the firefighter's final pensionable salary attached to rank held on the last day of service.

Non-Duty Death Benefit:

Disabled or Retired Pensioner and Active Member: An eligible surviving spouse is entitled to receive the greater of 66 $\frac{2}{3}$ % of the firefighter's earned pension benefit at the time of death or 54% of the firefighter's monthly salary at the time of death.

Annual Increase in Benefit: The initial increase date will be the January 1st after the surviving spouse turns age 60. Subsequent increases will be granted every January 1st thereafter. The initial increase and subsequent increases will be the lesser of 3% of the original benefit or $\frac{1}{2}$ of the CPI-U for the 12 months ending with the September preceding each November 1st.



SUMMARY OF PRINCIPAL PLAN PROVISIONS

TERMINATION BENEFIT – VESTED

Hired Prior to January 1, 2011

Eligibility: Age 60 with at least 10 but less than 20 years of creditable service.

Benefit: An accrual factor times final salary for each year of service. “Accrual factor” is a factor of 1.5% at 10 years of service, increasing ratably up to 2.4% at 19 years of service. “Final salary” is based on the firefighter’s pensionable salary attached to rank held on the last day of service.

Annual Increase in Benefit: A firefighter is entitled to receive an initial increase equal to 1/12 of 3% of the original monthly benefit for each full month that has passed since the pension began. The initial increase date will be the first day of the month after the benefit date anniversary. Subsequent increases of 3% of the current monthly benefit will be granted every January 1st thereafter.

Hired on or After January 1, 2011

None.



SUMMARY OF PRINCIPAL PLAN PROVISIONS

DISABILITY BENEFIT

Hired Prior to January 1, 2011

Eligibility: Duty Disability, Non-Duty Disability with at least 7 years of creditable service, or Occupational Disease Disability with at least 5 years of creditable service.

Benefit: For a duty disability or an occupational disease disability with at least 5 years of creditable service, a firefighter is entitled to receive the greater of 65% of final salary or the regular retirement pension benefit at the time of disability. For a non-duty disability with at least 7 years of creditable service, a firefighter is entitled to receive 50% of final salary. “Final salary” is based on the firefighter’s pensionable salary attached to rank held on the last day of service.

Annual Increase in Benefit: A firefighter is entitled to receive an initial increase equal to 3% of the original monthly benefit for each full year that has passed since the pension began. The initial increase date will be the latter of the January 1st after following pensioner turns age 60 or the January 1st after the benefit date anniversary. Subsequent increases of 3% of the original monthly benefit will be granted every January 1st thereafter.

Hired on or after January 1, 2011

Eligibility: Duty Disability, Non-Duty Disability with at least 7 years of creditable service, or Occupational Disease Disability with at least 5 years of creditable service.

Benefit: For a duty disability or an occupational disease disability with at least 5 years of creditable service, a firefighter is entitled to receive the greater of 65% of final salary or the regular retirement pension benefit at the time of disability. For a non-duty disability, a firefighter is entitled to receive 50% of final salary. “Final salary” is based on the firefighter’s pensionable salary attached to rank held on the last day of service.

Annual Increase in Benefit: A firefighter is entitled to receive an initial increase equal to 3% of the original monthly benefit for each full year that has passed since the pension began. The initial increase date will be the latter of the January 1st after following pensioner turns age 60 or the first day of the month after the benefit date anniversary. Subsequent increases of 3% of the original monthly benefit will be granted every January 1st thereafter.





GLOSSARY OF TERMS

Glossary of Terms

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Actuarial Accrued Liability – The Actuarial Present Value of future benefits based on Members’ service rendered to the Measurement Date using the selected Actuarial Cost Method. It is that portion of the Actuarial Present Value of Plan benefits and expenses allocated to prior years of employment. It is not provided for by future Normal Costs.

Actuarial Cost Method – The method used to allocate the projected obligations of the Plan over the working lifetimes of the Plan Members.

Actuarial Value of Assets – The value of the assets used in the determination of the Unfunded Actuarial Accrued Liability. The Actuarial Value of Assets is related to Market Value of Assets, with adjustments made to spread unanticipated gains and losses for a given year over a period of several years. Actuarial Value of Assets is generally equally likely to fall above or below the Market Value of Assets, and generally does not experience as much volatility over time as the Market Value of Assets.

Asset Valuation Method – A valuation method designed to smooth random fluctuations in asset values. The objective underlying the use of an Asset Valuation Method is to provide for the long-term stability of Employer Contributions.

Funding Policy – A set of procedures for a Pension Fund that outlines the “best practices” for funding the pension benefits based on the goals of the Plan Sponsor. A Funding Policy discusses items such as assumptions, Actuarial Cost Method, assets, and other parameters that will best help the Plan Sponsor meet their goal of working in the best interest of the Plan Members.

Market Value of Assets – The value of the cash, bonds, securities, and other assets held in the pension trust as of the Measurement Date.

Normal Cost – The present value of future benefits earned by Members during the current Fiscal Year. It is that portion of the Actuarial Present Value of benefits and expenses which is allocated to a valuation year by the Actuarial Cost Method.

Unfunded Actuarial Accrued Liability – The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets. The Unfunded Actuarial Accrued Liability is amortized over a period either in level dollar amounts or as a level percentage of projected payroll.





Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Actuarial Funding Report



QUINCY POLICE
PENSION FUND

Actuarial Valuation
as of May 1, 2021

For the Contribution Year May 1, 2021 to April 30, 2022

LAUTERBACH & AMEN, LLP

Actuarial Valuation – Funding Recommendation



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

QUINCY POLICE PENSION FUND

Contribution Year Ending: April 30, 2022

Actuarial Valuation Date: May 1, 2021

Utilizing Data as of April 30, 2021

Submitted by:

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Contact:

Todd A. Schroeder
Director
November 10, 2021

LAUTERBACH & AMEN, LLP



TABLE OF CONTENTS

| | |
|---|----|
| ACTUARIAL CERTIFICATION | 1 |
| MANAGEMENT SUMMARY | 3 |
| Recommended Contribution | 4 |
| Funded Status | 4 |
| Management Summary – Comments and Analysis | 5 |
| Actuarial Recommended Contribution – Reconciliation | 12 |
| VALUATION OF FUND ASSETS..... | 13 |
| Market Value of Assets..... | 14 |
| Market Value of Assets (Gain)/Loss..... | 15 |
| Development of the Actuarial Value of Assets..... | 16 |
| Actuarial Value of Assets (Gain)/Loss | 16 |
| Historical Asset Performance | 17 |
| RECOMMENDED CONTRIBUTION DETAIL..... | 19 |
| Actuarial Accrued Liability | 20 |
| Funded Status | 20 |
| Development of the Employer Normal Cost..... | 21 |
| Normal Cost as a Percentage of Expected Payroll..... | 21 |
| Recommended Contribution Breakdown..... | 21 |
| Schedule of Amortization – Unfunded Actuarial Accrued Liability | 22 |
| Actuarial Methods – Recommended Contribution | 23 |
| ILLINOIS STATUTORY MINIMUM CONTRIBUTION..... | 24 |
| Statutory Minimum Contribution | 25 |
| Funded Status – Statutory Minimum | 25 |
| Actuarial Methods – Illinois Statutory Minimum Contribution..... | 27 |
| ACTUARIAL VALUATION DATA..... | 28 |
| Active Members..... | 29 |
| Inactive Members | 29 |
| Summary Of Monthly Benefit Payments..... | 29 |
| ACTUARIAL FUNDING POLICIES | 30 |
| Actuarial Cost Method..... | 31 |
| Financing Unfunded Actuarial Accrued Liability..... | 31 |
| Actuarial Value of Assets | 33 |
| ACTUARIAL ASSUMPTIONS..... | 34 |
| Nature of Actuarial Calculations | 35 |
| Actuarial Assumptions in the Valuation Process..... | 35 |
| Assessment of Risk Exposures | 36 |
| Limitations of Risk Analysis | 36 |
| Assessment and Use of Actuarial Models..... | 37 |
| Actuarial Assumptions Utilized..... | 38 |



TABLE OF CONTENTS

| | |
|---|----|
| SUMMARY OF PRINCIPAL PLAN PROVISIONS | 41 |
| Establishment of the Fund | 42 |
| Administration | 42 |
| Member Contributions..... | 42 |
| Regular Retirement Pension Benefit..... | 42 |
| Regular Retirement Pension Benefit - Continued..... | 43 |
| Early Retirement Pension Benefit..... | 43 |
| Surviving Spouse Benefit | 44 |
| Termination Benefit – Vested..... | 45 |
| Disability Benefit..... | 46 |
| GLOSSARY OF TERMS | 47 |
| Glossary of Terms..... | 48 |



ACTUARIAL CERTIFICATION

This report documents the results of the Actuarial Valuation for the Quincy Police Pension Fund. The information was prepared for use by the Quincy Police Pension Fund and the City of Quincy, Illinois for determining the Recommended Contribution, under the selected Funding Policy and Statutory Minimum guidelines, for the Contribution Year May 1, 2021 to April 30, 2022. It is not intended or suitable for other purposes. Determinations for purposes other than the Employer's Actuarial Recommended Contribution may be significantly different from the results herein.

The results in this report are based on the census data and financial information submitted by the City of Quincy, Illinois, and may include results from the prior Actuary. We did not prepare the Actuarial Valuations for the years prior to May 1, 2019. Those valuations were prepared by the prior Actuary whose reports have been furnished to us, and our disclosures are based on those reports. An audit of the prior Actuary's results was not performed, but high-level reviews were completed for general reasonableness, as appropriate, based on the purpose of this valuation. The accuracy of the results is dependent on the precision and completeness of the underlying information.

In addition, the results of the Actuarial Valuation involve certain risks and uncertainty as they are based on future assumptions, market conditions, and events that may never materialize as assumed. For this reason, certain assumptions and future results may be materially different than those presented in this report. See the *Management Summary* section of this report for a more detailed discussion of the Defined Benefit Plan Risks, as well as the limitations of this Actuarial Valuation on assessing those risks. We are not aware of any known events subsequent to the Actuarial Valuation Date, which are not reflected in this report but should be valued, that may materially impact the results.

The valuation results summarized in this report involve actuarial calculations that require assumptions about future events. The City of Quincy, Illinois selected certain assumptions, while others were the result of guidance and/or judgment from the Plan's Actuary or Advisors. We believe that the assumptions used in this valuation are reasonable and appropriate for the purposes for which they have been used. The selected assumptions represent our best estimate of the anticipated long-term experience of the Plan, and meet the guidelines set forth in the Actuarial Standards of Practice.



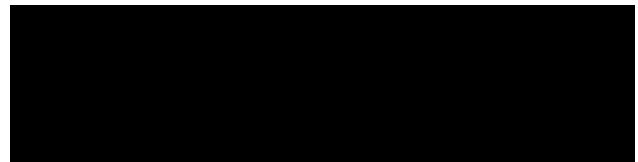


To the best of our knowledge, all calculations are in accordance with the applicable funding requirements, and the procedures followed and presentation of results conform to generally accepted actuarial principles and practices as prescribed by the Actuarial Standards Board. The undersigned consultants of Lauterbach & Amen, LLP, with actuarial credentials, meet the Qualification Standards of the American Academy of Actuaries to render this Actuarial Certification. There is no relationship between the City of Quincy, Illinois and Lauterbach & Amen, LLP that impairs our objectivity.

Respectfully Submitted,
LAUTERBACH & AMEN, LLP



Todd A. Schroeder, ASA, FCA, EA, MAAA



Robert L. Rietz, Jr., FCA, EA, MAAA





MANAGEMENT SUMMARY

Recommended Contribution
Funded Status
Management Summary – Comments and Analysis
Actuarial Recommended Contribution – Reconciliation

MANAGEMENT SUMMARY

RECOMMENDED CONTRIBUTION

| | Prior Valuation | Current Valuation |
|--|--------------------|----------------------|
| Recommended Contribution | \$4,404,948 | \$4,440,613 |
| Expected Payroll | \$5,532,285 | \$5,521,084 |
| Recommended Contribution as a Percent of Expected Payroll | 79.62% | 80.43% |

The Recommended Contribution has Increased by \$35,665 from the Prior Valuation.

FUNDED STATUS

| | Prior Valuation | Current Valuation |
|---|--------------------|----------------------|
| Normal Cost | \$1,362,764 | \$1,297,700 |
| Market Value of Assets | \$37,250,858 | \$48,685,591 |
| Actuarial Value of Assets | \$39,268,077 | \$43,817,032 |
| Actuarial Accrued Liability | \$87,707,859 | \$91,598,118 |
| Unfunded Actuarial Accrued Liability/(Surplus) | \$48,439,782 | \$47,781,086 |
| <u>Percent Funded</u> | | |
| Actuarial Value of Assets | 44.77% | 47.84% |
| Market Value of Assets | 42.47% | 53.15% |

The Percent Funded has Increased by 3.07% on an Actuarial Value of Assets Basis.



MANAGEMENT SUMMARY

MANAGEMENT SUMMARY – COMMENTS AND ANALYSIS

Contribution Results

The Recommended Contribution is based on the selected Funding Policy and methods that are outlined in the *Actuarial Funding Policies* section of this report.

The Illinois State Statutes for Pension Funds contain parameters that are used to determine the Statutory Minimum Contribution to a public Pension Fund. Those parameters and the resulting Statutory Minimum Contribution are found in the *Illinois Statutory Minimum Contribution* section of this report.

“Contribution Risk” is defined by the Actuarial Standards of Practice as the potential for actual future contributions to deviate from expected future contributions. For example, when actual contributions are not made in accordance to the Plan’s Funding Policy, or when future experience deviates materially from assumed. While it is essential for the Actuary and Plan Sponsor to collaborate on implementing a sound and financially feasible Funding Policy, it is important to note that the Actuary is not required, and is not in the position to, evaluate the ability or willingness of the Plan Sponsor to make the Recommended Contribution under the selected Funding Policy.

As a result, while Contribution Risk may be a significant source of risk for the Plan, this Actuarial Valuation makes no attempt to assess the impact of future contributions falling short of those recommended under the selected Funding Policy. Notwithstanding the above, see the *Actuarial Recommended Contribution – Reconciliation* section of this report for the impact on the current Recommended Contribution of any contribution shortfalls or excesses from the prior year.

Defined Benefit Plan Risks

Asset Growth:

Pension funding involves preparing Fund assets to pay for benefits when Members retire. During their working careers, assets grow with contributions and investment earnings; and then, the Pension Fund distributes assets in retirement. Based on the Plan’s current mix of Members and Funded Status, the Plan should experience positive asset growth, on average, if the Recommended Contributions are made and expected investment earnings come in. In the current year, the Fund asset growth was positive by approximately \$11,000,000.

Asset growth is important in the long-term. Long-term cash flow out of the Pension Fund is primarily benefit payments, and expenses are a smaller portion. The Plan should monitor the impact of expected benefit payments on future asset growth. We assess and project all future benefit payments as part of the determination of liability. The assessment is made on all current Members of the Fund, both active and inactive. For active Members, the assessment includes the probability that Members terminate or retire and begin receiving benefits. In the next 5 years, benefit payments are anticipated to increase 25-30%, or approximately \$1,000,000. In the next 10 years, the expected increase in benefit payments is 55-60%, or approximately \$2,200,000. The estimated increase in benefit payments is being compared



MANAGEMENT SUMMARY

against the benefits paid to inactive Members during the fiscal year, excluding any refunds of Member Contributions.

Furthermore, plans with a large number of inactive Members have an increased “Longevity Risk”. Longevity Risk is the possibility that inactive Members may live longer than projected by the Plan’s mortality assumption. As shown in the previous paragraph, benefit payments are expected to increase over the next 5-year and 10-year horizons. The projected increases assume that current inactive Members pass away according to the Plan’s mortality assumption. To the extent that current inactive Members live longer than expected, the future 5-year and 10-year benefit projections may be larger than the amounts disclosed in the previous paragraph. Higher levels of benefit payments, payable for a longer period of time, may cause a significant strain to the Plan’s cash flow, future Recommended Contributions, and may lead to Plan insolvency.

Unfunded Liability:

Unfunded Liability represents the financial shortfall of the Actuarial Value of Assets compared to the Actuarial Accrued Liability. To the extent that Unfunded Liability exists, the Plan is losing potential investment earnings due to the financial shortfall. Contributions towards Unfunded Liability pay for the lost investment earnings, as well as the outstanding unfunded amount. If payments towards Unfunded Liability are not made, the Unfunded Liability will grow.

In the early 1990s, many Pension Funds in Illinois adopted an increasing payment towards Unfunded Liability due to a change in legislation. The initial payment decreased, and future payments are anticipated to increase annually after that. In many situations, payments early on were less than the interest on Unfunded Liability, which means that Unfunded Liability increased even though contributions were made at the recommended level.

The current Recommended Contribution includes a payment towards Unfunded Liability that is approximately \$530,000 greater than the interest on Unfunded Liability. All else being equal, and contributions being made, Unfunded Liability is expected to decrease. The Employer and Fund should anticipate that improvement in the current Percent Funded will be mitigated in the short-term. The Employer and Fund should understand this impact as we progress forward to manage expectations.

Actuarial Value of Assets:

The Pension Fund smooths asset returns that vary from expectations over a 5-year period. The intention over time is that asset returns for purposes of funding recommendations are a combination of several years. The impact is intended to smooth out the volatility of Recommended Contributions over time, but not necessarily increase or decrease the level of contributions over the long-term.

When asset returns are smoothed, there are always gains or losses on the Market Value of Assets that are going to be deferred for current funding purposes, and recognized in future years. Currently, the Pension Fund is deferring approximately \$4,900,000 in gains on the Market Value of Assets. These are asset gains that will be recognized in upcoming periods, independent of the future performance of the Market Value of Assets.



MANAGEMENT SUMMARY

In the current valuation, we have recognized approximately \$110,000 in additional asset gains from the past five years in order to keep the Actuarial Value of Assets within 10% of the Market Value of Assets. See the *Development of the Actuarial Value of Assets* section of this report for more details.



MANAGEMENT SUMMARY

Cash Flow Risk:

Assets, liabilities, and Funded Status are good metrics to monitor over time to assess the progress of the Funding Policy. However, these metrics may provide limited forward-looking insights. Specifically, the maturity of a Pension Fund can pose certain risks that often cannot be assessed with a point-in-time metric such as Percent Funded.

For example, two different Pension Funds could have the same Percent Funded, but have completely different risk profiles. One Fund might mostly cover active Members with little to no Members in pay status, whereas a second Fund might mostly cover inactive Members with a significant level of annual benefit payments. The latter Fund has a greater “Cash Flow Risk”, i.e. a more significant chance that negative cash flows could lead to a deteriorating, rather than improving, Percent Funded over time.

It is important to note that, in general, positive net cash flows are good, but also need to be sufficient to cover the growth in the liabilities (i.e. the Normal Cost as well as interest on the Actuarial Accrued Liability). Typically, when cash flows are assumed to be insufficient to cover the growth in liabilities, the Percent Funded will decline, while future Recommended Contributions will increase.

For this Plan, the Market Value of Assets is less than the Actuarial Accrued Liability for inactive Members. The Fund assets and anticipated investment earnings are not sufficient to cover the benefits payable to the current inactive Members. In addition, there is currently no money set aside for active Member liability. There are two consequences. First, we are limiting the impact of investment earnings on accruing money for the active Members due to utilizing those dollars to pay for the current inactive Members. Second, there is Cash Flow Risk that exists in that a higher portion of the assets is needed to keep up with cash flow out for benefit payments, and a higher relative investment return is required to keep cash flow positive in any given year.

Benefit Payment Risk:

Ideally, plans in a sound financial position will have the ratio of annual benefits payments to the Market Value of Assets to be less than the Expected Rate of Return on Investments assumption (i.e. 6.50%). Theoretically, in this case it can be considered that investment returns will fully cover the annual benefit payments, and therefore, all Employer and Member Contributions made to the Fund will be used to pay for future benefit accruals and pay down the existing Unfunded Liability. To the extent that the ratio of the annual benefit payments to the Market Value of Assets increases to above the Expected Rate of Return on Investments assumption, the Plan may experience some additional risks, such as the need to keep assets in more liquid investments, inability to pay down Unfunded Liability, and may lead to Plan insolvency.

As of the Valuation Date, the Quincy Police Pension Fund has a ratio of benefit payments to the Market Value of Assets of 8.11%. In this case, a portion of the Employer Contributions are being used to pay the annual benefit payments creating Benefit Payment Risk and Cash Flow Risk. The Percent Funded of the Plan may not grow as quickly as expected under the current Funding Policy, since the amortization payment towards the Unfunded Liability is not being fully realized. As shown in the *Asset Growth* section of this report, the 5-year and 10-year horizons of future benefit payments are expected to



MANAGEMENT SUMMARY

increase. The Plan Sponsor should monitor the percentage of annual benefit payments to the Market Value of Assets and consider changing the Funding Policy if this ratio continues to increase.



MANAGEMENT SUMMARY

Fund Assets

The results in this report are based on the assets held in the Pension Fund. Assets consist of funds held for investment and for benefit payments as of the Actuarial Valuation Date. In addition, assets may be adjusted for other events representing dollars that are reasonably expected to be paid out from the Pension Fund or deposited into the Pension Fund after the Actuarial Valuation Date as well.

The current Fund assets are audited.

The Actuarial Value of Assets under the Funding Policy is equal to the Market Value of Assets, with unexpected gains and losses smoothed over 5 years. More detail on the Actuarial Value of Assets can be found in the *Actuarial Funding Policies* section of this report.

*The Fund
Assets Used in
this Report
are Audited.*

Demographic Data

Demographic factors can change from year to year within the Pension Fund. Changes in this category include hiring new Members, Members retiring or becoming disabled, inactive Members passing away, and other changes. Demographic changes can cause an actuarial gain (contribution that is less than expected compared to the prior year) or an actuarial loss (contribution that is greater than expected compared to the prior year).

Demographic gains and losses occur when the assumptions over the one-year period for Member changes do not meet our long-term expectation. For example, if no Members become disabled during the year, we would expect a liability gain. If more Members become disabled than anticipated during the year, we would expect a liability loss. Generally, we expect short-term fluctuations in demographic experience to create gains or losses of 1%-3% of the Actuarial Accrued Liability in any given year, but to balance out in the long-term.

“Demographic Risk” occurs when Plan demographic experience differs significantly from expected. Similar to Longevity Risk discussed previously, additional risk is created when demographic experience differs from the assumed rates of disability, retirement, or termination. Under the chosen assumptions, actuarial gains and/or losses will always occur, as the assumptions will never be exactly realized. However, the magnitude of the gain and/or loss and its influence on the Recommended Contribution largely depends on the size of the Plan.

Based on the number of active Members in the Plan, the Recommended Contribution has a low risk of having a significant increase due to demographic experience. For example, 1 new disabled Member would typically generate a substantial increase to the Actuarial Accrued Liability. However, due to the size of the Plan, there is an appropriate means to absorb demographic losses without causing a significant increase to the Recommended Contribution.



MANAGEMENT SUMMARY

In the current report, the key demographic changes were as follows:

Termination: There were 4 Members of the Fund who terminated employment during the year. Also, there was 1 vested terminated Member of the Fund who started collecting benefits during the year. The Fund may be obligated to pay a benefit or a refund of Employee Contributions to the Members in the future. The decrease in the Recommended Contribution in the current year due to the termination experience is approximately \$28,000.

Mortality: There were 2 retirees who passed away during the year, 1 of whom had an eligible surviving spouse. Also, there was 1 surviving spouse who passed away during the year. When a retiree passes away, the Fund liability will decrease as the Pension Fund no longer will make future payments to the retiree. If there is an eligible surviving spouse, the Fund liability will increase to represent the value of the expected payments that will be made to the spouse. When a surviving spouse passes away, the Fund liability will decrease as the Pension Fund no longer will make future payments to the surviving spouse.

As inactive Members age and continue to collect benefits, the Fund liability will also increase. In the current year, there were 76 inactive Members who maintained their benefit collection status throughout the year. The net increase in the Recommended Contribution in the current year due to the mortality experience is approximately \$2,000.

Salary Increases: Salary increases were less than anticipated in the current year. This caused a decrease in the Recommended Contribution in the current year of approximately \$12,000.

Assumption Changes

The assumptions were not changed from the prior valuation.

Funding Policy Changes

The Funding Policy was not changed from the prior valuation.

Other Considerations

After careful consideration, we have elected to transition our client reporting to a new valuation platform. Our new platform, ProVal, is an industry standard tool that encompasses a multitude of actuarial best practices. The driving reason behind our decision to transition to this platform is that it will give us the opportunity to provide additional capabilities to our clients in the near future, including stochastic prediction modeling and sensitivity capabilities. Because this software has slightly different parameters in the underlying coding, there may be a minor variation in actuarial calculations. These variations are well within the acceptable ranges developed for actuarial standards. For example, a Pension Fund that is 100% funded in one software, may actually show as 98%-102% funded across different software platforms. This is routine in nature and is a regular part of running estimates and projections. As we strive for “best estimates” in the actuarial funding process, the best due diligence continues to be the process of setting and reviewing assumptions in the actuarial profession. Our commitment to reviewing new information regularly continues to be at the forefront of our reporting.



MANAGEMENT SUMMARY

ACTUARIAL RECOMMENDED CONTRIBUTION – RECONCILIATION

Actuarial Accrued Liability is expected to increase each year for both interest for the year and as active Members earn additional service years towards retirement. Similarly, Actuarial Accrued Liability is expected to decrease when the Fund pays benefits to inactive Members.

Contributions are expected to increase as expected pay increases under the Funding Policy for the Fund.

| | Actuarial Liability | Recommended Contribution |
|------------------------------------|------------------------|-----------------------------|
| Prior Valuation | \$ 87,707,859 | \$ 4,404,948 |
| Expected Changes | 3,024,275 | 143,160 |
| Initial Expected Current Valuation | <u>\$ 90,732,134</u> | <u>\$ 4,548,107</u> |

Other increases or decreases in Actuarial Accrued Liability (key changes noted below) will increase or decrease the amount of Unfunded Liability in the Plan. To the extent that Unfunded Liability increases or decreases unexpectedly, the contribution towards Unfunded Liability will also change unexpectedly.

| | Actuarial Liability | Recommended Contribution |
|-------------------------------------|------------------------|-----------------------------|
| Salary Increases Less than Expected | \$ (172,009) | \$ (11,727) |
| Actuarial Experience | 1,037,993 | (9,714) |
| Asset Return Greater than Expected* | - | (103,110) |
| Contributions Less than Expected | - | 17,057 |
| Total Increase/(Decrease) | <u>\$ 865,984</u> | <u>\$ (107,494)</u> |
| Current Valuation | <u>\$ 91,598,118</u> | <u>\$ 4,440,613</u> |

*Impact on the Recommended Contribution due to asset return is on an Actuarial Value of Assets basis.

In the current valuation, we have updated the Actuarial Valuation software used to determine Actuarial Liability. The Actuarial Experience can be attributable to several factors including Actuarial Valuation software changes, demographic changes, and benefit payment experience compared to expectation.

Key demographic changes were discussed in the *Demographic Data* section of this report.





VALUATION OF FUND ASSETS

Market Value of Assets
Market Value of Assets (Gain)/Loss
Development of the Actuarial Value of Assets
Actuarial Value of Assets (Gain)/Loss
Historical Asset Performance

VALUATION OF FUND ASSETS

MARKET VALUE OF ASSETS

Statement of Assets

| | Prior Valuation | Current Valuation |
|--------------------------------------|----------------------|----------------------|
| Money Market | \$ 2,024,243 | \$ 1,344,464 |
| Fixed Income | 12,973,893 | - |
| State and Local Obligations | - | 7,113,617 |
| US Government and Agency Obligations | - | 9,004,915 |
| Mutual Funds | 22,185,222 | 31,145,782 |
| Receivables (Net of Payables) | 67,500 | 76,813 |
| Total Market Value of Assets | <u>\$ 37,250,858</u> | <u>\$ 48,685,591</u> |

The Total Market Value of Assets has Increased by Approximately \$11,430,000 from the Prior Valuation.

Statement of Changes in Assets

| | |
|--|----------------------|
| Total Market Value of Assets - Prior Valuation | \$ 37,250,858 |
| Plus - Employer Contributions | 4,136,015 |
| Plus - Member Contributions | 592,779 |
| Plus - Return on Investments | 10,732,996 |
| Less - Benefit Payments and Refunds | (3,994,445) |
| Less - Other Expenses | <u>(32,612)</u> |
| Total Market Value of Assets - Current Valuation | <u>\$ 48,685,591</u> |

The Rate of Return on Investments on a Market Value of Assets Basis for the Fund was Approximately 28.44% Net of Administrative Expense.

The Rate of Return on Investments shown above has been determined as the Return on Investments from the Statement of Changes in Assets, as a percent of the average of the prior and current Market Value of Assets. The Rate of Return on Investments is net of Other Expenses, and has been excluded from the Total Market Value of Assets at the end of the Fiscal Year for this calculation.



VALUATION OF FUND ASSETS

MARKET VALUE OF ASSETS (GAIN)/LOSS

Current Year (Gain)/Loss on Market Value of Assets

| | |
|---|-----------------------|
| Total Market Value of Assets - Prior Valuation | \$ 37,250,858 |
| Employer and Member Contributions | 4,728,794 |
| Benefit Payments and Refunds | (3,994,445) |
| Expected Return on Investments | <u>2,445,173</u> |
| Expected Total Market Value of Assets - Current Valuation | \$ 40,430,380 |
| Actual Total Market Value of Assets - Current Valuation | <u>48,685,591</u> |
| Current Market Value of Assets (Gain)/Loss | <u>\$ (8,255,211)</u> |
| | |
| Expected Return on Investments | \$ 2,445,173 |
| Actual Return on Investments (Net of Expenses) | <u>10,700,384</u> |
| Current Market Value of Assets (Gain)/Loss | <u>\$ (8,255,211)</u> |

The Actual Return on Investments on a Market Value of Assets Basis was Greater than Expected for the Current Year.

The (Gain)/Loss on the current Market Value of Assets has been determined based on the Expected Rate of Return on Investments as shown in the *Actuarial Assumptions* section of this report.



VALUATION OF FUND ASSETS

DEVELOPMENT OF THE ACTUARIAL VALUE OF ASSETS

| | | |
|---|----------------|---------------|
| Total Market Value of Assets - Current Valuation | | \$ 48,685,591 |
| Adjustment for Prior (Gains)/Losses | | |
| | Full Amount | Deferral |
| FYE 2021 | \$ (8,255,211) | (6,604,169) |
| FYE 2020 | 2,503,707 | 1,502,224 |
| FYE 2019 | 557,768 | 223,107 |
| FYE 2018 | (513,333) | (102,667) |
| Total Deferred (Gain)/Loss | | (4,981,505) |
| Initial Actuarial Value of Assets - Current Valuation | | \$ 43,704,086 |
| Less Contributions for the Current Year and Interest Adjustment for the Corridor | | - 112,946 |
| Total Actuarial Value of Assets - Current Valuation | | \$ 43,817,032 |

The Actuarial Value of Assets is Equal to the Market Value of Assets with Unanticipated (Gains)/Losses Recognized Over 5 Years. The Actuarial Value of Assets is 90.00% of the Market Value of Assets.

In the current valuation, we have recognized approximately \$110,000 in additional asset gains from the past five years in order to keep the Actuarial Value of Assets within 10% of the Market Value of Assets.

ACTUARIAL VALUE OF ASSETS (GAIN)/LOSS

| | | |
|---|--|---------------|
| Total Actuarial Value of Assets - Prior Valuation | | \$ 39,268,077 |
| Plus - Employer Contributions | | 4,136,015 |
| Plus - Member Contributions | | 592,779 |
| Plus - Return on Investments | | 3,847,218 |
| Less - Benefit Payments and Refund | | (3,994,445) |
| Less - Other Expenses | | (32,612) |
| Total Actuarial Value of Assets - Current Valuation | | \$ 43,817,032 |

The Rate of Return on Investments on an Actuarial Value of Assets Basis for the Fund was Approximately 9.62% Net of Administrative Expense.

The Actuarial Value of Assets incorporates portions of gains and losses over multiple years.



VALUATION OF FUND ASSETS

HISTORICAL ASSET PERFORMANCE

The chart below shows the historical Rates of Return on Investments for both Market Value of Assets and Actuarial Value of Assets.

| | Market Value of Assets | Actuarial Value of Assets |
|----------|---------------------------|------------------------------|
| FYE 2021 | 28.44% | 9.62% |
| FYE 2020 | (0.21%) | 3.40% |
| FYE 2019 | 4.94% | 4.54% |

The historical Rates of Return on Investments shown above were calculated based on the annual Return on Investments, as a percentage of the average value of the assets for the year.

For purposes of determining the average value of assets for the year, the ending Market Value of Assets has been adjusted to net out to the portion related to the Return on Investments themselves. All other cash flows are included.

For purposes of determining the annual Return on Investments we have adjusted the figures shown on the preceding pages. The figures shown on the preceding pages are net of Investment Expenses. We have made an additional adjustment to net out Administrative Expenses. Netting out Administrative Expenses allows us to capture returns for the year that can be used to make benefit payments as part of the ongoing actuarial process.

The adjustments we made are for actuarial reporting purposes only. By netting out Administrative Expenses and capturing Return on Investments that are available to pay benefits, it provides us a comparison to the Expected Rate of Return on Investments, but does not provide a figure that would be consistent with the rates of return that are determined by other parties. Therefore, this calculated Return on Investments should not be used to analyze investment performance of the Fund or the performance of the investment professionals.



VALUATION OF FUND ASSETS

Expected Rate of Return on Investments Assumption

The Expected Rate of Return on Investments for this valuation is 6.50%. Lauterbach & Amen, LLP does not provide investment advice. We look at a variety of factors when reviewing the Expected Rate of Return on Investments assumption selected by the Board. These factors include: historical Rates of Return on Investments, capital market projections performed by the Fund's investment advisors, the Fund's investment policy, capital market forward-looking benchmark expected returns by independent investment companies, rates used by comparable pension systems, and other factors identified in the Actuarial Standards of Practice.

Generally speaking, the ideal assumption for Expected Rate of Return on Investments is one that has a 50% chance of being met over the long-term. If actual returns going forward come in less than expected, the pension system risks deferring contributions to the future that should be made today, and creating additional contribution volatility. Reducing the Expected Rate of Return on Investments by 25 basis points produces a Recommended Contribution that is 7.87% higher than currently shown.

"Investment Risk" is the potential that actual Return on Investments will be different from what is expected. The selected Expected Rate of Return on Investments assumption is chosen to be a long-term assumption, producing a return that, on average, would produce a stable rate of return over a long-term horizon. Actual asset returns in the short-term may deviate from this long-term assumption due to current market conditions. Furthermore, establishing the Expected Rate of Return on Investments assumption may be dependent on the Illinois State Statutes pertaining to the limitations on types of investments Plan Sponsors may use. If the actual annual rates of return are less than the Expected Rate of Return on Investments, actuarial losses will be produced, thus increasing the Plan's Unfunded Liability and, subsequently, future Recommended Contributions.

"Asset/Liability Mismatch" risk is a similar concept as Investment Risk, as it relates to setting the Expected Rate of Return on Investments assumption compared to the actual Return on Investments achieved. The Interest Rate used to discount future Plan liabilities is set equal to the Expected Rate of Return on Investments. It is expected that the selected Interest Rate be a rate that is reasonably expected to be achieved over the long-term. To the extent that the selected Interest Rate to value Plan liabilities is unreasonable, or significantly different than the actual Return on Investments earned over an extended period of time, additional Interest Rate risk is created. For example, determining Plan liabilities at an Interest Rate higher than what is expected to be achieved through investment returns results in Unfunded Liability that is not a true representation of the Plan's condition and Percent Funded. As a result, the Actuarial Accrued Liability determined is an amount smaller than the liability that would be produced with an Interest Rate more indicative of future Expected Rate of Return on Investments. Therefore, the Recommended Contributions under the established Funding Policy may not be sufficient to appropriately meet the true pension obligations.





RECOMMENDED CONTRIBUTION DETAIL

Actuarial Accrued Liability
Funded Status
Development of the Employer Normal Cost
Normal Cost as a Percentage of Expected Payroll
Recommended Contribution Breakdown
Schedule of Amortization – Unfunded Actuarial Accrued Liability
Actuarial Methods – Recommended Contribution

RECOMMENDED CONTRIBUTION DETAIL

ACTUARIAL ACCRUED LIABILITY

| | Prior Valuation | Current Valuation |
|-----------------------------------|----------------------|----------------------|
| Active Members | \$ 27,758,124 | \$ 28,857,632 |
| Inactive Members | | |
| Terminated Members* | 2,111,588 | 1,505,335 |
| Retired Members | 47,184,390 | 50,223,339 |
| Disabled Members | 4,748,816 | 4,889,248 |
| Other Beneficiaries | 5,904,941 | 6,122,564 |
| Total Inactive Members | <u>59,949,735</u> | <u>62,740,486</u> |
| Total Actuarial Accrued Liability | <u>\$ 87,707,859</u> | <u>\$ 91,598,118</u> |

*The Total Actuarial
Accrued Liability
has Increased by
Approximately
\$3,890,000 from the
Prior Valuation.*

*Terminated Members Actuarial Accrued Liability for the current valuation includes non-vested terminated Members entitled to a refund of Employee Contributions that was not included in the prior valuation.

FUNDED STATUS

| | Prior Valuation | Current Valuation |
|--------------------------------------|----------------------|----------------------|
| Total Actuarial Accrued Liability | \$ 87,707,859 | \$ 91,598,118 |
| Total Actuarial Value of Assets | <u>39,268,077</u> | <u>43,817,032</u> |
| Unfunded Actuarial Accrued Liability | <u>\$ 48,439,782</u> | <u>\$ 47,781,086</u> |
| Total Market Value of Assets | <u>\$ 37,250,858</u> | <u>\$ 48,685,591</u> |
| <u>Percent Funded</u> | | |
| Actuarial Value of Assets | <u>44.77%</u> | <u>47.84%</u> |
| Market Value of Assets | <u>42.47%</u> | <u>53.15%</u> |

*The Percent Funded
as of the Actuarial
Valuation Date is
Subject to Volatility
on Assets and
Liability in the
Short-Term.*



RECOMMENDED CONTRIBUTION DETAIL

DEVELOPMENT OF THE EMPLOYER NORMAL COST

| | Prior Valuation | Current Valuation |
|--------------------------------|--------------------|----------------------|
| Total Normal Cost | \$ 1,362,764 | \$ 1,297,700 |
| Estimated Member Contributions | (548,249) | (538,390) |
| Employer Normal Cost | <u>\$ 814,515</u> | <u>\$ 759,310</u> |

*At a 100%
Funding Level,
the Normal Cost
Contribution is
Still Required.*

NORMAL COST AS A PERCENTAGE OF EXPECTED PAYROLL

| | Prior Valuation | Current Valuation |
|---------------------------|--------------------|----------------------|
| Expected Payroll | \$ 5,532,285 | \$ 5,521,084 |
| Member Normal Cost Rate | <u>9.910%</u> | <u>9.910%</u> |
| Employer Normal Cost Rate | <u>14.72%</u> | <u>13.59%</u> |
| Total Normal Cost Rate | <u>24.63%</u> | <u>23.50%</u> |

*Ideally, the
Employer
Normal Cost
Rate will Remain
Stable.*

RECOMMENDED CONTRIBUTION BREAKDOWN

| | Prior Valuation | Current Valuation |
|---|---------------------|----------------------|
| Employer Normal Cost* | \$ 867,458 | \$ 808,665 |
| Amortization of Unfunded Accrued Liability/(Surplus) | <u>3,537,489</u> | <u>3,631,948</u> |
| Recommended Contribution | <u>\$ 4,404,948</u> | <u>\$ 4,440,613</u> |

*The
Recommended
Contribution has
Increased by
0.81% from the
Prior Valuation.*

*Employer Normal Cost Contribution includes interest through the end of the Fiscal Year.



RECOMMENDED CONTRIBUTION DETAIL

SCHEDULE OF AMORTIZATION – UNFUNDED ACTUARIAL ACCRUED LIABILITY

Below is the schedule of remaining amortization balances for the Unfunded Liability.

| Unfunded Liability Base | Initial Balance | Date Established | Current Balance | Years Remaining | Payment |
|----------------------------|---------------------------------|---------------------|---------------------------------|--------------------|--------------------------------|
| Investment (Gain)/Loss | \$ (1,356,485) | 4/30/2021 | \$ (1,356,485) | 18 | \$ (103,110) |
| Actuarial (Gain)/Loss | 1,339,955 | 4/30/2021 | 1,339,955 | 18 | 101,852 |
| Contribution Experience | (253,263) | 4/30/2021 | (253,263) | 18 | (19,251) |
| Investment (Gain)/Loss | 1,088,174 | 4/30/2020 | 1,079,437 | 18 | 82,050 |
| Actuarial (Gain)/Loss | 1,548,971 | 4/30/2020 | 1,536,536 | 18 | 116,795 |
| Contribution Experience | (103,735) | 4/30/2020 | (102,902) | 18 | (7,822) |
| Assumption Changes | 1,435,306 | 4/30/2020 | 1,423,783 | 18 | 108,225 |
| Plan Changes | 377,330 | 4/30/2020 | 374,300 | 18 | 28,451 |
| Investment (Gain)/Loss | 644,326 | 4/30/2019 | 635,733 | 18 | 48,324 |
| Actuarial (Gain)/Loss | (594,890) | 4/30/2019 | (586,957) | 18 | (44,616) |
| Contribution Experience | (17,096) | 4/30/2019 | (16,867) | 18 | (1,282) |
| Assumption Changes | 4,922,160 | 4/30/2019 | 4,856,512 | 18 | 369,155 |
| Initial Unfunded Liability | <u>\$ 39,376,469</u> | 4/30/2019 | <u>\$ 38,851,304</u> | 18 | <u>\$ 2,953,177</u> |
| Total | <u>\$ 48,407,222</u> | | <u>\$ 47,781,086</u> | | <u>\$ 3,631,948</u> |

The Actuarial (Gain)/Loss can be attributable to several factors including Actuarial Valuation software changes, demographic changes, Employer Contribution timing, Member Contribution experience, benefit payment experience, and salary increase experience compared to expectation.



RECOMMENDED CONTRIBUTION DETAIL

ACTUARIAL METHODS – RECOMMENDED CONTRIBUTION

| | |
|--------------------------|--------------------------------|
| Actuarial Valuation Date | May 1, 2021 |
| Data Collection Date | April 30, 2021 |
| Actuarial Cost Method | Entry Age Normal (Level % Pay) |
| Amortization Method | Level % Pay (Closed) |
| Amortization Target | 100% Funded Over 18 Years |
| Asset Valuation Method | 5-Year Smoothed Market Value |

The contributions and benefit values of the Pension Fund are calculated by applying actuarial assumptions to the benefit provisions and census data furnished, using the Actuarial Cost Method described. The Actuarial Cost and Amortization Methods allocate the projected obligations of the Plan over the working lifetimes of the Plan Members.

The Recommended Contribution amount shown in this report is based on the methods summarized above. The *Actuarial Funding Policies* section of this report includes a more detailed description of the Actuarial Funding Methods being used.

The Actuarial Funding Methods are meant to provide a systematic process for determining contributions on an annual basis. The methods do not impact the expectation of future benefit payments. The methods only impact the way contributions are made towards future benefit payments.

Different Actuarial Funding Methods may achieve funding goals with differing levels of success. Certain methods are more efficient and more stable on an annual basis.





ILLINOIS STATUTORY MINIMUM CONTRIBUTION

Statutory Minimum Contribution
Funded Status – Statutory Minimum
Actuarial Methods – Illinois Statutory Minimum Contribution

ILLINOIS STATUTORY MINIMUM CONTRIBUTION

STATUTORY MINIMUM CONTRIBUTION

| | Prior Valuation | Current Valuation |
|--|--------------------|----------------------|
| Statutory Minimum Contribution | \$3,569,321 | \$3,723,872 |
| Expected Payroll | \$5,532,285 | \$5,521,084 |
| Statutory Minimum Contribution as a Percent of Expected Payroll | 64.52% | 67.45% |

*The Statutory
Minimum
Contribution has
Increased by
\$154,551 from the
Prior Valuation.*

FUNDED STATUS – STATUTORY MINIMUM

| | Prior Valuation | Current Valuation |
|---|--------------------|----------------------|
| Normal Cost | \$1,488,331 | \$1,396,120 |
| Market Value of Assets | \$37,250,858 | \$48,685,591 |
| Actuarial Value of Assets | \$39,268,077 | \$43,817,032 |
| Actuarial Accrued Liability | \$84,191,627 | \$91,444,944 |
| Unfunded Actuarial Accrued Liability/(Surplus) | \$44,923,550 | \$47,627,912 |
| <u>Percent Funded</u> | | |
| Actuarial Value of Assets | 46.64% | 47.92% |
| Market Value of Assets | 44.25% | 53.24% |

*The Statutory
Minimum Percent
Funded has
Increased by 1.28%
on an Actuarial
Value of Assets
Basis.*



ILLINOIS STATUTORY MINIMUM CONTRIBUTION

The Statutory Minimum Contribution is based on Actuarial Funding Methods and funding parameters in the Illinois State Statutes for pension funding. The resulting contribution is lower than the Recommended Contribution for the current year. The lower contribution amount is not recommended because it represents only a deferral of contributions when compared to the Recommended Contribution method.

Actuarial Funding Methods for pensions are best applied to provide a balance between the long-term goals of a variety of stakeholders:

1. Members – the Members are interested in benefit security and having the funds available to pay benefits when retired
2. Employers – cost control and cost stability over the long-term
3. Taxpayers – paying for the services they are receiving from active Members

The Statutory Minimum Contribution methods are not intended to provide a better system in any of the above categories long-term. The parameters are not recommended for a long-term funding strategy.

The Statutory Minimum methods put into place in 2011 were intended to provide short-term budget relief for Employer Contributions. An Employer using the Statutory Minimum parameters for current funding should view the contributions as short-term relief. Our recommendation in this situation is for a Pension Fund and an Employer to work towards a long-term funding strategy that better achieves the long-term funding goals, over a period that does not exceed 3-5 years.

The Securities and Exchange Commission in 2013 used the phrase “Statutory Underfunding” to describe situations where contributions appear to be more manageable in the short-term, but set up future Recommended Contributions that are less likely to be manageable.



ILLINOIS STATUTORY MINIMUM CONTRIBUTION

ACTUARIAL METHODS – ILLINOIS STATUTORY MINIMUM CONTRIBUTION

| | |
|--------------------------|------------------------------|
| Actuarial Valuation Date | May 1, 2021 |
| Data Collection Date | April 30, 2021 |
| Actuarial Cost Method | Projected Unit Credit |
| Amortization Method | Level % Pay (Closed) |
| Amortization Target | 90% Funded Over 19 Years |
| Asset Valuation Method | 5-Year Smoothed Market Value |

The contribution and benefit values of the Pension Fund are calculated by applying actuarial assumptions to the benefit provisions and census data furnished, using the Actuarial Cost Method described. The Actuarial Cost and Amortization methods allocate the projected obligations of the Plan over the working lifetimes of the Plan Members.

The Actuarial Funding Methods are meant to provide a systematic process for determining contributions on an annual basis. The methods do not impact the expectation of future benefit payments. The methods only impact the way contributions are made towards future benefit payments.

Different Actuarial Funding Methods may achieve funding goals with differing levels of success. Certain methods are more efficient and more stable on an annual basis.





ACTUARIAL VALUATION DATA

Active Members
Inactive Members
Summary of Monthly Benefit Payments

ACTUARIAL VALUATION DATA

ACTIVE MEMBERS

| | Prior Valuation | Current Valuation |
|----------------------|--------------------|----------------------|
| Tier I | 44 | 44 |
| Tier II | 29 | 25 |
| Total Active Members | 73 | 69 |
| Total Payroll | \$ 5,443,823 | \$ 5,432,801 |

INACTIVE MEMBERS

| | Prior Valuation | Current Valuation |
|------------------------|--------------------|----------------------|
| Terminated Members* | 6 | 14 |
| Retired Members | 55 | 54 |
| Disabled Members | 7 | 7 |
| Other Beneficiaries | 17 | 17 |
| Total Inactive Members | 85 | 92 |

*Terminated Members for the current valuation includes non-vested terminated Members entitled to a refund of Employee Contributions who were not included in the prior valuation.

SUMMARY OF MONTHLY BENEFIT PAYMENTS

| | Prior Valuation | Current Valuation |
|------------------------|--------------------|----------------------|
| Retired Members | \$ 250,553 | \$ 255,696 |
| Disabled Members | 22,860 | 23,031 |
| Other Beneficiaries | 53,106 | 54,601 |
| Total Inactive Members | \$ 326,518 | \$ 333,328 |





ACTUARIAL FUNDING POLICIES

Actuarial Cost Method
Financing Unfunded Actuarial Accrued Liability
Actuarial Value of Assets

ACTUARIAL FUNDING POLICIES

ACTUARIAL COST METHOD

The Actuarial Cost Method allocates the projected obligations of the Plan over the working lifetimes of the Plan Members.

In accordance with the Pension Fund's Funding Policy the Actuarial Cost Method for the Recommended Contribution basis is Entry Age Normal (Level Percent of Pay). The Entry Age Normal Cost Method is a method under which the Actuarial Present Value of the projected benefits of each individual included in an Actuarial Valuation is allocated on a level basis over the earnings or service of the individual between entry age and assumed exit age. The portion of this Actuarial Present Value allocated to a valuation year is called Normal Cost. The portion of the Actuarial Present Value not provided at an Actuarial Valuation Date by the Actuarial Present Value of future Normal Costs is called the Actuarial Accrued Liability.

The Entry Age Normal method attempts to create a level cost pattern. In contrast to other Actuarial Cost Methods which inherently lead to uneven or less predictable cost patterns, the Entry Age Normal method is generally understood to be less risky in terms of contribution stability from year to year.

The Conference of Consulting Actuaries Public Plans Community produced a "white paper" detailing Funding Policy model practices for public sector pension plans. Under the Level Cost Actuarial Methodology ("LCAM"), one of the principal elements to a Funding Policy is the Actuarial Cost Method. When deciding which Actuarial Cost Method to use, several objectives may be considered, such as the following:

- Each Member's benefit should be funded under a reasonable allocation method by the expected retirement date
- Pay-related benefit costs should reflect anticipated pay at retirement
- The expected cost of each year of service (i.e. Normal Cost) for each active Member should be reasonably related to the expected cost of that Member's benefit
- The Member's Normal Cost should emerge as a level percent of Member compensation
- No gains or losses should occur if all assumptions are met.

Following these criteria, the use of the Entry Age Normal Cost Method (Level Percent of Pay) is a model practice.

FINANCING UNFUNDED ACTUARIAL ACCRUED LIABILITY

The Unfunded Actuarial Accrued Liability may be amortized over a period either in level dollar amounts or as a level percentage of payroll.

When amortizing the Unfunded Actuarial Accrued Liability as a level percentage of payroll, additional risk is incurred since the amortization payments in the early years of the payment period may not be



ACTUARIAL FUNDING POLICIES

large enough to cover the interest accrued on the existing Unfunded Liability. As a result, the Unfunded Liability may increase initially, before the amortization payments grow large enough to cover all interest accruals. Generally speaking, the Plan Sponsor will be required to contribute a larger total contribution amount over the course of the funding period under a level percentage of payroll basis as compared to a level dollar payroll schedule.

The Government Finance Officers Association notes that best practices in public pension finance include utilizing amortization periods that do not exceed 20 years. Longer amortization periods elevate the risk of failing to reduce any Unfunded Liability. For example, when the amortization payment in full only covers interest on the Unfunded Liability, but does not reduce the existing Unfunded Liability, the required contribution will increase in future years.

A second principal element under the Level Cost Actuarial Methodology described above is to establish an Amortization Policy that determines the length of time and the structure of the increase or decrease in contributions required to systematically fund the Unfunded Actuarial Accrued Liability. When deciding on the Amortization Policy, several objectives may be considered, such as the following:

- Variations in the source of liability changes (i.e. gains or losses, Plan changes, assumption changes) should be funded over periods consistent with an appropriate balance between the policy objectives of demographic matching and volatility management
- The cost changes in Unfunded Actuarial Accrued Liability should emerge as a level percentage of Member compensation

The LCAM model practices for the Amortization Policy include the following:

- Layered fixed period amortization by source
- Level percent of pay amortization
- An amortization period ranging from 15-20 years for experience gains or losses
- An amortization period of 15-25 years for assumption changes

In accordance with the Pension Fund's Funding Policy for the Recommended Contribution, the Unfunded Actuarial Accrued Liability is amortized by level percent of payroll contributions to a 100% funding target over the remaining 18 years. See the *Actuarial Methods – Recommended Contribution* section of this report for more detail.

We believe that the amortization period is appropriate for the purposes of this valuation.



ACTUARIAL FUNDING POLICIES

ACTUARIAL VALUE OF ASSETS

The Pension Fund is an ongoing plan. The Employer wishes to smooth the effect of volatility in the Market Value of Assets on the annual contribution. Therefore, the Actuarial Value of Assets is equal to the Market Value of Assets with unanticipated gains/losses recognized over a five-year period.

The Asset Valuation Method is intended to create an Actuarial Value of Assets that remains reasonable in relation to the Market Value of Assets over time. The method produces results that can fall either above or below the Market Value of Assets. The period of recognition is short.

It is intended that the period of recognition is short enough to keep the Actuarial Value of Assets within a decent range of the Market Value of Assets. In the event that the Actuarial Value of Assets exceeds or falls below a 10% corridor of the Market Value of Assets, the additional gain or loss will be recognized immediately.





ACTUARIAL ASSUMPTIONS

Nature of Actuarial Calculations
Actuarial Assumptions in the Valuation Process
Assessment of Risk Exposures
Limitations of Risk Analysis
Assessment and Use of Actuarial Models
Actuarial Assumptions Utilized

ACTUARIAL ASSUMPTIONS

NATURE OF ACTUARIAL CALCULATIONS

The results documented in this report are estimates based on data that may be imperfect and on assumptions about future events. Certain Plan Provisions may be approximated or deemed immaterial, and, therefore, are not valued. Assumptions may be made about census data or other factors. Reasonable efforts were made in this valuation to ensure that significant items in the context of the Actuarial Accrued Liability or costs are treated appropriately, and not excluded or included inappropriately.

Actual future experience will differ from the assumptions used in the calculations. As these differences arise, the expense for accounting purposes will be adjusted in future valuations to reflect such actual experience.

A range of results different from those presented in this report could be considered reasonable. The numbers are not rounded, but this is for convenience only and should not imply precision which is not inherent in actuarial calculations.

ACTUARIAL ASSUMPTIONS IN THE VALUATION PROCESS

The contributions and benefit values of the Pension Fund are calculated by applying actuarial assumptions to the benefit provisions and census data furnished, using the Actuarial Cost Method described in the *Actuarial Funding Policies* section of this report.

The principal areas of financial risk which require assumptions about future experience are:

- Expected Rate of Return on Investments
- Patterns of Pay Increases for Members
- Rates of Mortality Among Active and Inactive Members
- Rates of Termination Among Active Members
- Rates of Disability Among Active Members
- Age Patterns of Actual Retirements

Actual experience of the Pension Fund will not coincide exactly with assumed experience. Each valuation provides a complete recalculation of assumed future experience and takes into account all past differences between assumed and actual experience. The result is a continual series of adjustments to the computed Recommended Contribution.

Details behind the selection of the actuarial assumptions can be found in the Actuarial Assumption Summary document provided to the client upon request. The client has reviewed and approved the assumptions as a reasonable expectation of the future anticipated experience under the Plan.



ACTUARIAL ASSUMPTIONS

ASSESSMENT OF RISK EXPOSURES

From time to time it becomes appropriate to modify one or more of the assumptions, to reflect experience trends (but not random year-to-year fluctuations). In addition, Actuarial Standards of Practice require that the Actuary minimally perform a qualitative assessment of key financial and demographic risks as part of the risk assessment process with each annual Actuarial Valuation. The risk assessments we perform include, but are not limited to, the following:

- Periodic demographic experience studies every 3 to 5 years to confirm the ongoing appropriateness of actuarial assumptions
- Highlight the impact of demographic experience over the past year, as well as other sources of change and volatility in the *Actuarial Recommended Contribution – Reconciliation* section of this report
- Detail year-over-year changes in contribution levels, assets, liabilities, and Funded Status in the *Recommended Contribution* and *Funded Status* sections in the *Management Summary* section of this report
- Review any material changes in the census as summarized in the *Actuarial Valuation Data* section of this report
- Provide and discuss the Actuarial Assumption Summary document highlighting the rationale for each key assumption chosen by the Board
- Identify potential Cash Flow Risk by highlighting expected benefit payments over the next 5-year and 10-year periods in the *Asset Growth* section in the *Management Summary* section of this report
- Describe the impact of any assumption, method, or policy change in the *Management Summary* section of this report
- Utilize supplemental information, such as the GASB Discount Rate sensitivity disclosures to understand, for example, what impact an alternative Expected Rate of Return on Investments assumption might have on the estimation of Actuarial Accrued Liability and Funded Status
- Utilize supplemental information, such as the GASB solvency test, to better understand the Cash Flow Risk and long-term sustainability of the Plan.

LIMITATIONS OF RISK ANALYSIS

Since future experience may never be precisely as assumed, the process of selecting funding methods and actuarial assumptions may inherently create risk and volatility of results. A more detailed evaluation of the above risk exposures is beyond the scope and nature of the annual Actuarial Valuation process. For example, scenario tests, sensitivity tests, stress tests, and/or stochastic modeling for multi-year projections to assess the impact of alternative assumptions and methods, or modeling future experience different from the assumptions in these results, are not included in this Actuarial Valuation.

The Quincy Police Pension Fund and/or the City of Quincy, Illinois should contact the Actuary if they desire a more detailed assessment of any of these forward-looking risk exposures.



ACTUARIAL ASSUMPTIONS

ASSESSMENT AND USE OF ACTUARIAL MODELS

Actuarial Valuations rely upon the use of actuarial modeling software to predict the occurrence of future events, which include specific demographic and financial potential outcomes. Actuarial assumptions are established to provide a guideline to use for such modeling.

- The model used in this Actuarial Valuation is intended to determine the Recommended Contribution, under the selected Funding Policy. The actuarial assumptions used were developed with this goal in mind.
- There are no known material limitations or inconsistencies among the actuarial assumptions or methods.
- The output from the model is reasonable based on the individual actuarial assumptions and based on the actuarial assumptions in the aggregate.
- The actuarial software used to calculate plan liabilities has been purchased from an outside vendor. We have performed thorough testing of the software, including review of sample participants, to ensure the intended purpose of the model, the operation of the model, sensitivities and dependencies, and strengths and limitations of the model are sufficient for this purpose.
- Census data and financial information have been provided by client professionals, financial advisors, and/or auditors, who are known to be experts in their respective fields. We rely on the fact that the information provided by these experts has been given for the intended purpose of this Actuarial Valuation.
- Where applicable, certain actuarial assumptions and Funding Policy may be required as prescribed by law. In such instances, we have followed legal guidance to ensure conformity.
- The Expected Rate of Return on Investments assumption has been chosen using input from several sources; including, but not limited to: client professionals, financial advisors, auditors, and other capital market outlooks. We have relied on the information provided, in the aggregate, to settle on the selected Expected Rate of Return on Investments assumption.

As stated in the *Limitations of Risk Analysis* section, future experience may never be precisely as assumed. As a result, the funding methods and actuarial assumptions used in the model may create volatility in the results when compared year after year. A more detailed evaluation of this volatility is beyond the scope and nature of the annual Actuarial Valuation process. In such cases, additional scenario tests, sensitivity tests, stress tests, and/or stochastic modeling for multi-year projections to assess the impact of alternative assumptions and methods, or modeling future experience different from the assumptions in these results, may be performed to determine a range of reasonable results.



ACTUARIAL ASSUMPTIONS

ACTUARIAL ASSUMPTIONS UTILIZED

| | |
|---|-------------------------------------|
| Expected Rate of Return on Investments | 6.50% Net of Administrative Expense |
| CPI-U | 2.25% |
| Total Payroll Increases | 3.25% |
| Individual Pay Increases* | 3.75% - 10.89% |

Individual pay increases include a long-term average increase for inflation, average annual increases for promotions, and any additional increases for a step program. Sample rates are as follows:

| Service | Rate | Service | Rate |
|---------|--------|---------|-------|
| 0 | 8.35% | 8 | 3.75% |
| 1 | 8.00% | 9 | 3.75% |
| 2 | 7.70% | 10 | 3.75% |
| 3 | 7.41% | 15 | 3.75% |
| 4 | 10.89% | 20 | 3.75% |
| 5 | 3.75% | 25 | 3.75% |
| 6 | 3.75% | 30 | 3.75% |
| 7 | 3.75% | 35 | 3.75% |

*Individual pay increases for active Members hired at age 40 or older are assumed annual increases at the ultimate rate reduced by 50 basis points, without adjustments in early service years.



ACTUARIAL ASSUMPTIONS

Retirement Rates

100% of the L&A Assumption Study for Police 2020 Cap Age 65.
Sample rates are as follows:

| Age | Rate | Age | Rate |
|-----|--------|-----|---------|
| 50 | 11.00% | 58 | 16.25% |
| 51 | 11.55% | 59 | 16.25% |
| 52 | 12.13% | 60 | 16.25% |
| 53 | 12.73% | 61 | 16.25% |
| 54 | 13.37% | 62 | 18.00% |
| 55 | 14.04% | 63 | 20.00% |
| 56 | 14.74% | 64 | 20.00% |
| 57 | 15.48% | 65 | 100.00% |

Termination Rates

100% of the L&A Assumption Study for Police 2020. Sample rates are as follows:

| Age | Rate | Age | Rate |
|-----|-------|-----|-------|
| 25 | 8.00% | 40 | 2.17% |
| 30 | 3.40% | 45 | 1.56% |
| 35 | 2.79% | 50 | 0.46% |

Disability Rates

100% of the L&A Assumption Study for Police 2020. Sample rates are as follows:

| Age | Rate | Age | Rate |
|-----|-------|-----|-------|
| 25 | 0.00% | 40 | 0.38% |
| 30 | 0.06% | 45 | 0.53% |
| 35 | 0.18% | 50 | 0.48% |

65% of active Members who become disabled are assumed to be in the Line of Duty.



ACTUARIAL ASSUMPTIONS

Mortality Rates

Active Mortality follows the Sex Distinct Raw Rates as developed in the PubS-2010(A) Study. Mortality improvement uses MP-2019 Improvement Rates applied on a fully generational basis.

50% of active Member deaths are assumed to be in the Line of Duty.

Retiree Mortality follows the L&A Assumption Study for Police 2020. These rates are experience weighted with the Sex Distinct Raw Rates as developed in the PubS-2010(A) Study improved to 2017 using MP-2019 Improvement Rates. These rates are then improved fully generationally using MP-2019 Improvement Rates.

Disabled Mortality follows the Sex Distinct Raw Rates as developed in the PubS-2010 Study for disabled participants. Mortality improvement uses MP-2019 Improvement Rates applied on a fully generational basis.

Spouse Mortality follows the Sex Distinct Raw Rates as developed in the PubS-2010(A) Study for contingent survivors. For all rates not provided there (ages 45 and younger) the PubG-2010 Study for general employees was used. Mortality improvement uses MP-2019 Improvement Rates applied on a fully generational basis.

Marital Assumptions

Active Members: 80% of active Members are assumed to be married. Female spouses are assumed to be 3 years younger than male spouses.

Retiree and Disabled Members: Actual spousal data was utilized for retiree and disabled Members.





SUMMARY OF PRINCIPAL PLAN PROVISIONS

Establishment of the Fund
Administration
Member Contributions
Regular Retirement Pension Benefit
Early Retirement Pension Benefit
Surviving Spouse Benefit
Termination Benefit – Vested
Disability Benefit

SUMMARY OF PRINCIPAL PLAN PROVISIONS

ESTABLISHMENT OF THE FUND

The Police Pension Fund is established and administered as prescribed by “Article 3 – Police Pension Fund – Municipalities 500,000 and Under” of the Illinois Pension Code.

ADMINISTRATION

The Police Pension Fund is administered by a Board of Trustees whose duties are to manage the Pension Fund, determine applications for pensions, authorize payment of pensions, establish rules, pay expenses, invest assets, and keep records.

MEMBER CONTRIBUTIONS

Members contribute 9.910% of pensionable salary.

REGULAR RETIREMENT PENSION BENEFIT

Hired Prior to January 1, 2011

Eligibility: Age 50 with at least 20 years of creditable service.

Benefit: 50% of final salary for the first 20 years of service, plus an additional 2.5% of final salary for each year of service beyond 20 years of service, and not to exceed 75% of final salary. “Final salary” is based on the police officer’s pensionable salary attached to rank held on the last day of service, unless the pensionable salary was greater at some point within the year prior to the last day of service. If so, the pensionable salary is averaged over the last 12 months.

Annual Increase in Benefit: A police officer is entitled to receive an initial increase equal to 1/12 of 3% of the original monthly benefit for each full month that has passed since the pension began. The initial increase date will be the latter of the first day of the month after the pensioner turns age 55 or the first day of the month after the benefit date anniversary. Subsequent increases of 3% of the current monthly benefit will be granted every January 1st thereafter.



SUMMARY OF PRINCIPAL PLAN PROVISIONS

REGULAR RETIREMENT PENSION BENEFIT - CONTINUED

Hired on or After January 1, 2011

Eligibility: Age 55 with at least 10 years of creditable service.

Benefit: 2.5% of final average salary for each year of service, and not to exceed 75% of final average salary. "Final average salary" is determined by dividing the total pensionable salary during 48 consecutive months of service within the last 60 months of service in which total pensionable salary was the highest, by the number of months of service in that period (or by dividing the total pensionable salary during 96 consecutive months of service within the last 120 months of service in which total pensionable salary was the highest, by the number of months of service in that period, if greater). Annual salary for this purpose will not exceed the salary cap, indexed by the lesser of 3% or the CPI-U for the 12 months ending with the September preceding each November 1st. The salary cap will not decrease.

Annual Increase in Benefit: The initial increase date will be the latter of the January 1st after the pensioner turns age 60 or the January 1st after the benefit date anniversary. Subsequent increases will be granted every January 1st thereafter. The initial increase and subsequent increases will be the lesser of 3% of the original benefit or ½ of the CPI-U for the 12 months ending with the September preceding each November 1st.

EARLY RETIREMENT PENSION BENEFIT

Hired Prior to January 1, 2011

None.

Hired on or After January 1, 2011

Eligibility: Age 50 with at least 10 years of creditable service.

Benefit: The regular retirement pension benefit reduced by ½ of 1% for each month that the police officer's age is between 50 and 55.

Annual Increase in Benefit: The initial increase date will be the latter of the January 1st after the pensioner turns age 60 or the January 1st after the benefit date anniversary. Subsequent increases will be granted every January 1st thereafter. The initial increase and subsequent increases will be the lesser of 3% of the original benefit or ½ of the CPI-U for the 12 months ending with the September preceding each November 1st.



SUMMARY OF PRINCIPAL PLAN PROVISIONS

SURVIVING SPOUSE BENEFIT

Hired Prior to January 1, 2011

Eligibility: Married to an active police officer with at least 8 years of creditable service, a disabled pensioner at the time of death, or a retired pensioner on the last day of service.

Active Line of Duty Death Benefit: An eligible surviving spouse is entitled to receive 100% of the police officer's final pensionable salary attached to rank held on the last day of service.

Non-Duty Death Benefit:

Disabled or Retired Pensioner: An eligible surviving spouse is entitled to receive the pensioner's benefit at the time of death.

Active Member with 20+ Years of Service: An eligible surviving spouse is entitled to the police officer's eligible benefit at the time of death.

Active Member with 10-20 Years of Service: An eligible surviving spouse is entitled to receive 50% of the police officer's pensionable salary attached to rank held on the last day of service, unless the pensionable salary was greater at some point within the year prior to the last day of service. If so, the pensionable salary is averaged over the last 12 months.

Annual Increase in Benefit: None.

Hired on or After January 1, 2011

Eligibility: Married to an active police officer with at least 8 years of creditable service, a disabled pensioner at the time of death, or a retired pensioner on the last day of service.

Active Line of Duty Death Benefit: An eligible surviving spouse is entitled to receive 100% of the police officer's final pensionable salary attached to rank held on the last day of service.

Non-Duty Death Benefit:

Disabled or Retired Pensioner, Active Member with 20+ Years of Service, and Active Member with 10-20 Years of service: An eligible surviving spouse is entitled to receive the greater of 66⅔% of the police officer's earned pension benefit at the time of death or 54% of the police officer's monthly salary at the time of death.

Annual Increase in Benefit: The initial increase date will be the January 1st after the surviving spouse turns age 60. Subsequent increases will be granted every January 1st thereafter. The initial increase and subsequent increases will be the lesser of 3% of the original benefit or ½ of the CPI-U for the 12 months ending with the September preceding each November 1st.



SUMMARY OF PRINCIPAL PLAN PROVISIONS

TERMINATION BENEFIT – VESTED

Hired Prior to January 1, 2011

Eligibility: Age 60 with at least 8 but less than 20 years of creditable service.

Benefit: 2.5% of final salary for each year of service. “Final salary” is based on the police officer’s pensionable salary attached to rank held on the last day of service, unless the pensionable salary was greater at some point within the year prior to the last day of service. If so, the pensionable salary is averaged over the last 12 months.

Annual Increase in Benefit: A police officer is entitled to receive an initial increase equal to 1/12 of 3% of the original monthly benefit for each full month that has passed since the pension began. The initial increase date will be the first day of the month after the benefit date anniversary. Subsequent increases of 3% of the current monthly benefit will be granted every January 1st thereafter.

Hired on or After January 1, 2011

None.



SUMMARY OF PRINCIPAL PLAN PROVISIONS

DISABILITY BENEFIT

Hired Prior to January 1, 2011

Eligibility: Duty or Non-Duty Disability or Occupational Disease Disability with at least 5 years of creditable service.

Benefit: For a duty disability or an occupational disease disability with at least 5 years of creditable service, a police officer is entitled to receive the greater of 65% of final salary or the regular retirement pension benefit at the time of disability. For a non-duty disability, a police officer is entitled to receive 50% of final salary. “Final salary” is based on the police officer’s pensionable salary attached to rank held on the last day of service.

Annual Increase in Benefit: A police officer is entitled to receive an initial increase equal to 3% of the original monthly benefit for each full year that has passed since the pension began. The initial increase date will be the latter of the January 1st after following pensioner turns age 60 or the January 1st after the benefit date anniversary. Subsequent increases of 3% of the original monthly benefit will be granted every January 1st thereafter.

Hired on or after January 1, 2011

Eligibility: Duty or Non-Duty Disability or Occupational Disease Disability with at least 5 years of creditable service.

Benefit: For a duty disability or an occupational disease disability with at least 5 years of creditable service, a police officer is entitled to receive the greater of 65% of final salary or the regular retirement pension benefit at the time of disability. For a non-duty disability, a police officer is entitled to receive 50% of final salary. “Final salary” is based on the police officer’s pensionable salary attached to rank held on the last day of service.

Annual Increase in Benefit: A police officer is entitled to receive an initial increase equal to 3% of the original monthly benefit for each full year that has passed since the pension began. The initial increase date will be the latter of the January 1st after following pensioner turns age 60 or the January 1st after the benefit date anniversary. Subsequent increases of 3% of the original monthly benefit will be granted every January 1st thereafter.





GLOSSARY OF TERMS

Glossary of Terms

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Actuarial Accrued Liability – The Actuarial Present Value of future benefits based on Members’ service rendered to the Measurement Date using the selected Actuarial Cost Method. It is that portion of the Actuarial Present Value of Plan benefits and expenses allocated to prior years of employment. It is not provided for by future Normal Costs.

Actuarial Cost Method – The method used to allocate the projected obligations of the Plan over the working lifetimes of the Plan Members.

Actuarial Value of Assets – The value of the assets used in the determination of the Unfunded Actuarial Accrued Liability. The Actuarial Value of Assets is related to Market Value of Assets, with adjustments made to spread unanticipated gains and losses for a given year over a period of several years. Actuarial Value of Assets is generally equally likely to fall above or below the Market Value of Assets, and generally does not experience as much volatility over time as the Market Value of Assets.

Asset Valuation Method – A valuation method designed to smooth random fluctuations in asset values. The objective underlying the use of an Asset Valuation Method is to provide for the long-term stability of Employer Contributions.

Funding Policy – A set of procedures for a Pension Fund that outlines the “best practices” for funding the pension benefits based on the goals of the Plan Sponsor. A Funding Policy discusses items such as assumptions, Actuarial Cost Method, assets, and other parameters that will best help the Plan Sponsor meet their goal of working in the best interest of the Plan Members.

Market Value of Assets – The value of the cash, bonds, securities, and other assets held in the pension trust as of the Measurement Date.

Normal Cost – The present value of future benefits earned by Members during the current Fiscal Year. It is that portion of the Actuarial Present Value of benefits and expenses which is allocated to a valuation year by the Actuarial Cost Method.

Unfunded Actuarial Accrued Liability – The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets. The Unfunded Actuarial Accrued Liability is amortized over a period either in level dollar amounts or as a level percentage of projected payroll.





Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

VENDOR WARRANT DETAIL

[RETURN HOME](#)
 [VENDOR SUMMARY](#)
 [CONTRACT SEARCH](#)
 [PAYMENTS SEARCH](#)
 [PAYMENTS ISSUED](#)
[PENDING PAYMENTS](#)
 [PAYMENTS NOTIFICATIONS](#)

➔ Return Back

| | | | | |
|--------------------------|--------------|----------------|-----------|---------------|
| Warrant/EFT#: EF 0007527 | | | | |
| Fiscal Year | 2022 | Issue Date | 11/04/21 | |
| Warrant Total | \$974,725.26 | Warrant Status | | |
| Agency | Contract | Invoice | Voucher | Agency Amount |
| 492 - REVENUE | | A2032930 | 2A2032930 | \$974,725.26 |

IOC Accounting Line Details

| Fund | Agency | Organization | Appropriation | Object | Amount | Appropriation M |
|------|--------|--------------|---------------|--------|--------------|---------------------|
| 0189 | 492 | 27 | 44910055 | 4491 | \$974,725.26 | DISTRIBUTE MUNI/CNT |

Payment Voucher Description

| Line | Text |
|------|--|
| 1 | IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 11/04/2021 |
| 2 | MUNICIPAL 1 % SHARE OF SALES TAX <i>ST Comp 1% 8-21</i> |
| 3 | LIAB MO: AUG. 2021 COLL MO: SEP. 2021 VCHR MO: NOV. 2021 |
| 4 | ?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV |
| 61 | MUNICIPAL 1 % SHARE OF SALES TAX |

ST

VENDOR WARRANT DETAIL

RETURN HOME VENDOR SUMMARY CONTRACT SEARCH PAYMENTS SEARCH PAYMENTS ISSUED

PENDING PAYMENTS PAYMENTS NOTIFICATIONS

Return Back

Warrant/EFT#: EF 0007528

| | | | |
|---------------|--------------|----------------|----------|
| Fiscal Year | 2022 | Issue Date | 11/04/21 |
| Warrant Total | \$930,910.54 | Warrant Status | |

| Agency | Contract | Invoice | Voucher | Agency Amount |
|---------------|----------|----------|-----------|---------------|
| 492 - REVENUE | | A2032931 | 2A2032931 | \$930,910.54 |

IOC Accounting Line Details

| Fund | Agency | Organization | Appropriation | Object | Amount | Appropriation |
|------|--------|--------------|---------------|--------|--------------|--------------------|
| 0138 | 492 | 27 | 44910055 | 4491 | \$930,910.54 | DISBURSE HOME RULE |

Payment Voucher Description

| Line | Text |
|------|---|
| 1 | IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 11/04/2021 |
| | <i>ST COMP HOME RULE 8-21</i> |
| 2 | MUNICIPAL HOME RULE SALES TAX |
| 3 | <u>LIAB MO: AUG. 2021 COLL MO: SEP. 2021 VCHR MO: NOV. 2021</u> |
| 4 | ?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV |
| 61 | MUNICIPAL HOME RULE SALES TAX |

HR



Sandra Shore
Airport Director

MEMORANDUM

To: City Council
CC: Mayor, City Council
Re: Crawford, Murphy, & Tilly Contract Inquiry
Date: 11/12/2021

This memo is to address the inquiry at the November 8th City Council meeting.

INQUIRY

Is the contractor qualified to perform the proposed scope of work?

RESPONSE

Yes. Crawford, Murphy, & Tilly (CMT) has been qualified to do work in the State of Illinois for 75 years and is currently prequalified by IDOT to perform over \$96 million of work for the State of Illinois.

The confusion lies in CMT's prequalification letter from IDOT dated April 27th, 2021 that stated "Your firm is prequalified until December 31, 2020. You will be given an additional six months from this date to submit the applicable portions of...to remain prequalified." Even though the letter reads as though they were no longer qualified to do work after the end of last year that is not the case. CMT has maintained their prequalification with no lapses. Per IDOT's standard practices, firms remain prequalified unless they receive notification from the State or do not submit for requalification. At the time this contract was put together, the April 27th letter was the most recent prequalification letter that CMT they had received. I held the contract until we had the federal grant funding in hand to pay the contract.

UPDATE

We have updated the contract to include the latest IDOT October 25, 2021 prequalification letter received by CMT which confirms that they are qualified to perform the contractual work through the end of this year and into June of next year. Prior to that June deadline, CMT will make submission to IDOT for their annual qualification and financial review which will extend their status into the year 2023. This is the standard process used by IDOT which CMT has followed and maintained as a part of their core practice.

If you have any questions regarding this contract or any other airport business please feel free to reach out to me via at sshore@quincyl.gov or on my cell at 217-577-9589.

**STANDARD AGREEMENT FOR CONSULTANT SERVICES AT ILLINOIS AIRPORTS
FOR ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES**

Authorized for use by
The Illinois Department of Transportation
Division of Aeronautics
Effective: June 2012

- | | |
|--|---|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design | <input checked="" type="checkbox"/> Construction Phase Services |
| <input type="checkbox"/> Design Phase Services | <input type="checkbox"/> Planning and Special Services |

THIS AGREEMENT, made at _____, Illinois, this _____ day of _____ in the year 2021 by and between the City of Quincy, Illinois (hereinafter referred to as the "Sponsor"), and Crawford, Murphy & Tilly, Inc. (hereinafter referred to as the "Consultant"). This Agreement expires 5 years from the date of execution.

WITNESSETH

The Sponsor intends to undertake the accomplishment of a project pursuant to the development of a public air navigation facility known as the Quincy Regional Airport is Adams County, state of Illinois; and the project shall be identified as the Illinois Project No. UIN-4909 ; AIP Project No. 3-17-0085-44 ; The following is the detailed project title and description from the Illinois Department of Transportation's Office of Planning and Programming (OP&P) program letter which shall be carried through the development of the project (attach supplemental information as necessary in Section I.G., Detailed Scope of Services):

Reconstruct Runway 4/22, Phase 2

A detailed sketch of the proposed work, labeled ATTACHMENT P, shall be attached.

In consideration of the benefits which will accrue to the parties hereto by virtue of the Agreement and the respective covenants herein contained, IT IS MUTUALLY COVENANTED AND AGREED as follows:

The Consultant agrees to furnish executed "Certification of Engineer" and certain professional engineering services enumerated herein-after, in connection with the implementation and development of the aforesaid project.

The Department of Transportation, Division of Aeronautics within the state of Illinois shall act as Agent of the Owner/Sponsor for all matters involving the development of any public air navigation facility by virtue of the Illinois Aeronautics Act. The Illinois Aeronautics Act requires and directs the Illinois Department of Transportation, Division of Aeronautics (hereinafter referred to as the "Department") to "*regulate and supervise aeronautics within this state*", with "*aeronautics*" defined as "*...the design, establishment, construction, extension, operation, improvement, repair or maintenance of airports...*". The Department shall not expend any funds appropriated, or made available...for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Department. Financial assistance may include reimbursement to eligible airport Sponsors for...engineering costs directly related to projects financed in whole or in part by federal/state monies provided such engineering costs were approved by the Department prior to the payment of these costs by the airport Sponsor. The approval of engineering costs prior to payment shall qualify those costs for federal/state reimbursement but shall not constitute an obligation of federal/state funds.

Since the services contemplated under this Agreement are professional in nature, it is understood that the Consultant, acting as an individual, partnership, firm or other legal entity, is of professional status and will be governed by professional ethics in their relationship to the Department and the Sponsor. The Department acknowledges the professional and ethical status of the Consultant by approving this Agreement and the associated fees for federal/state eligibility (either in whole or part) on the basis of their qualifications and experience and determining their compensation by mutually satisfactory negotiations.

Any additions/deletions, revisions/modifications to this Agreement without the expressed written consent of the Department shall void this Agreement as it relates to state and federal funding participation eligibility.

I. ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES

The Consultant agrees to perform various professional engineering and planning services and provide necessary and required information pursuant to the accomplishment of the above referenced project.

It is understood that meetings will be common to all phases. The Consultant will coordinate project kick-off, pre-design and pre-construction meetings and project status update meetings, as required, in order to resolve project issues with the Department, Sponsor and/or other regulatory and review agencies. The Department shall be notified of scheduled agency meetings and given the opportunity to participate. Meetings for which effort will be billed shall be thoroughly documented by minutes with copies distributed to the Sponsor and the Department within 10 days of the meeting. Failure to properly document meeting discussions could result in the loss of part or all of the professional services compensation eligibility associated with this activity.

A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN

~~This phase includes activities required for agency coordination and permit development, non-routine surveys, testing and architectural/engineering preliminary design considerations of a project. Elements of this phase may include development of architectural schematic building designs and reports, non-routine geological and field investigations (soil borings and pavement cores), DCP testing, FWD testing (when used to evaluate pavement as part of a strengthening project), coordination of FAA reimbursable agreements, coordination of utility relocation agreements, coordination of force account activity (must be pre-approved by the Department in writing).~~

~~The Consultant shall furnish and/or perform engineering reconnaissance necessary for the preparation and development of an engineering report, bidding documents (design plans and specifications) including topographic field surveys, crack surveys, and sampling and testing for routine soils investigations (in accordance with ATTACHMENT J – Testing Schedule & ATTACHMENT K – Testing Rates & Cost Summary).~~

~~This phase will culminate in the submittal of a detailed engineering report with project alternatives and design recommendations and project completion timeline assessment.~~

~~The Consultant shall furnish an engineering report in accordance with standard practices and the provisions of ATTACHMENT E – Engineering Report. The report will include an analysis of preliminary surveys, geotechnical testing and alternative designs and include final project design recommendations.~~

~~The project completion timeline assessment will identify necessary effort required to complete the final project design (complete construction plans and specifications). This phase of project development will represent approximately 35% of the project design timeline. Project formulation should be consistent with the TIP submittal and the program letter project description (ATTACHMENT R). If not, identify components that have changed as a result of the preliminary assessment and schematic design analysis.~~

~~A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS A – A3.~~

B. DESIGN PHASE SERVICES

~~This phase shall include activities required to accomplish a project design in accordance with the established Aeronautics letting schedule project design timeline and approved letting date determined at the pre-design meeting. Requests for time extensions beyond the previously agreed to submittal deadline dates (as established in the Department's Letting Schedule, ATTACHMENT Q, and this Agreement) must be made to the Department in writing not less~~

~~than 5 days prior to the due date of the submittal. The request for extension must be signed by a principal/officer of the Consultant's firm. Incomplete submittals will not be accepted. Milestone submittals include the engineering report (at 35% design timeline), plan / spec review (at 80% design timeline) and final submittal of all deliverables (at 100% design timeline). A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS B – B3. Elements of this phase may include:~~

~~1. CONSTRUCTION PLANS, SPECIAL PROVISIONS AND ESTIMATES~~

~~The Consultant shall prepare and furnish for Department review and comment construction plans, special provisions and construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) at the 80% project design timeline with detailed estimate of costs, estimated DBE participation goal and working/calendar day flow chart, for the particular design authorized in this Agreement.~~

~~2. CLARIFICATION OF PLANS~~

~~The Consultant shall render clarification of the construction plans and specifications, when and if such clarification is deemed necessary.~~

~~3. BIDDING ASSISTANCE~~

~~The Consultant shall assist the Sponsor and/or Department in the bidding process, analyze and summarize bid results.~~

C. CONSTRUCTION PHASE SERVICES

This phase shall include all basic services after the award. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS C – C3.

1. OFFICE ENGINEERING

a. SHOP DRAWINGS

Review the detailed construction, shop and erection drawings submitted by the contractor(s) for compliance with design concepts.

b. SUPPLEMENTARY SKETCHES

Preparation of elementary and supplementary sketches plus estimates required to resolve actual field conditions.

c. RECORD DRAWINGS

The Consultant shall prepare Record Drawings within thirty (30) days after the official Notification from the Department of the Official Acceptance of the Construction Work; and after approval by the Department, furnish said Department with one (1) set of such record drawings. The submittal format shall be in accordance with the current policies of the Department.

d. MATERIALS CERTIFICATION

Prior to reporting a pay item quantity for payment, the materials used and incorporated in, or associated with the pay item, shall be verified for specification compliance by the Consultant. The Consultant shall obtain and review all certifications and/or test results required by the policies of the Department and the Department's *Manual for Documentation of Airport Materials*. At the completion of, or any time prior to the completion of the final quantity of a pay item, the Consultant shall submit the aforementioned material certifications and/or test results, that were utilized for acceptance of material, to the Department for review and final approval. Prior to final

payment of engineering services under this agreement, the Consultant shall have submitted required certifications and test results to the Department, and the Consultant shall have signed the Department's MATERIALS CERTIFICATION FORM.

2. FIELD ENGINEERING

a. RESIDENT ENGINEER APPROVAL

The Consultant agrees to furnish the name and qualifications of the Resident Engineer in writing for approval of the participating agencies prior to the preconstruction conference that shall attend said preconstruction conference and shall perform the various professional engineering services required of the Resident Engineer in 2.b. thru 2.f. below and inspection of construction.

b. DAILY DIARY

The Resident Engineer shall maintain a daily diary. Copies shall be forwarded to the Department (ATTACHMENT F).

c. DUTIES OF RESIDENT ENGINEER

Furnish full time (unless part time is approved by the Sponsor and/or Department) Resident Engineering of construction including project inspection, field testing, and furnish surveying at the site of the work, whose duties shall include all reasonable, proper and customary duties as are usually and customarily furnished in connection with the general engineering of construction of such improvements, including but not limited to the following:

- i. Performance of acceptance and quality assurance tests when required by Department policy and/or contract specification. Examples of these tests include but are not limited to: Testing concrete for slump and air content; testing concrete for strength; testing bituminous concrete pavement for density using the nuclear method and using the Bulk Specific Gravity Method. Obtaining representative samples of miscellaneous materials such as paint, geotextile fabric, joint sealer, epoxy, polyester resin, etc. for testing as necessary, and/or as directed by the Department; performance of field density tests of earthwork embankments, backfills and subgrade; field density tests of subbase and base courses, and moisture content tests on materials where applicable; and, laboratory proctor tests where applicable. Test Reports shall be submitted to the Department within three (3) working days of the date the test was conducted.
- ii. Inspection/Measurement/Oversight of construction to determine that the work was completed in substantial conformance with the approved plans and specifications, and in compliance with the requirements set forth in the contract documents. All stop or start work orders shall be issued by the Department; the Resident Engineer shall recommend the orders. Document pay item quantities reported for pay in accordance with the latest revision of the Department's *Airport Construction Documentation Manual*.
- iii. Preparation and forwarding to the Department of periodic project reports required by the Department. Bi-weekly construction reports will be submitted to the Department, within three (3) calendar days of the end of the contractor's work week.
- iv. To obtain and review for specification compliance, material certifications and/or test results for all materials prior to their use in the construction.

- v. To reject for inclusion in the project, any materials that are delivered without certification and/or test results, or materials delivered with certification that has been found to be in noncompliance, or any defect found through visual inspection which renders the material unsuitable for inclusion in the project. The Department shall be notified when any rejections are made. Materials that are delivered without certification and/or test results may be stockpiled or stored in a manner acceptable to the Resident Engineer until such time as the certification and/or test result arrive and are reviewed and accepted by the Resident Engineer.
 - vi. Preparation of Reports required per the Sponsor's NPDES permit while providing on-site services, retaining all support documentation.
 - vii. Participate in audits performed to determine that the project is proceeding accordingly per the plans and specifications and adhering to AIP grant requirements.
- d. FINAL INSPECTION
- Initiate a request, upon substantial completion of all construction work, for a final inspection by the Department. When necessary, a punch list of uncompleted items and electrical checklist (if applicable) on the project shall be established at the final inspection. Submit a final acceptance letter (punch list complete) which shall certify to the Department and the Sponsor that, to the best of the Consultant's knowledge, information and belief, the work involved has been done in substantial conformance with the plans, specifications, and Contract Document, as the same shall have been modified, or supplemented by change order, supplementary contract or otherwise, and that such work is acceptable.
- e. SAFEGUARD THE SPONSOR
- Endeavor to safeguard the Sponsor against any defects and deficiencies on the part of the Contractor. The Resident Engineer does not guarantee the performance of the contract by the Contractor, except that the Resident Engineer shall ensure that, to the best of the Resident Engineer's knowledge, information and belief, the work has been done in substantial conformance with the approved plans and specifications and advise the Sponsor and/or the Department in writing of any known noncompliance set forth in the contract. This does not in any way mean that the Resident Engineer is a guarantor of the Contractor's work. The Resident Engineer assumes no responsibility for safety in, on or about the job site, nor shall the Resident Engineer have any responsibility for the safety or adequacy of any equipment, building component, scaffolding, forms or other work aids provided by the contractor; nor is the Resident Engineer responsible for the superintendence of the contractor's work or any acts of the contractor.
- f. OTHER ENGINEERING SERVICES
- Furnish other Engineering Services which may be required by the Sponsor, including surveys, sub-surface investigations, sampling, testing, and analysis of soils, offsite inspection of materials, laboratory testing, and inspection and control at central mixing plants. Where tests must be conducted by commercial laboratories, only those laboratories approved by the Department will be utilized. If any of these services are conducted by outside firms, the Resident Engineer shall submit copies of the executed contract for such services as specified in Section III.B., of this Agreement. The charges for such services shall be specified in the contract and will remain in effect until completion of the services and acceptance by the Consultant. Certified copies of the results of all tests required by the Department under this paragraph are to be mailed to the Department within five (5) calendar days after the tests are completed.

g. FINAL QUANTITIES

Final quantities associated with the accepted construction work shall be submitted to the Department within thirty (30) days after final acceptance of the construction work.

~~D. PLANNING AND SPECIAL SERVICES~~

~~This phase may involve activities or studies unrelated to or outside of the scope of basic design and construction phase engineering services routinely performed by the Consultant. Those activities may include master plan and airport layout plan development, environmental studies and assessments, PCI surveys, FWD testing (when used to evaluate pavement as part of a publication revision), first-order NGS monument surveys, boundary surveys, aeronautical surveys, photogrammetric surveys and topographic mapping, preparation of property ownership plats and easements, appraisal and land acquisition services, benefit / cost analysis studies, RSA determination studies, drainage studies and analyses, FEMA/FIRM map revisions and GIS updates. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS D-D3.~~

E. ENDORSEMENT OF DOCUMENTS

The Consultant will endorse and seal all final draft reports, contract plans, maps, right of way plats, and special provisions for construction contract documents. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Financial and Professional Regulation of the state of Illinois, being employed by the Consultant and responsible for the portion of the services for which license registration is required. These sealed documents will serve as the record documents for the services covered by the terms of the Agreement.

F. DELIVERABLES

At a minimum, the Consultant shall provide the Department (copy Sponsor upon request) the following deliverables:

1. Final project estimate of costs complete w/ professional services fees and sponsor reimbursement estimates.
2. DBE participation goal and breakout of DBE work.
3. QA verification of ELM Engineers Estimate for Schedule of Prices.
4. Calendar day estimate of construction and detailed breakout of critical work items and associated production rates.
5. One set of final construction plans (half-size) and special provisions – sealed by the Consultant and executed by the Sponsor.
6. One copy of the construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).
7. Original executed Consultant Project Certification (ATTACHMENT N).
8. Executed DBE Final Documentation (ATTACHMENT O).
9. Electronic copy/access of all information (via CD, electronic submittal or ftp site).

G. NOTICE-TO-PROCEED (NTP)

The Consultant shall not commence any phase of the work until the “official notice-to-proceed” (NTP) has been issued in writing either by the Sponsor or Department (via Office of Planning and Programming).

Services to be performed by the Consultant under this Agreement shall become eligible for funding participation consideration as of the date of the written NTP. The dated project program notification letter (i.e. Program Letter) from the Department’s Office of Planning and Programming, indicating the project’s inclusion in the state program and the estimated funding participation sources/levels, shall constitute the NTP. The Consultant shall schedule a project

phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience upon the Sponsor's receipt of this letter.

For projects not covered by a program letter or with program letter pending, the Sponsor may issue the written NTP with concurrence from the Department. In such cases, the Sponsor is fully liable for all costs incurred as a result of such authorization pending future reimbursement once the project is programmed and a program letter is issued. The Sponsor/Consultant is required to schedule a project phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience.

A copy of the program letter shall be included as ATTACHMENT R of this Agreement.

In the absence of a written, dated notice-to-proceed, the execution date of this Agreement shall be used to determine the eligibility of service dates.

The Sponsor and the Department are not liable, and shall not authorize payment to the Consultant, for any services performed prior to the date of notice to proceed or the execution of this Agreement (whichever takes precedent). All effort, regardless of the notice-to-proceed authorization, is subject to review and eligibility funding determination.

H. DETAILED SCOPE OF SERVICES (Attach / insert here).

See Attachment C2

II. CONSULTANT COMPENSATION

The Sponsor agrees to pay the Consultant as compensation for rendering the professional services hereinabove described and submitted using the standard Department invoice forms (ATTACHMENTS G & H). Burden and overhead rates entered into this Agreement shall be in effect for the length of the agreement and will not be adjusted, except as may be determined under an audit of costs by the Auditor General or the Department. The rates used in this Agreement shall be the latest audited or provisional approved rates by IDOT as of the date of execution of this Agreement (approval letter must be attached). Should the rate change in the time between the final approval notification of fees and the execution of this Agreement, hours will be adjusted accordingly so that there is no increase in the final approved not-to-exceed amount.

Any professional services effort performed beyond the not-to-exceed limits expressed below, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

~~A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN~~

~~For services outlined in Section I.A., Preliminary Assessment and Schematic Design, and further detailed in Section I.H., Detailed Scope of Services,~~

- ~~1. a lump sum payment of \$ _____ (representing approximately 35% of the total estimated professional services compensation for design phase services as determined from the TIP request). The fee shall be paid as a lump sum when the preliminary assessment and schematic design phase deliverables (outlined in Section I.A.) are approved and accepted by the Department.~~

~~B. DESIGN PHASE SERVICES~~

~~For services outlined in Section I.B., Design Phase Services, and further detailed in Section I.H., Detailed Scope of Services,~~

- ~~1. a cost plus a fixed payment of \$ _____ total amount not to exceed \$ _____ unless a major change or addition to the scope of services is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted by the Consultant and approved by the Department. The final charges shall be submitted after the Design Phase Services have been performed, approved and all deliverables accepted by the Department in accordance with the guidance outlined in Section I.F. This period of time expires 30 days after award of the construction contract. Any submittal after this time shall not be considered eligible for payment / reimbursement by the Department unless extended by the Department.~~
- ~~2. a lump sum payment of \$ _____ unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the design phase deliverables (outlined in Section I.F.) are approved and accepted by the Department.~~

C. CONSTRUCTION PHASE SERVICES

For services outlined in Section I.C., Construction Phase Services, and further detailed in Section I.H, Detailed Scope of Services,

1. a cost plus a fixed payment of \$ 61,450.00 total amount not to exceed \$565,450.00 unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted to and approved by the Sponsor (and/or Department if applicable). The final charges shall be as soon as possible after official notification from the Consultant of the acceptance of the construction work. A time line will be submitted at each billing cycle after 50% which will indicate a projection of the completed engineering fee vs. the contractor's progress.

If more than one contract exists for the project, the monthly invoices submitted by the Consultant shall detail the amounts of work accomplished under each separate contract. The invoices shall also indicate the dates that the services were performed. If these services are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall be reimbursed at his actual cost for obtaining these services. However, the total payment to the Consultant shall be within the "not to exceed" amount as previously stated unless an amendment to this agreement is approved by the Sponsor (and/or Department if applicable).

D. PLANNING AND SPECIAL SERVICES

~~For services outlined in Section I.D., Planning and Special Services, and further detailed in Section I.H., Detailed Scope of Services,~~

~~1. a cost plus a fixed payment of \$ _____~~

~~total amount not to exceed \$ _____ unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted to and approved by the Sponsor. The final charges for the Special Services Phase shall be submitted within forty-five (45) days after official notification from the Consultant of the acceptance of the construction work or within 45 days after official notification from the Department of acceptance of other non-construction projects unless extended by the Department.~~

~~2. a lump sum payment of \$ _____ unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the deliverables are approved and accepted by the Department.~~

III. SPECIAL CONDITIONS

The Consultant shall render the services in accordance with generally accepted Professional Standards.

A. TERMINATION

(Reference: 49 CFR Part 18.36(i)(2); FAA Order 5100.38)

The Sponsor, by written seven (7) day notice, may terminate this agreement in whole or in part at any time, because of the failure of the other party to fulfill his agreement obligations. Upon receipt of such notice, the Consultant shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Sponsor all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing this agreement whether completed or in process.

1. If the termination is due to the failure of the Consultant to fulfill his agreement obligations, the Sponsor may take over the work and prosecute the same to completion by agreement or otherwise. In such case, the Consultant shall be liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
2. If, after notice of termination for failure to fulfill agreement obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Sponsor.
3. It is hereby understood and agreed that should the agreement be terminated, the Consultant shall be entitled to and shall receive a fee based on the amount of work accomplished and approved by the Department up to the day of notification of termination. The fee shall be equal to the sum of the actual number of man-hours of each category of work applied at a negotiated hourly rate, plus any outside services approved by the participating agencies and accomplished prior to the notification. If terminated under Section III.HH., Breach of Contract Terms, the Consultant will not be entitled to profit on the work accomplished.

B. CHANGE IN CONSTRUCTION PLANS

It is hereby understood and agreed that if the construction plans are completed in accordance with criteria and/or decisions made by the Sponsor (and/or the Department if applicable), and approved by the Department, and said construction plans are substantially changed or revised, for any reason other than the fault of the Consultant in preparing same, then the Consultant shall be entitled to compensation for rendering the services necessary to complete the changes. The amount of this fee shall be negotiated between the Sponsor, Consultant and the Department, and approved by the Department, and an amendment to the agreement should be accomplished prior to authorizing the Consultant to proceed with the changes. The fee shall be due and payable when the revisions are approved by the Sponsor and the Department.

It is the Consultants responsibility to notify the Department as soon as possible when changes/revisions are identified that are beyond the scope of services contemplated under this Agreement.

C. HOLD HARMLESS

The Consultant shall be responsible to pay for all labor, material and equipment costs incurred and for any and all damages to property or persons to the proportionate extent arising out of the negligent performance of services under this agreement and shall indemnify and save harmless the Sponsor, (and/or the Department if applicable), their officers, agents and employees from all third party suits, claims, actions or damages of any nature whatsoever to the proportionate extent resulting there from. These indemnities shall not be limited by the listing of any insurance coverage. If any errors, negligent acts and/or omissions are made by the Consultant in any phase of the work under this agreement, the correction of which may require additional field or office work, the Consultant will be promptly notified and will be required to perform such additional services as may be necessary to correct these errors, negligent acts and/or omissions without undue delay and without additional cost to the Sponsor (and/or the Department if applicable). The Consultant shall be responsible for any damages incurred as a result of his errors, negligent acts and/or omissions and for any losses or cost to repair or remedy construction as a result of his errors, omission and/or negligent acts, to the extent such error, omission or negligent act breaches the Professional Standard of care. The Consultant shall not be responsible for any consequential damages of the Sponsor or the Department. Neither the Consultant, nor the Sponsor, nor the Department shall be obligated for the other parties' negligence or for the negligence of others.

D. DRAWING OWNERSHIP

It is further mutually agreed by the parties hereto that reproducible copies of the drawings, computer disks, tracings, construction plans, specifications and maps prepared or obtained under the terms of the contract shall be delivered to and become the property of the Sponsor and basic survey notes and sketches, charts, computations and other data shall be made available upon request of the Sponsor. If any information is used by the Sponsor or another Consultant such use or reuse by the Sponsor or others shall be at the sole risk and without liability or legal exposure to the Consultant.

E. CONTRACT FOR OUTSIDE SERVICES

If any of the services outlined in Section I. are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall provide an executed contract between the person(s) or firm and the Consultant outlining the services to be performed and the charges for the same. Two (2) copies of the executed contract shall be submitted to the participating agencies for approval prior to the services being performed; all covenants and Special Conditions shall be included and binding on all subcontracts.

F. FORMERLY NOTICE TO PROCEED (See Section I.G.)

G. SUBLET AGREEMENT

Each party binds himself, his partners, successors, executors, administrators and assigns, to the other part of this agreement and to the partners, successors, executors, administrators and assigns for such other party at all covenants of this Agreement.

Except as above, neither the Sponsor nor the Consultant shall assign, sublet or transfer his interest in this agreement without the written consent of the other party hereto.

H. AGREEMENT EXPIRES

This agreement expires upon final approval and acceptance of the completed project(s) by the Sponsor (and/or Department as applicable), and after all final engineering charges have been paid to the Consultant as of the date of project close-out or after five years from the date of execution, whichever comes first. Payment liability by the State is as outlined above (see Section I.G., Notice to Proceed and Section II., Consultant Compensation).

I. EQUAL EMPLOYMENT OPPORTUNITY

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)

The Consultant agrees to conduct the services in compliance with all the requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964, Part 21 of the Regulations of the Secretary of Transportation, and Executive Order No. 11246, "Equal Employment Opportunity," as amended.

During the performance of this contract, the Consultant, for itself, its assigns and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. Compliance with Regulations. The Consultant shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including, Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event the Consultant's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Consultant under the contract until the Consultant complies, and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions. The Consultant shall include the provisions of paragraphs 1 through 5 (above) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the sponsor may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event an Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the sponsor and/or Department to enter into such litigation to protect the interests of the sponsor and, in addition, the Consultant.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCES

1. Policy. It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this agreement.

2. DBE Obligation. The Consultant agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all Consultants shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Consultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

J. OPEN ACCESS TO DOCUMENTS

(Reference: 49 CFR Part 18.36(i); FAA Order 5100.38)
(Public Act 90-0572 Section 20-65; Public Act 87-991)

The Consultant shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the Consultant agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

K. CERTIFICATION OF CAPACITY TO CONTRACT

(Public Act 90-0572, Section 50-13)

It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices of State government, or who is an officer or employee of the Illinois Building Authority or the Illinois Toll Highway Authority, or who is the wife, husband or minor child of any such person, to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper or for any services, materials or supplies, which will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Illinois Building Authority or the Illinois Toll Highway Authority. Payments made for a public aid recipient are not payments pursuant to a contract with the State within the meaning of this Section.

It is unlawful for any firm, partnership, association or corporation in which any such person is entitled to receive more than 7 1/2% of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

It is unlawful for any firm, partnership, association or corporation in which any such person together with his spouse or minor children is entitled to receive more than 15%, in the aggregate, of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

Nothing in this Section invalidates the provisions of any bond or other security hereto or hereafter offered for sale or sold by or for the State of Illinois.

This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his spouse, minor child or any combination of such persons, if that contract was in existence before his election or employment as such officer, member, or employee. Such a contract is void, however, if it cannot be completed within 6 months after such officer, member, or employee takes office, or is employed.

This Section does not apply to (1) a contract for personal services as a teacher or school administrator between a member of the General Assembly or his spouse, or a State officer or employee or his or her spouse, and any school district, public community, college district, the University of Illinois, Southern Illinois University or any institution under the control of the Board of Governors of State Colleges and Universities or under the control of the Board of Regents or (2) a contract for personal service of a wholly ministerial character including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly or (3) payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

Any person convicted of a violation of this Section shall be guilty of a business offense and shall be fined not less than \$1,000 nor more than \$5,000.

The appropriate Certification of Capacity to Contract will be executed in Section III.X., of this agreement.

L. THE CONSULTANT SELECTION

(Reference: 49 CFR Part 18; FAA AC 5100-14D or latest revision)
(30 ILCS 535; IDOT-Aeronautics Administrative Bulletin: 2010-02)

The City of Quincy, Illinois hereby certifies that it
(Sponsor)
has completed the prescribed qualifications based consultant selection procedures.

The firm of (Crawford, Murphy & Tilly, Inc.) of (Springfield, IL) has
(Consultant) (Location)
been selected to provide the engineering services required for the project on:

November 13, 2018
(Date)

A copy of the executed Retainer Agreement identifying the project covered by this Agreement is included as ATTACHMENT U.

M. AMENDMENTS TO THE AGREEMENT

All effort recorded to document a claim for additional compensation must be delineated separately from the original scope of services with personnel, classifications, dates worked, rates, hours and services thoroughly detailed and clearly identified.

The Department shall be notified of potential amendment requests at the earliest possible opportunity once it has been determined that any of the following three circumstances may exist. Any amendments to the Agreement which increases the fee or the time of performance must contain one of the following written determinations (with support documentation) depending upon the circumstances of the change.

1. The undersigned determine that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
2. The undersigned determine that the circumstances which necessitate this change were not within the contemplation of the contract as signed.
3. The undersigned determine that this change is in the best interest of the state of Illinois and is authorized by law.

Date

Sign Name

Print Name

Title

Any professional services effort performed beyond the not-to-exceed limits expressed in Section II. Consultant Compensation, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

N. CERTIFICATION OF CONSULTANT

(Public Act 90-0572 Section 50-5)

I hereby certify that I am the Senior Vice President (title) and duly authorized representative of the firm Crawford, Murphy & Tilly, Inc., whose address is 2750 West Washington Street, Springfield, Illinois 62702, and that neither I nor the above firm I here represent has:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this Agreement,
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
3. paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract; except as here expressly stated (if any):

The firm certifies by execution:

1. it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm, nor has the firm been barred from being awarded a contract or subcontract.
2. it has not been barred from contracting with a unit of state or local government as a result of a violation of the Criminal Code of 1961.

I acknowledge that this certification is to be furnished to the Federal Aviation Administration of the United States' Department of Transportation in connection with this contract involving participation of Airport Improvement Program (AIP) funds and is subject to applicable state and Federal laws, both criminal and civil.

_____ Date

_____ Sign Name

Bradley M. Hamilton
_____ Print Name

Senior Vice President
_____ Title

Q. DISCRIMINATION

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)
(Executive Order 11246 of September 24, 1965; 41 CFR Part 60)

The Consultant agrees not to commit unlawful discrimination in employment in Illinois and further agrees to take affirmative action to ensure that no unlawful discrimination is committed.

R. DUES/FEEES TO CLUBS WHICH DISCRIMINATE

(775 ILCS 25/2 Source: P.A. 85-909)

The Consultant of the business entity certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agent or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates.

S. CONFLICT OF INTEREST

(Public Act 90-0572 Section 50-13)

The Consultant agrees to comply with the provision of the Illinois Public Act prohibiting conflict of interest and all the terms, conditions and provisions of those Sections apply to this contract and are made a part of this contract the same as though they were incorporated and included herein.

T. FELONY CONVICTION

(Public Act 90-5072 Section 50-10)

The Consultant certifies that if he/she or the business entity has been convicted of a felony, at least five years has passed since the completion of the sentence as of the contract date.

U. ILLINOIS HUMAN RIGHTS NUMBER

The Consultant must have an Illinois Department of Human Rights prequalification number, or have an application on file with the Illinois Department of Human Rights office at the State of Illinois Center, Suite 10-100, 100 West Randolph, Chicago, Illinois 60601 (refer to Department of Human Rights form).

(#IDHR PC-1/IL 442-0010). IDHR # 93788-01.

V. EDUCATIONAL LOAN DEFAULT

(5 ILCS 385).

The Consultant certifies that, if this agreement is with an individual or individuals, that he/she is not in default on an educational loan.

W. DRUG FREE WORKPLACE

(30 ILCS 580).

If the Consultant has 25 or more employees, the following certification shall apply and, by signing this document, the Consultant certifies as follows:

1. The Consultant certifies that he will provide a drug free workplace in compliance with the Drug Free Workplace Act ("Act"). Specifically, Consultant certifies he will do the following:

a. Publish a statement:

- i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Consultants workplace.
 - ii. Specifying the actions that will be taken against employees for violations of such prohibition.
 - iii. Notifying the employee that, as a condition of employment on this agreement, the employee will:
 - 1) abide by the terms of the statement; and
 - 2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- b. Establish a drug free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the Consultant policy of maintaining a drug free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug violations.
- c. Give a copy of the statement described above to each employee engaged in the performance of the contract and post the statement in a prominent place in the workplace.
- d. Notify the State within 10 days after receiving notice under part (a)(3)(B) above from an employee or otherwise receiving actual notice of such conviction.
- e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by §5 of the Act.
- f. Assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicate that a trained referral team is in place.
- g. Make a good faith effort to continue to maintain a drug free workplace through implementation of §3 of the Act.

If an individual, the Consultant further certifies that he will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the agreement.

X. CAPACITY TO CONTRACT

(Public Act 90-0572)

The Consultant certifies that the Corporation's certificate of Authority to do business in Illinois, is in good standing with the Secretary of State's Office.

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Corporation)

The undersigned, being duly authorized Officers and/or Representatives of Crawford, Murphy & Tilly, Inc., a corporation, hereby certify that they have read Public Act 90-0572 Section 50-13 and that they have checked the records of the corporation and that no person who is entitled to receive individually more than 7 1/2% of the total distributable income of the corporation, or together with their spouse or minor child more than 15% of the total distributable income of the corporation, is (i) an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; or (iii) a spouse or a minor child of any such enumerated person.

_____ day of _____, AD, 20_____

Crawford, Murphy & Tilly, Inc.
Corporation

BY _____

BY _____

Printed Name

Bradley M. Hamilton
Printed Name

Title

Senior Vice President
Title

Y. CERTIFICATION REGARDING LOBBYING

(Reference: 49 CFR Part 20, Appendix A)

Certification for Contracts, Grants, Loans and Cooperative Agreements.

The Consultant certifies compliance with Section 319 of Public Law 101-102 and to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Z. INTERNATIONAL BOYCOTT

(Applicable to contracts in excess of \$10,000):

The Consultant certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act. The Consultant makes the certification set forth in Section 5 of the International Anti-Boycott Certification Act.

AA. NON-APPROPRIATION CLAUSE

Obligations of the State will cease immediately without penalty or further payment being required in any fiscal year the Illinois General Assembly fails to appropriate or otherwise make available sufficient funds for payment of this Agreement.

BB. DEBT CERTIFICATION

The Consultant certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500/50-11 and 50-12. The Consultant further acknowledges that the contracting State agency may declare the contract void if the preceding certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of *any* debt to the

State during the term of the contract.

CC. GOODS FROM CHILD LABOR ACT

The Consultant certifies in accordance with Public Act 94-0264 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

DD. QUALIFICATION BASED SELECTION ACT

(Reference: 49 CFR Part 18.36; FAA Order 5100.38; FAA AC 150/5100-14 (latest))

The parties hereby certify that there was compliance with the provisions of the State of Illinois' Architectural, Engineering and Land Surveying Qualifications Based Selection Act, Chapter 30 ILCS 535 in the procurement of the services covered by this Agreement.

EE. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

(Reference: 49 CFR Part 29; FAA Order 5100.38)

The Consultant certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

FF. RIGHTS TO INVENTIONS

(Reference: 49 CFR Part 18.36(i)(8); FAA Order 5100.38)

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.

GG. TRADE RESTRICTION CLAUSE

(Reference: 49 CFR Part 30.13; FAA Order 5100.38)

The Consultant or subconsultant, by submission of an offer and/or execution of a contract, certifies that it:

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
3. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Consultant or subconsultant who is unable to certify to the above. If the Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the Consultant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant unless it has knowledge that the certification is erroneous.

The Consultant shall provide immediate written notice to the sponsor if the Consultant learns that its certification or that of a subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. The subconsultant agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the Consultant or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

HH. BREACH OF CONTRACT TERMS

(Reference: 49 CFR Part 18.36)

Any violation or breach of terms of this contract on the part of the Consultant or their subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Policies and procedures for procurement of professional services are established in Federal Regulation Title 49 CFR Part 18, [Uniform Administrative Requirements for Grants and Cooperative Agreements](#). The Airport and Airway Improvement Act (AAIA) of 1982, as amended, serves as the enabling legislation. The parties agree that these policies and procedures have been followed.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at

Quincy, Illinois, this _____, 2021.
(city) (date) (year)

ATTEST:

(SEAL)

City of Quincy, Illinois
(Sponsor Name)

37-0844662
(Federal Employee's Identification Number)

BY _____

Printed Name

Title

BY _____

Printed Name

Title

ATTEST:

(SEAL)

Crawford, Murphy & Tilly, Inc.
(Consultant Name)

37-0844662
(Federal Employee's Identification Number)

BY _____

Printed Name

Title

BY _____
Bradley M. Hamilton
Printed Name
Senior Vice President
Title

LIST OF ATTACHMENTS

| | |
|--------------------------------------|---|
| <u>ATTACHMENTS A – A3</u> | PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES ESTIMATE OF COSTS / SALARY EXPENSES |
| <u>ATTACHMENTS B – B3</u> | DESIGN PHASE SERVICES ESTIMATE OF COSTS / SALARY EXPENSES |
| <u>ATTACHMENTS C – C3</u> | CONSTRUCTION PHASE SERVICES ESTIMATE OF COSTS / SALARY EXPENSES |
| <u>ATTACHMENTS D – D3</u> | PLANNING AND SPECIAL SERVICES ESTIMATE OF COSTS / SALARY EXPENSES |
| <u>ATTACHMENT E</u> | ENGINEERING REPORT (General Guidance) |
| <u>ATTACHMENT F</u> | RESIDENT ENGINEER’S DIARY (Standard Format) |
| <u>ATTACHMENT G</u> | COST PLUS FIXED PAYMENT INVOICE (Standard Format) |
| <u>ATTACHMENT H</u> | LUMP SUM INVOICE (Standard Format) |
| <u>ATTACHMENT I</u> | EFFORT DETAIL BREAKDOWN (Standard Format) |
| <u>ATTACHMENT J</u> | TESTING SCHEDULE |
| <u>ATTACHMENT K</u> | TESTING RATES & COST SUMMARY |
| <u>ATTACHMENT L</u> | SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS |
| <u>ATTACHMENT M</u> | SUMMARY OF OVERHEAD AND INDIRECT COSTS |
| <u>ATTACHMENT N</u> | PROJECT CERTIFICATION |
| <u>ATTACHMENT O</u> | DBE FINAL DOCUMENTATION |
| <u>ATTACHMENT P</u> | PROJECT SKETCH |
| <u>ATTACHMENT Q</u> | PROJECT LETTING SCHEDULE |
| <u>ATTACHMENT R</u> | OP&P PROGRAM LETTER |
| <u>ATTACHMENT S</u> | CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL / ADMINISTRATIVE EXPENSE RATE LETTER |
| <u>ATTACHMENT T</u> | CONSULTANT’S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS |
| <u>ATTACHMENT U</u> | RETAINER AGREEMENT |

ATTACHMENT A – A3

~~PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES~~

ATTACHMENT B – B3

DESIGN PHASE SERVICES

ATTACHMENT C – C3

CONSTRUCTION PHASE SERVICES

ATTACHMENT C
RECONSTRUCT RUNWAY 4/22, PHASE 2
Construction Phase

Estimate of Costs

| <u>Category</u> | <u>Amount</u> |
|---|-----------------------------------|
| 1. <u>Direct Salary Costs</u> (See Attachment C-1) | <u>\$154,107.56</u> |
| 2. <u>Overhead on Labor</u> (52.90%) | <u>\$81,522.90</u> |
| 3. <u>General and Administrative Overhead</u> (115.95%) | <u>\$178,687.72</u> |
| 4. <u>Direct Nonsalary Expenses</u> | |
| Materials and Supplies | <u>\$0.00</u> |
| Transportation | <u>\$9,445.20</u> |
| Printing | <u>\$0.00</u> |
| Testing | <u>\$0.00</u> |
| Other Costs (Outside Services) | <u>\$0.00</u> |
| Other Costs (Excluding Outside Services) | <u>\$0.00</u> |
| 5. <u>Fixed Payment</u> | <u>\$61,450.00</u> |
| 6. <u>Per Diem</u> | <u>\$30,326.00</u> |
| 7. <u>Outside Services</u> | <u>\$49,922.00</u> |
| Estimate of Total Costs | <u>\$565,461.38</u> |
| Total Amount Not to Exceed | <u><u>\$565,450.00</u></u> |
| Estimated Construction Costs | <u>\$7,191,030</u> |
| Estimated Construction Duration | <u>21 weeks</u> |

ATTACHMENT C-1
RECONSTRUCT RUNWAY 4/22, PHASE 2
Construction Phase

Estimate of Salary Expenses

| Classification* | Hours | 2022 Estimated Avg. Hourly Rate | Cost |
|---|-------------------------------|--|---|
| 10 - Principal | 8 | \$72.10 | \$576.80 |
| 20 - Project Engineer II | 163 | \$68.96 | \$11,240.24 |
| 21 - Project Architect II | 0 | \$56.80 | \$0.00 |
| 22 - Project Manager II | 0 | \$61.18 | \$0.00 |
| 25 - Project Environmental Scientist II | 0 | \$65.79 | \$0.00 |
| 30 - Project Engineer I | 483 | \$53.57 | \$25,874.45 |
| 32 - Project Manager I | 0 | \$53.96 | \$0.00 |
| 36 - Project Structural Engineer I | 0 | \$53.21 | \$0.00 |
| 40 - Sr. Engineer I | 0 | \$39.78 | \$0.00 |
| 41 - Sr. Architect I | 0 | \$46.31 | \$0.00 |
| 43 - Sr. Planner I | 0 | \$42.05 | \$0.00 |
| 44 - GIS Specialist | 0 | \$37.98 | \$0.00 |
| 50 - Engineer I | 1544 | \$31.49 | \$48,616.08 |
| 55 - Environmental Scientist II | 0 | \$34.79 | \$0.00 |
| 70 - Land Surveyor | 4 | \$44.17 | \$176.67 |
| 80 - Sr. Technician I | 1750 | \$38.31 | \$67,034.98 |
| 81 - Sr. Technician II | 0 | \$48.90 | \$0.00 |
| 90 - Technician II | 0 | \$32.06 | \$0.00 |
| 110 - Admin. Assistant | 28 | \$21.01 | \$588.34 |
| Total | 3980 (Hours) | \$38.72 (Average) | \$154,107.56 (Total Direct Salary Costs) |

*Classification to be adjusted as per consultant's work force.

ATTACHMENT C-2

**SCOPE OF SERVICES
FOR
CONSTRUCTION PHASE SERVICES
FOR
RECONSTRUCT RUNWAY 4/22, PHASE 2
AT
QUINCY REGIONAL AIRPORT
QUINCY, ILLINOIS
AIP PROJECT: 3-17-0085-XX
IL PROJECT: UIN-4909**

August 16, 2021

1. **GENERAL.** This statement of work will describe Construction Phase Engineering Services during construction of the "Reconstruct Runway 4/22, Phase 2" Project (the "Project") at Quincy Regional Airport in Quincy, Illinois. References to the Engineer shall be the individual, partnership, firm or corporation duly authorized by the Sponsor to be responsible for engineering observation of the contract work and acting directly or through an authorized representative.

1.1 For budgeting and estimating purposes, the Resident Project Representative (RPR) and a Resident Project Observer (RPO) will be onsite full time during the contract time which is anticipated to be 18 weeks. A part-time RPO will be available as needed based on the level and location of construction activity.

1.2 The Project generally consists of the following work components:

- Rehabilitate/reprofile Runway 4/22
- Grade Runway 4/22 Safety Area
- Storm sewer improvements
- Construction of new guidance signs
- Relocation of existing edge lights
- Remove Runway 18/36 and parallel Taxiway E
- Backfill, regrade, and turf pavement removal areas.

2. **STATEMENT OF WORK ORGANIZATION**

This statement of work generally describes the services to be performed by the Engineer beginning after the Project has been bid, awarded, and contracted until construction has been completed and the Project has been closed out. The following paragraphs generally describe the services to be performed under this agreement.

2.1 **PROJECT MANAGEMENT (TASK 6010)**

This effort is associated with management of the consultant contract throughout the Construction Phase. This includes the following tasks:

2.1.1 Project Management & Administrative Support. The Engineer will provide a point of primary contact, typically referred to as the "Project Manager" (PM). The duties of the PM may include, but are not limited to, the following:

Contractual. Draft the prime consultant agreement, Requests for Proposals to subconsultants,

subconsultant agreements, and coordinate their execution.

Invoicing. Determine an internal schedule for billing the client based off anticipated effort and contract time, review invoices from subconsultants and recommend payment, review and send invoices to Airport, respond to agency requests for more information related to invoicing.

Cost Monitoring. Update Airport on status of intergovernmental agreement (IGA) (Agency Agreement), monitor consultant costs and advise the airport of pending amendments, monitor subconsultant costs and respond to their requests for payment, assist the Sponsor with the monitoring and update of Project and grant financial status, send letters to Airport for status of fee, perform administrative support duties throughout Project

2.1.2 Airport Meeting Support / Attendance. The Engineer will be available to attend Board Meetings on an as-requested basis by the Airport. This may require preparation of a Project update report and presentation to the Board.

2.1.3 Subconsultant Coordination and Management. The Engineer will coordinate with the materials testing subconsultant.

2.2 PRECONSTRUCTION SERVICES – OFFICE (TASK 6020)

After the Project is bid and contracted, but prior to start of on-site construction work at the Project site, the Engineer shall perform the following tasks:

2.2.1 Assist the Airport with Project and/or Grant Startup and Administration.

2.2.2 Coordinate and Attend Preconstruction Conference. The Engineer will coordinate the time, date, and location of the preconstruction conference. The Engineer, in consultation with the Sponsor, will notify the FAA, State, Resident Project Representative, Contractor and other interested parties of the preconstruction conference and will invite their representatives to attend. On behalf of the Sponsor, the Engineer will conduct the preconstruction conference in accordance with FAA AC 150/5300-9, *Predesign, Prebid, and Preconstruction Conferences for Airport Grant Projects*, to document that the attendees are aware of the design, construction and safety requirements of the Project and are informed of their individual responsibilities. The Engineer will prepare meeting minutes and distribute to the attendees.

2.2.3 Prepare Project Documentation & Testing Requirements (PDTR) / Shop Drawing Log. The Engineer will prepare a log of the required materials & equipment submittals.

2.2.4 Shop Drawing & Material Submittal Reviews. The Engineer will review the shop drawings and materials submittals/certifications that are furnished by the Contractor as required by the construction contract documents. The Engineer will respond with “no exceptions taken”, “exceptions taken as noted” or “resubmit with corrections.” The Engineer will return shop drawings and materials submittals/certifications to the Contractor for changes or revisions prior to the use of the materials on the Project. The Engineer will review only one resubmission of a shop drawing or submittal. The Engineer will review shop drawings for conformance with Buy America requirements and submit any waiver requests to the FAA for review. The Engineer will prepare and maintain a submittal register identifying the submittal number, description, specification section, specification paragraph, received date, action date, and action taken. The Engineer will distribute copies of the submittals and the updated submittal register to the Sponsor.

2.2.5 Review Safety Plan Compliance Document. The Engineer shall review the Safety Plan Compliance Document, prepared by the Contractor, for reasonable conformity with the plans, specifications, and Construction Safety Phasing Plan and make recommendations for changes or acceptance. Airport will have final approval authority of the SPCD as owner and operator of the airport responsible for safety and operational control.

- 2.2.6 Progress Schedule Review and Coordination. The Engineer will review the Contractor's schedule and coordinate with the Airport and other contractors that are active on Airport property.
- 2.2.7 Coordinate Notice to Proceed Submittals and Requests. The Engineer will coordinate the NTP with the Airport and the Contractor.

2.3 PRECONSTRUCTION SERVICES – FIELD (TASK 6030)

After the Project is bid and contracted, but prior to start of on-site construction work, the Engineer shall perform the following tasks:

- 2.3.1 Security Badging / Driver Testing. The RPR and ROs will attend training and testing activities needed to obtain required Security Badges and driving privileges.
- 2.3.2 Field Documentation Setup. The Engineer will prepare the document templates to be used to record and report the Project activities as required by FAA & IDOT.
- 2.3.3 RPR Site Visit w/ Plans & Specs Familiarization. Prior to construction, the RPR and RO will visit the site to become familiarized with the plans and specifications for the Project.
- 2.3.4 Pay Estimate Template Setup. The Engineer will develop the template to be used for pay estimates.
- 2.3.5 Attend Startup Safety and Security Meeting. The RPR and RO will attend a mandatory meeting with the Airport and the Contractor to discuss safety and security concerns specific to the Project.
- 2.3.6 Coordinate Notice to Proceed Submittals and Requests. The Engineer will coordinate the preparation of the Notice to Proceed with the Airport and the Contractor.
- 2.3.7 Control and Miscellaneous Surveys. The Engineer will establish Project control for the Contractor's use. This subtask will also include supplemental surveying as required to provide additional detail to the existing conditions as needed.
- 2.3.8 Site Visit for Initial Damage Survey. The RPR will perform a field visit with the Contractor and Airport to observe the condition of the existing roads and other features and document existing damages.
- 2.3.9 Permitting / Agency / Code Related Coordination. The Engineer will coordinate necessary permits.

2.4 OFFICE SUPPORT (TASK 6040)

During construction, Project Engineering and Support will be provided to the RPR. The following services will be provided in this task:

- 2.4.1 Project Engineering and Office Support. The Engineer will provide support to the RPR during construction. This would include interpretation of contract documents, review of pay estimates and change orders and revising designs to accommodate field conditions.
- 2.4.2 Progress Meetings and Site Visits. The Engineer will attend weekly progress meetings and visit the site as needed.
- 2.4.3 Drafting Support. The Engineer will provide exhibits and updated drawings as necessary during construction.
- 2.4.4 Agency / Airport Coordination. The Engineer will assist the Sponsor with coordination, revisions, and correspondence with the FAA and IDOT for tasks such as airspace approvals, CSPP approvals, and timing of NAVAID deactivation for runway closures.
- 2.4.5 Respond to RFI's, Specification Interpretation and Supplemental Drawings. The Engineer

will prepare responses to Contractor requests for information. Written responses will be prepared and will include supplemental drawings as necessary.

2.4.6 Review Pay Estimates. The Engineer will review pay estimates prepared by the RPR.

2.5 ON-SITE SERVICES (TASK 6050)

2.5.1 Resident Project Representative (RPR). The Engineer will provide a qualified construction RPR to observe that the construction is carried out in reasonable conformity with the contract documents and in accordance with the standard of care of professional engineers and consultants. The RPR will be onsite full-time during the construction of the Project. Supporting observation staff will be used at the discretion of the Resident Project Representative.

The RPR will be the Sponsor's primary contact with the Contractor and their subcontractors during construction. The RPR will be available to meet with the representatives of the Sponsor, the FAA, the State, and other interested parties at the Project location. The RPR will coordinate the Engineer's subconsultants and personnel who are performing on-site testing, surveying, or other Project-related services.

The RPR will monitor the construction progress; coordinate with the Sponsor, the Engineer, and the Contractor; provide construction observation that the work is proceeding in general conformance with the construction contract documents; and will notify the Engineer if problems, disputes, or changes arise during construction.

The RPR will prepare construction quantity estimates for use in preparing bi-weekly or monthly Construction Progress Pay Requests and for monitoring the progress of the Contractor's work.

The RPR will prepare daily construction progress reports and workday records for the construction activities that are observed and will prepare monthly construction summary reports of completed work that has been performed and recommended for payment and will submit the reports to the Sponsor, the FAA, and the State. The RPR will prepare a weekly FAA Form 5370-1 *Construction Progress and Inspection Report*.

The RPR will perform certified payroll reviews and conduct periodic Federal wage rate surveys with the Contractor's personnel and their subcontractors' personnel to endeavor to determine compliance with the U.S. Department of Labor regulations for federally funded construction projects.

2.5.2 Resident Project Observer, full time. The Engineer will provide a qualified construction Resident Observer to support the RPR. The Resident Project Observer will be onsite full-time during the construction of the Project.

2.5.3 Resident Project Observer, part time. An additional resident project observer may be necessary and will be provided during periods of high activity.

2.5.4 DBE/EEO Correspondence. The Engineer will assist the Sponsor with coordination, revisions, and correspondence with the FAA ADO and State for both federal and state requirements for Disadvantaged Business Enterprise (DBE) and Equal Employment Opportunity (EEO), IDOT subcontractor approvals, IDOT Substance Abuse forms, and IDOT bulletin board requirements.

2.5.5 Electrical Specialty Inspections. The Engineer shall provide specialty inspection of the electrical components of the Project.

2.5.6 Final Inspection. The Engineer will conduct a site visit and final review of the Project to confirm the completeness and quality of the construction. The Engineer will coordinate the date and time of the final inspection via teleconferences, letters, faxes and email to the

Sponsor, the FAA, the State, the Resident Project Representative, and the Contractor. The Engineer will prepare a summary report of the final inspection, including a punch list of work items that the Contractor must accomplish to complete the Project. The Engineer will distribute the summary report to the Sponsor, the FAA, the State, the Resident Project Representative, and the Contractor.

2.5.7 IDOT CMMS Documentation. The RPR will enter field documentation into the IDOT CMMS system.

2.6 PAVING AND QA/QC TESTING (TASK 6060)

The Engineer will provide quality assurance testing facilities and personnel as required by the specifications. This includes but is not limited to P-401/403 Asphalt Mix Pavement, P-610 Concrete for Miscellaneous Structures, and P-152 Excavation, Subgrade, and Embankment.

2.6.1 Coordination of Subconsultants. Due to the access-controlled nature of the airport, the Engineer will coordinate in advance and schedule the subconsultants' services throughout the Project.

2.6.2 Pre-Paving Coordination Meeting. Prior to paving, the Engineer and its subconsultant(s) will coordinate and attend a pre-paving meeting with the Contractor, airport, and subcontractors. Phasing, runway closures, and placement methods will be discussed.

2.7 POST-CONSTRUCTION SERVICES (TASK 6070)

After the Project is substantially complete, the Engineer shall perform the following tasks:

2.7.1 Project Engineering Closeout. The Engineer will assist the RPR in closeout of the Project documentation and correspond with the Contractor, agency, and Airport for any requests after construction is complete. Discussions regarding liquidated damages will occur as needed.

2.7.2 Punchlist Follow up and Completion. After construction is substantially complete, the RPR will coordinate with the Airport to complete the punch list items. The RPR will be onsite to observe and document the work. Typical diary documentation and math checks will be performed as all punchlist items are complete.

2.7.3 Record Drawings. The Engineer will prepare electronic copies (PDF format) of the record drawings and final quantities representing the completed Project and reflecting the actual work accomplished during construction. The Engineer will distribute the record drawings to the Sponsor, the FAA, and the State.

2.7.4 Final Quantities, Final Change Order, Final Pay Estimate. After all pay item quantities are installed and measured, the Engineer shall prepare a final change order to reconcile changes in quantities and/or pay items. Upon signatures from the Airport, State, and FAA, the Engineer will prepare the final pay estimate for review and signature.

2.7.5 RPR Final Project & Documentation Closeout. The Engineer will draft and transmit letters of correspondence related to substantial completion and final acceptance. For the Project to be accepted, the RPR will request any outstanding documentation from the Contractor that was not submitted during construction. Contractor evaluations will be submitted to the State. Electronic files and hard files will be organized, packaged, and boxed for storage upon audit completion and grant closeout. The RPR will prepare final DBE documentation based on the Contractor's final reports.

2.7.6 Contract Time Reviews & Resolution. The Engineer will perform a final review of the contract time. Contract time extension requests submitted by the Contractor will be evaluated and the Engineer will provide a recommendation to grant or deny such requests.

- 2.7.7 Audits. The Engineer will coordinate and schedule a documentation audit with IDOT DBE Section, IDOT Materials Section, and IDOT construction auditor. The RPR will follow up with the State and FAA on any requests resulting from the audit findings.
- 2.7.8 DBE Labor Audit and Follow up. The Engineer will coordinate and schedule a documentation audit with the IDOT DBE Section. The RPR will follow up with the State and FAA on any requests resulting from the audit findings.
- 2.7.9 Final Construction Report. The Engineer will prepare and distribute a final report summarizing the construction of the Project.

2.8 PROJECT / GRANT CLOSEOUT (TASK 6080)

The Engineer will assist the Airport with grant and Project financial resolution.

- 2.8.1 Assist with Financial Closeout. After all the work is completed, the engineer will assist the Airport, FAA and the State with the final financial reconciliation of the various grant line items.
- 2.8.2 Coordinate Closeout and Engineering Retainage. Upon completion of the Engineer's responsibilities, the Engineer will coordinate final invoicing and release of retainage with the Airport, FAA, and the State.

3. EXPENSES

The Engineer will incur certain Project related expenses during these construction phase services which may include but will not be limited to: meals, lodging, onsite vehicle use, mileage cost, tolls, overnight shipping, plans, photocopies, file boxes, surveying charges, photographic materials, equipment rental, and miscellaneous materials. These expenses will be included in the Engineer's contract with the Airport.

4. OUTSIDE SERVICES

The Engineer will incur certain Project related costs during the Project in the form of subconsultant costs for geotechnical testing and quality assurance testing of construction materials. These costs will be included in the Engineer's contract with the Airport.

ATTACHMENT C-2

PROJECT DESCRIPTION: RECONSTRUCT RUNWAY 4/22, PHASE 2

PROFESSIONAL SERVICES - ESTIMATE OF EFFORT

CONSTRUCTION PHASE

CRAWFORD, MURPHY & TILLY, INC.
CONSULTING ENGINEERS

PREP BY: HWI
CMT NO.: 18002001
DATE: _____

| TASK NO. | SUB TASK NO. | TASK DESCRIPTION | 10 - PRINCIPAL | 20 - PROJECT ENGINEER II | 21 - ARCHITECT II | 22 - PROJECT MANAGER II | 25 - PROJECT ENVIRONMENTAL SCIENTIST II | 30 - PROJECT ENGINEER I | 32 - PROJECT MANAGER I | 36 - PROJECT STRUCTURAL ENGINEER I | 40 - SR. ENGINEER I | 41 - SR. ARCHITECT I | 43 - SR. PLANNER I | 44 - GIS SPECIALIST | 50 - ENGINEER I | 55 - ENVIRONMENTAL SCIENTIST II | 70 - LAND SURVEYOR | 80 - SR. TECHNICIAN I | 81 - SR. TECHNICIAN II | 90 - TECHNICIAN II | 110 - ADMIN. ASSISTANT | TASK HOUR SUMMARY |
|-------------|--------------|--|----------------|--------------------------|-------------------|-------------------------|---|-------------------------|------------------------|------------------------------------|---------------------|----------------------|--------------------|---------------------|-----------------|---------------------------------|--------------------|-----------------------|------------------------|--------------------|------------------------|-------------------|
| 6010 | | PROJECT MANAGEMENT | | | | | | | | | | | | | | | | | | | | 0 |
| | 6011 | Project Management / Administrative Support | 8 | 40 | | | | 40 | | | | | | | | | | | | | 20 | 108 |
| | 6012 | Airport Meeting Support / Attendance - 6 ea | | 48 | | | | 48 | | | | | | | | | | | | | | 96 |
| | 6013 | Subconsultant Coord & Management | | | | | | 8 | | | | | | | | | | | | | | 8 |
| 6020 | | PRE-CONST SERVICES - OFFICE | | | | | | | | | | | | | | | | | | | | 0 |
| | 6021 | Construction Start-Up & Coord. | | 8 | | | | 24 | | | | | | | | | | 40 | | | | 72 |
| | 6022 | Pre-Con Set-Up, Meeting & Minutes | | | | | | 4 | | | | | | | | | | 16 | | | | 20 |
| | 6023 | Prepare PDTR / Shop Dwg Log | | | | | | 4 | | | | | | | | | | 40 | | | | 44 |
| | 6024 | Shop Drawings & Mater. Reviews - 52 Pay Items | | | | | | 12 | | | | | | | 26 | | | | | | | 38 |
| | 6025 | Review Safety Plan Compliance Document | | 4 | | | | 8 | | | | | | | | | | | | | | 12 |
| | 6026 | Progress Schedule Review & Coord. | | 4 | | | | 16 | | | | | | | | | | 16 | | | | 36 |
| | 6027 | Coord NTP Submittals & Request | | | | | | 4 | | | | | | | | | | 4 | | | | 8 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6030 | | PRE-CONST SERVICES - FIELD | | | | | | | | | | | | | | | | | | | | 0 |
| | 6031 | Security Badging / Driver Testing | | | | | | | | | 8 | | | | | | | 8 | | | | 16 |
| | 6032 | Field Documentation Set-up | | | | | | | | | | | | | | | | 40 | | | | 40 |
| | 6033 | Familiarize w/ Site & Contract Documents | | | | | | | | | 16 | | | | | | | 16 | | | | 32 |
| | 6034 | Pay Estimate Template Setup | | | | | | 16 | | | | | | | | | | 16 | | | | 32 |
| | 6035 | Attend Startup Safety & Security Meeting | | | | | | | | | 8 | | | | | | | 8 | | | | 16 |
| | 6037 | Control & Misc Surveys - Est. 3 Trips | | | | | | 2 | | | | | | | | | 4 | 70 | | | | 76 |
| | 6038 | Site Visit for Initial Damage Survey | | | | | | | | | | | | | | | | 10 | | | | 10 |
| | 6039 | Permitting / Agency / Code Related Coord. | | | | | | 16 | | | | | | | | | | | | | | 16 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6040 | | OFFICE SUPPORT | | | | | | | | | | | | | | | | | | | | 0 |
| | 6041 | Project Engineering & Office Support | | 21 | | | | 42 | | | | | | | | | | | | | | 63 |
| | 6042 | Progress Mtgs & Site Visits - 1 / month | | | | | | 40 | | | | | | | | | | | | | | 40 |
| | 6043 | Drafting Support | | | | | | | | | | | | | | | | 40 | | | | 40 |
| | 6044 | Contractor / Agency / Airport Coord & Correspond | | 8 | | | | 21 | | | | | | | | | | | | | | 29 |
| | 6045 | Respond to RFI's, Spec Interpret & Supple. Dwgs | | | | | | 42 | | | | | | | | | | 12 | | | | 54 |
| | 6046 | Review of Pay Estimates | | | | | | 24 | | | | | | | | | | | | | | 24 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6050 | | ON-SITE SERVICES | | | | | | | | | | | | | | | | | | | | 0 |
| | 6051 | Resident Engineering - Full Time (21 weeks) | | | | | | | | | | | | | | | | 1050 | | | | 1050 |
| | 6052 | Resident Observation - Full Time (21 weeks) | | | | | | | | | 1050 | | | | | | | | | | | 1050 |
| | 6053 | Resident Observation - Part Time (8 weeks) | | | | | | | | | 400 | | | | | | | | | | | 400 |
| | 6054 | DBE/EEO/Labor Documentation | | | | | | | | | | | | | | | | 21 | | | | 21 |
| | 6055 | Electrical / Specialty Inspection | | | | | | | | | 24 | | | | | | | | | | | 24 |
| | 6056 | Final Inspection Mtg, Site Visit & Minutes | | | | | | | | | 12 | | | | | | | 12 | | | | 24 |
| | 6057 | IDOT CMMS Documentation | | | | | | | | | | | | | | | | 42 | | | | 42 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6060 | | PAVING & QA/QC TESTING | | | | | | | | | | | | | | | | | | | | 0 |
| | 6061 | Contracting / Coord of Subconsultants | | | | | | 16 | | | | | | | | | | 21 | | | | 37 |
| | 6062 | Quality Assurance Engineer | | | | | | | | | | | | | | | | | | | | 0 |
| | 6063 | Test Batch & Beam Testing | | | | | | | | | | | | | | | | | | | | 0 |
| | 6064 | Test Strip | | | | | | | | | | | | | | | | | | | | 0 |
| | 6065 | Pre-Paving Coord., Meeting & Minutes | | | | | | | | | | | | | | | | 12 | | | | 12 |
| | 6066 | 401/501 QA Testing | | | | | | | | | | | | | | | | | | | | 0 |
| | 6067 | 610 QA Testing | | | | | | | | | | | | | | | | | | | | 0 |

ATTACHMENT C-2

PROJECT DESCRIPTION: RECONSTRUCT RUNWAY 4/22, PHASE 2

PROFESSIONAL SERVICES - ESTIMATE OF EFFORT

CONSTRUCTION PHASE

CRAWFORD, MURPHY & TILLY, INC.
CONSULTING ENGINEERS

PREP BY: HWI
CMT NO.: 18002001
DATE: _____

| TASK NO. | SUB TASK NO. | TASK DESCRIPTION | 10 - PRINCIPAL | 20 - PROJECT ENGINEER II | 21 - PROJECT ARCHITECT II | 22 - PROJECT MANAGER II | 25 - PROJECT ENVIRONMENTAL SCIENTIST II | 30 - PROJECT ENGINEER I | 32 - PROJECT MANAGER I | 36 - PROJECT STRUCTURAL ENGINEER | 40 - SR. ENGINEER I | 41 - SR. ARCHITECT I | 43 - SR. PLANNER I | 44 - GIS SPECIALIST | 50 - ENGINEER I | 55 - ENVIRONMENTAL SCIENTIST II | 70 - LAND SURVEYOR | 80 - SR. TECHNICIAN I | 81 - SR. TECHNICIAN II | 90 - TECHNICIAN II | 110 - ADMIN. ASSISTANT | TASK HOUR SUMMARY |
|-------------|--------------|--|----------------|--------------------------|---------------------------|-------------------------|---|-------------------------|------------------------|----------------------------------|---------------------|----------------------|--------------------|---------------------|-----------------|---------------------------------|--------------------|-----------------------|------------------------|--------------------|------------------------|-------------------|
| 6070 | | POST CONSTRUCTION SERVICES | | | | | | | | | | | | | | | | | | | | 0 |
| | 6071 | Project Engineering Closeout | | 8 | | | | 40 | | | | | | | | | | | | | | 48 |
| | 6072 | On-Site Punch List Follow-Up & Completion | | | | | | | | | | | | | | | | 40 | | | | 40 |
| | 6073 | Record Drawing Preparation | | | | | | | | | | | | | | | | 100 | | | | 100 |
| | 6074 | Final Quantities / Change Order / Pay Estimate | | | | | | 8 | | | | | | | | | | 16 | | | | 24 |
| | 6075 | RE Final Project & Docum Closeout | | | | | | 4 | | | | | | | | | | 40 | | | | 44 |
| | 6076 | Contract Time Reviews & Resolution | | 2 | | | | 8 | | | | | | | | | | 12 | | | | 22 |
| | 6077 | Document. & Cert Audits w/ Follow Up | | | | | | 4 | | | | | | | | | | 12 | | | | 16 |
| | 6078 | DBE / Labor Audit w/ Follow Up | | | | | | | | | | | | | | | | 12 | | | | 12 |
| | 6079 | Compile Final Construction Report | | 4 | | | | 16 | | | | | | | | | | 24 | | | 8 | 52 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6080 | | PROJECT / GRANT CLOSEOUT | | | | | | | | | | | | | | | | | | | | 0 |
| | 6081 | Assist w/ Financial Closeout | | 8 | | | | 8 | | | | | | | | | | | | | | 16 |
| | 6082 | As-Built ALP Update | | | | | | | | | | | | | | | | | | | | 0 |
| | 6083 | Coor Closeout & Engineering Retainage | | 8 | | | | 8 | | | | | | | | | | | | | | 16 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6090 | | EXTRA WORK | | | | | | | | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | ESTIMATED PROJECT DURATION (ON SITE) = 21 WEEKS | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | MANHOOR TOTALS | 8 | 163 | 0 | 0 | 0 | 483 | 0 | 0 | 0 | 0 | 0 | 0 | 1544 | 0 | 4 | 1750 | 0 | 0 | 28 | 3980 |

ATTACHMENT C-3
RECONSTRUCT RUNWAY 4/22, PHASE 2
CONSTRUCTION PHASE
ESTIMATE OF PROJECT EXPENSES

MATERIALS AND SUPPLIES

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|---------------------|------|----------|------------|----------|
| Overnight Packages | EA | | \$20.00 | \$0.00 |
| Film and Processing | EA | | \$20.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |

Total - Materials & Supplies \$0.00

TRANSPORTATION

| ITEM - MILEAGE | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|----------------|-------|----------|------------|------------|
| Survey | Miles | 630 | \$0.560 | \$352.80 |
| Geotech | Miles | 0 | \$0.560 | \$0.00 |
| Meetings | Miles | 2940 | \$0.560 | \$1,646.40 |
| RE | Miles | 6510 | \$0.560 | \$3,645.60 |
| Observers | Miles | 6090 | \$0.560 | \$3,410.40 |
| | | | \$0.560 | \$0.00 |

Subtotal Mileage \$9,055.20

| ITEM - DAILY VEHICLE | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|----------------------|-------|----------|------------|----------|
| Survey | Day | 6 | \$65.00 | \$390.00 |
| Geotech | Day | | \$65.00 | \$0.00 |
| RE | Day | | \$65.00 | \$0.00 |
| Observers | Day | | \$65.00 | \$0.00 |
| RE On Site | Miles | | \$0.560 | \$0.00 |
| Observers On Site | Miles | | \$0.560 | \$0.00 |
| | | | | \$0.00 |

Subtotal Daily Vehicle \$390.00

Total - Transportation \$9,445.20

PRINTING

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|-----------------------|------|----------|------------|----------|
| Report | EA | | \$20.00 | \$0.00 |
| Plans | EA | | \$15.00 | \$0.00 |
| Specifications | EA | | \$20.00 | \$0.00 |
| Weekly Reports | EA | | \$4.00 | \$0.00 |
| Record Drawings | EA | | \$25.00 | \$0.00 |
| Final Material Report | EA | | \$20.00 | \$0.00 |

Total - Printing \$0.00

TESTING

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|---------------|------|----------|------------|----------|
| Beam Breaker | Week | | \$50.00 | \$0.00 |
| Nuclear Gauge | Week | | \$100.00 | \$0.00 |

Total - Testing \$0.00

OTHER COSTS (OUTSIDE COSTS)

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|------|------|----------|------------|----------|
| | | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |

Total - Other Costs (Outside Services) \$0.00

OTHER COSTS (EXCLUDING OUTSIDE SERVICES)

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|------|------|----------|------------|----------|
| | | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |

Total - Other Costs (Exc. Outside Services) \$0.00

PER DIEM

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|----------|------|----------|------------|-------------|
| Lodging | Day | 257 | \$90.00 | \$23,130.00 |
| Per Diem | Day | 257 | \$28.00 | \$7,196.00 |
| | | | \$0.00 | \$0.00 |

Total - Per Diem \$30,326.00

OUTSIDE SERVICES

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|--------------------|------|----------|-------------|-------------|
| Proctors | EA | | \$260.00 | \$0.00 |
| PCC Cylinders | EA | | \$20.00 | \$0.00 |
| Gradations | EA | | \$40.00 | \$0.00 |
| Bit. Split Samples | EA | | \$0.00 | \$0.00 |
| Earthwork Testing | LS | 1 | \$30,148.00 | \$30,148.00 |
| 401/403 QA Testing | LS | 1 | \$13,311.00 | \$13,311.00 |
| 610 QA Testing | LS | 1 | \$6,463.00 | \$6,463.00 |
| Core Investigation | LS | | \$0.00 | \$0.00 |

Total - Outside Services \$49,922.00

ATTACHMENT D – D3

PLANNING AND SPECIAL SERVICES

ATTACHMENT E

ENGINEERING REPORT (General Guidance)

The Engineering Report is to be prepared by the Consultant and submitted to the Sponsor and/or Department, if possible, prior to starting Plans and Specifications. The Report shall include, at a minimum, a discussion of the following elements which are applicable and any other elements deemed necessary by the Department:

1. Introduction, project overview and consistency with approved ALP, justification, scope, authorization, funding, required environmental actions and schedule.
2. Investigations and evaluations, including pavement history, PCI information, topographic survey data, soil sampling and testing, boring logs, CBR test results, subgrade stabilization considerations, and seasonal frost issues.
3. Pavement design considerations, including pavement types and/or alternates; any unusual design and reasons therefore, selection of design CBR value, traffic distribution, and reported pavement strength.
4. Rehabilitation, strengthening and/or overlay work shall be detailed as to the type of work required, including existing pavement conditions, material selection considerations, thickness design and economic analysis.
5. Construction features which vary from FAA criteria should be identified including the problem(s) facts, alternative solutions, and/or desired solution. Is the desired solution the most economical?
6. Items such as materials sources, soils, drainage, water for construction, cost of land vs. development, contractor resources, available finances, and stage development. The report should say how these factors affected the decisions made by the Consultant in the design.
7. Explanation of drainage design criteria including explanation of drainage districts data INPUT and off-site drainage impact on design. Include drainage calculations and modeling.
8. Special considerations for local circumstances such as available material, equipment, contractors, and airport sponsored events.
9. Consultant's choice of options for the lighting design; similar explanation of choices made for the drainage, fencing, turfing and marking, including decisions regarding cover crop seeding.
10. Approach conditions which will result from proposed work and comparison with FAA criteria.
11. Analysis of potential RSA determination (if applicable).
12. Development of PCN for runway strengthening and rehabilitation projects.
13. Description of non AIP work and quantity separation from AIP eligible items.
14. Identify work to be done by others such as utility companies and airports sponsor forces.
15. The Consultant's preliminary estimate of construction costs, fees and expenses shall be included.
16. A discussion of project safety concerns (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) shall be included.
17. A discussion of project phasing / sequencing and estimate of construction calendar days shall be included.

ATTACHMENT F



**Illinois Department
of Transportation**

Resident Engineer's Diary

Airport: _____ Date: _____

Contractor: _____ IL Project No.: _____ AIP Project _____

Temperature _____ °F Wind: _____ Weather Conditions: _____

Status: Active Suspended Jobsite Conditions: Workable Non-workable

Controlling Item: _____

Workforce

Consultant (# of people, hours): _____

Contractor (# of people, equipment, hours):

Daily Work

Pay items / General Location:

Instructions to Contractor / Unusual Events:

Verbal Approvals (official & item): _____

Additional Work (change order, etc.): _____

Official Visitors: _____

Materials Deliveries (material, quantity, quality) / Testing (test, location, corrective action):

Other:

Calendar Days: _____ Awarded
_____ Charged
_____ Remaining

DBE Onsite? (yes or no)
Own forces used? (yes or no)
Own equipment used? (yes or no)

Submitted _____ Firm: _____ Date: _____

ATTACHMENT G

COST PLUS FIXED PAYMENT INVOICE (Standard Format)

To: _____, Chief Engineer
Illinois Department of Transportation
Division of Aeronautics
Abraham Lincoln Capital Airport
1 Langhorne Bond Drive
Springfield, IL 62707-8415

From (Firm): _____
Address: _____
Telephone No.: _____
Invoice # _____ Date: _____
[] Partial [] Final

Attn: _____, Section Chief

Airport: _____ Municipality: _____, IL
Illinois Project No. _____ Federal Project No. _____
Notice to Proceed Date (OP&P Program Letter or Sponsor Authorization): _____
Per A/E Agreement/Amendment dated: _____

Services (Check only those services pertaining to invoice):

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design Phase | <input type="checkbox"/> Planning and Special Services |
| <input type="checkbox"/> Design Phase | <input type="checkbox"/> Other () |
| <input type="checkbox"/> Construction Phase | <input type="checkbox"/> Amendment(s) |

Service Dates: For Services Rendered From (date): _____ To (date): _____

| <u>Period</u> | <u>To Date</u> | <u>Billing</u> |
|---|----------------|----------------|
| (1) Direct Salaries _____ Include all information per ATTACHMENT I (EFFORT DETAIL BREAKDOWN) | \$ _____ | \$ _____ |
| (2) Labor and General and Administrative Overhead (_____ %) | \$ _____ | \$ _____ |
| (3) Direct Non-Salary Expenses (OT Premium) _____ Support documentation must accompany all payment requests of direct non-salary expenses. | \$ _____ | \$ _____ |
| (4) Profit – (Fixed Payment \$ _____ x _____ % Complete) | \$ _____ | \$ _____ |
| (5) SUBTOTAL (1) – (4) | \$ _____ | \$ _____ |
| (6) Outside Services _____ | \$ _____ | \$ _____ |

TOTAL AMOUNT EARNED TO DATE: (5) + (6) _____ \$ _____
Maximum Payable (per Engineering Agreement) _____ \$ _____
Estimated total cost to complete project (for billings after 50%) _____ \$ _____
Less Total Amount(s) Previously Invoiced _____ \$ _____
PAYMENT DUE THIS INVOICE _____ \$ _____

I certify that to the best of my knowledge, the percent of work shown as complete on this Invoice is correct.

By: _____
Printed Name and Title

Department Approval
By: _____
Printed Name and Title

NOTE: This format is for general information. The Consultant's format containing essential data may be acceptable.

ATTACHMENT H

LUMP SUM INVOICE (Standard Format)

To: _____, Chief Engineer
Illinois Department of Transportation
Division of Aeronautics
Abraham Lincoln Capital Airport
1 Langhorne Bond Drive
Springfield, IL 62707-8415

From (Firm): _____
Address: _____
Telephone No.: _____
Invoice # _____ Date: _____
[] Partial [] Final

Attn: _____, Section Chief

Airport: _____ Municipality: _____, IL
Illinois Project No. _____ Federal Project No. _____
Notice to Proceed Date (OP&P Program Letter or Sponsor Authorization): _____
Per A/E Agreement/Amendment dated: _____

Services (Check only those services pertaining to invoice):

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design Phase | <input type="checkbox"/> Planning and Special Services |
| <input type="checkbox"/> Design Phase | <input type="checkbox"/> Other (_____) |
| <input type="checkbox"/> Construction Phase | <input type="checkbox"/> Amendment(s) |

Service Dates:

For Services Rendered From (date): _____ To (date): _____

- (1) Lump Sum (LS) Fee (or Maximum Payable per Engineering Agreement) \$ _____
- (2) Percent of Work Complete: _____%
- (3) Fee Earned to Date: (LS \$ _____ x _____% Complete) \$ _____
- (4) Less Total Amount(s) Previously Invoiced \$ _____
- (5) PAYMENT DUE THIS INVOICE \$ _____

I certify that to the best of my knowledge, the percent of work shown as complete on this Invoice is correct.

By: _____
Printed Name and Title

Department Approval

By: _____
Printed Name and Title

NOTE: This format is for general information. The Consultant's format containing essential data may be acceptable.

ATTACHMENT J

TESTING SCHEDULE

Testing Schedule - anticipated for the Preliminary Assessment and Schematic Design, Design and Construction phases of the project.

| Description | Approximate Number |
|---|--------------------|
| ASTM D 421, Particle Size Analysis | |
| ASTM D 2217 | |
| ASTM C 422 | |
| ASTM D 698, Moisture-Density Relations of Soil | |
| ASTM D 1557 | |
| ASTM D 427, Shrinkage Factors of Soil | |
| ASTM D 2434, Permeability of Granular Soils | |
| AASHTO T 194, Determination of Organic Materials in Soils by Wet Combustion | |
| ASTM D 1883, Bearing Ratio of Laboratory Compacted Soil | |
| AASHTO T 222, Modulus of Soil Reaction | |
| ASTM D 2487, Soil Classification "Unified System" | |
| ASTM D 2113, Soil Borings | |
| ASTM C 207, Hydrated Lime | |
| ASTM C 131, Abrasion | |
| ASTM C 88, Soundness | |
| ASTM D 946, Penetration | |
| ASTM D 3381, Viscosity | |
| ASTM D 1559, Marshall Method | |
| ASTM C 136, Gradation | |
| ASTM D 2172, Extraction and Gradation | |
| ASTM D 2726, Bulk Specific Gravity | |
| ASTM D 2041, Maximum Theoretical Specific Gravity | |
| ASTM D 2950, Nuclear Density | |
| ASTM C 117 Washed Aggregate Sample | |
| ASTM D 4318, Liquid Limit, Plastic Limit, Plasticity Index | |
| ASTM C 127, Absorption & Specific Gravity of Coarse Aggregate | |
| ASTM C 128, Specific Gravity & Absorption of Fine Aggregate | |
| ASTM C 566, Moisture Content | |
| ASTM C 31, PCC Test Cylinders | |
| ASTM C 141, Slump | |
| ASTM C 231, Air Content | |
| ASTM C 78, Flexural Strength | |
| ASTM C 138, Yield, Cement Content | |
| ASTM D 412, Rubber in Tension | |
| ASTM D 1664, Striping Test | |

The testing form shall be adjusted to the specific project. The consultant shall not assume IDOT will provide any testing and inspections. Payment for these services shall be at the rates established in ATTACHMENT K. - TESTING RATES & COST SUMMARY.

ATTACHMENT L

SUMMARY OF PAYROLL BURDEN AND FIXED COSTS

SEE ATTACHMENT M.

NOTE:

A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

ATTACHMENT M (Required)

SUMMARY OF OVERHEAD AND INDIRECT COSTS

CRAWFORD, MURPHY & TILLY, INC.
SUMMARY OF INDIRECT OVERHEAD COST FOR IDOT
AUDITED CALENDAR YEAR 2019
AND PROVISIONAL 2019/2020
4/27/21

| CMT ACCOUNT NUMBER | ACCOUNT NAME | % OF DIRECT LABOR COSTS |
|---|--|--------------------------------|
| <u>PAYROLL BURDEN AND FRINGE BENEFITS</u> | | |
| 6151 | FICA Tax | 12.58% |
| 6102, 6103, 6170 | Paid Time Off (Vacation, Holidays and Sick Leave) | 15.94% |
| 6154, 6156, 6158 | Group Medical, Life, Workers Comp, Disability and Unemployment Insurance | 10.45% |
| 6159, 6160 | Employee Retirement Plan Contributions | <u>13.93%</u> |
| | | 52.90% |
| <u>GENERAL & ADMINISTRATIVE OVERHEAD EXPENSE</u> | | |
| 6104-6119 | Indirect Salaries - Not Allocable to Projects | 66.27% |
| 6222, 6264 | Miscellaneous Taxes | 1.03% |
| 6231 | Professional Fees | 3.39% |
| 6251 | Rent | 11.52% |
| 6252 | Utilities | 0.84% |
| 6271 | Telephone & Data | 2.96% |
| 6253-6254 | Maintenance, Repairs & Supplies | 1.91% |
| 6261-6265 | Office Supplies, Shipping & Reproduction | 1.58% |
| 6281, 6284 | Seminars, Registration & Education | 2.84% |
| 6291,92,95,6321-23 | Travel & Vehicle Expense | 4.41% |
| 6331, 6332 | Business Insurance | 3.01% |
| 6351,52,61,62,69 | Equipment Expense, Repairs & Maintenance | 1.58% |
| 6366, 6367, 6368 | Computer Expense & Supplies | 8.74% |
| 6371,6372,6381,6382 | Maps, Reference Books, Engineering & Survey Supplies | 0.64% |
| 6401+COFC | Depreciation & Cost of Facilities Capital (0.52%) | <u>5.23%</u> |
| | | 115.95% |
| TOTAL OVERHEAD | | <u>168.85%</u> |

NOTE: A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

ATTACHMENT N

PROJECT CERTIFICATION

Airport: Quincy Regional Airport (UIN) Letting Date: July 14, 2021
IL Project No.: UIN-4909
Project No.: 3-17-0085-44
Contract No: N/A
Project Description: Reconstruct Runway 4/22, Phase 2

Pursuant to Federal Aviation Regulations, Part 152, as amended, and as a condition to receiving any Federal and/or State financial assistance through a Grant Offer from the FAA and/or the State of Illinois - Department of Transportation for the proposed airport development project, it is hereby represented, to the best of our knowledge, information, and belief that:

1. The Consultant has been selected to provide the necessary professional services for the project described herein and identified in the Professional Services Request for Qualifications (RFQ).
Selection Date (Required):November 13, 2018 Copy of Retainer attached (ATTACHMENT U).
2. Project is clearly delineated on the currently approved Airport Layout Plan.
Approval Date (Required):Under review by the FAA.
3. Project is environmentally cleared. [] CatEx [X] EA [] EIS [] FONSI
Approval Date (Required):12/19/2020.
4. All Corps/EPA permits and other regulatory agency reviews/approvals/mitigation have been satisfied and there are no known encumbrances to the completion of the project.
[X] Yes [] No.
5. Plans were prepared in accordance with FAA approved standards and advisory circulars; and, the specifications were prepared in accordance with the FAA approved *Illinois Standard Specifications For Construction Of Airports*, along with the Division of Aeronautics' most current Policy Memorandums and "Handout" Specifications, except as noted by attached Modification of Standards (MOS) which has been addressed and justified in the engineering report and submitted to and approved by the FAA and Engineer of Design. [X] Yes [] No.
Approval Date of MOS (If applicable):N/A.
6. The design conforms to the approved programmed project scope. [X] Yes [] No.
7. Provisions have been included for safety during construction (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction). [X] Yes [] No.
8. The plans, special provisions and quantities have been thoroughly checked in accordance with best management practices by the Consultant for accuracy and consistency, and are in conformance with AC 150/5300-13A (latest edition). All contract deliverables referenced in Section I.F. DELIVERABLES have been submitted, received and determined acceptable.
[X] Yes [] No.

Date _____ By: _____ P.E.
Project Engineer (Consultant)

Date _____ By: _____
Sponsor

Date _____ By: _____ P.E.
Aeronautics Design Engineer

Date _____ By: _____ P.E.
Aeronautics Engineer of Design

ATTACHMENT O

DBE FINAL DOCUMENTATION



Prime Consultant

Name _____
 Address _____
 Telephone _____

Subject

Airport _____
 Illinois Project No. _____
 Federal Project No _____

DBE Subconsultant

Name _____
 Address _____
 Telephone _____

Contract Amounts

Consultant Contract Amount _____
 DBE Contract Amount _____
 DBE Participation (%) _____

This documentation verifies the services provided and the amount paid to the DBE Subconsultant on the above captioned contract. The undersigned certifies that the services reported herein were executed by the DBE, that the DBE actually provided the services and that the services reported herein conform to the services reported in the approved Professional Services Agreement together with any amendments approved by the Sponsor and/or Division as applicable.

| Description of Service Provided | Contract Amount | Amount Paid | Difference (+/-) |
|---------------------------------|-----------------|-------------|------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| Totals | | | |

DBE Contract amount has been met or exceeded [] Yes [] No (*check one*).

DBE Contract amount not met – Shortfall \$ _____ (*documentation explaining shortfall attached*).

Prime Consultant

DBE Subconsultant

 Print Name

 Title

 Signature

 Date

 Print Name

 Title

 Signature

 Date

ATTACHMENT P

PROJECT SKETCH

ATTACHMENT Q

PROJECT LETTING SCHEDULE

PROJECT WAS LET ON 7/14/2021

ATTACHMENT R

OP&P PROGRAM LETTER

NOT AVAILABLE AT THIS TIME

ATTACHMENT S

**CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL /
ADMINISTRATIVE EXPENSE RATE LETTER
(4/27/2021)**



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

April 27, 2021

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Roger Driskell
CRAWFORD, MURPHY, & TILLY, INC.
2750 West Washington Street
Springfield, IL 62702

Dear Roger Driskell,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2019. Your firm's total annual transportation fee capacity will be \$96,000,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 168.85% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company's indirect cost rate to the Federal Highway Administration's Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2020. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Jack Elston, P.E.
Bureau Chief
Bureau of Design and Environment

ATTACHMENT I

CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS

BID TAB**PROJECT:** REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2**AIRPORT:** QUINCY REGIONAL AIRPORT**IL PROJ.:** UIN-4909**BID DATE:** 07/14/21

| BASE BID - REHABILITATE RUNWAY 22 | | | | BASE BID | |
|-----------------------------------|-------------------------------------|-------|---------|--------------|-----------------|
| ITEM NO. | ITEM DESCRIPTION | UNITS | QTY | UNIT PRICE | COST |
| C 102-5.1bb | INLET PROTECTION | EA | 7.0 | \$ 178.00 | \$ 1,246.00 |
| C 102-5.2bb | SILT FENCE | LF | 4000.0 | \$ 8.00 | \$ 32,000.00 |
| C 102-5.3bb | DITCH CHECK | LF | 2500.0 | \$ 4.25 | \$ 10,625.00 |
| C 105-6.1bb | ENGINEER'S FIELD OFFICE | LS | 1.0 | \$ 15,000.00 | \$ 15,000.00 |
| P 101-5.1bb | REMOVE BITUMINOUS PAVEMENT SURFACE | SY | 34180.0 | \$ 7.00 | \$ 239,260.00 |
| P 101-5.2bb | RUBBLIZE PAVEMENT | SY | 34180.0 | \$ 3.10 | \$ 105,958.00 |
| P 101-5.3bb | BITUMINOUS SURFACE MILLING | SY | 14830.0 | \$ 7.70 | \$ 114,191.00 |
| P 101-5.5bb | REMOVE PIPE | LF | 625.0 | \$ 80.00 | \$ 50,000.00 |
| P 101-5.6bb | REMOVE INLET | EA | 4.0 | \$ 1,150.00 | \$ 4,600.00 |
| P 152-4.1bb | EMBANKMENT IN PLACE | CY | 85500.0 | \$ 12.75 | \$ 1,090,125.00 |
| P 154-5.1bb | SUBBASE COURSE | CY | 6475.0 | \$ 60.00 | \$ 388,500.00 |
| P 209-5.1bb | CRUSHED AGG BASE COURSE | SY | 32520.0 | \$ 27.75 | \$ 902,430.00 |
| P 401-8.1bb | ASPHALT SURFACE COURSE | TON | 11425.0 | \$ 127.00 | \$ 1,450,975.00 |
| P 403-8.1bb | ASPHALT MIXTURE BASE COURSE | TON | 8625.0 | \$ 127.00 | \$ 1,095,375.00 |
| P 603-5.1bb | EMULSIFIED ASPHALT TACK COAT | GAL | 13400.0 | \$ 3.50 | \$ 46,900.00 |
| P 620-5.1bb | PAVEMENT MARKING - WATERBORNE | SF | 29315.0 | \$ 1.00 | \$ 29,315.00 |
| P 620-5.2bb | PAVEMENT MARKING - BLACK BORDER | SF | 9735.0 | \$ 1.00 | \$ 9,735.00 |
| P 621-5.1bb | BITUMINOUS PAVEMENT GROOVING | SY | 43600.0 | \$ 2.25 | \$ 98,100.00 |
| D 701-5.1bb | 18" RCP, CLASS IV | LF | 240.0 | \$ 155.00 | \$ 37,200.00 |
| D 701-5.2bb | 30" RCP, CLASS IV | LF | 250.0 | \$ 265.00 | \$ 66,250.00 |
| D 705-5.1bb | 4" PERFORATED UNDERDRAIN W/SOCK | LF | 5500.0 | \$ 29.00 | \$ 159,500.00 |
| D 705-5.4bb | UNDERDRAIN CLEANOUT | EA | 14.0 | \$ 2,000.00 | \$ 28,000.00 |
| D 705-5.5bb | UNDERDRAIN COLLECTION STRUCTURE | EA | 3.0 | \$ 2,500.00 | \$ 7,500.00 |
| D 751-5.1bb | 36" INLET | EA | 3.0 | \$ 7,300.00 | \$ 21,900.00 |
| D 751-5.2bb | MANHOLE - 5' | EA | 1.0 | \$ 17,915.00 | \$ 17,915.00 |
| D 751-5.3bb | MANHOLE - 6' | EA | 1.0 | \$ 21,825.00 | \$ 21,825.00 |
| T 901-5.1bb | SEEDING | AC | 22.0 | \$ 895.00 | \$ 19,690.00 |
| T 904-5.1bb | SODDING | SY | 3425.0 | \$ 10.50 | \$ 35,962.50 |
| T 908-5.1bb | HEAVY-DUTY HYDRAULIC MULCH | AC | 22.0 | \$ 3,580.00 | \$ 78,760.00 |
| L 108-5.1bb | 1/C #8 5 KV UG CABLE | LF | 50.0 | \$ 4.20 | \$ 210.00 |
| L 108-5.2bb | 1/C #8 5 KV UG CABLE IN UD | LF | 4400.0 | \$ 11.90 | \$ 52,360.00 |
| L 108-5.3bb | 2/C #8 5 KV UG CABLE | LF | 185.0 | \$ 5.20 | \$ 962.00 |
| L 108-5.4bb | 2/C #8 5 KV UG CABLE IN UD | LF | 375.0 | \$ 10.10 | \$ 3,787.50 |
| L 108-5.5bb | 1/C #6 COUNTERPOISE | LF | 5000.0 | \$ 8.95 | \$ 44,750.00 |
| L 110-5.2bb | DUCT MARKER - IN PAVEMENT | EA | 2.0 | \$ 358.00 | \$ 716.00 |
| L 110-5.3bb | 1-WAY CONC. ENCASED DUCT | LF | 30.0 | \$ 52.50 | \$ 1,575.00 |
| L 110-5.4bb | 4-WAY CONCRETE ENCASED DUCT | LF | 160.0 | \$ 69.20 | \$ 11,072.00 |
| L 125-5.01bb | REMOVE BASE MOUNTED LIGHT | EA | 29.0 | \$ 895.00 | \$ 25,955.00 |
| L 125-5.02bb | REMOVE TAXI GUIDANCE SIGN | EA | 1.0 | \$ 1,430.00 | \$ 1,430.00 |
| L 125-5.03bb | ADJUST STAKE MOUNTED LIGHT | EA | 8.0 | \$ 715.00 | \$ 5,720.00 |
| L 125-5.04bb | ADJUST BASE MOUNTED LIGHT | EA | 8.0 | \$ 847.00 | \$ 6,776.00 |
| L 125-5.05bb | INSTALL SALVAGED BASE MOUNTED LIGHT | EA | 23.0 | \$ 2,335.00 | \$ 53,705.00 |
| L 125-5.06bb | SPLICE CAN | EA | 4.0 | \$ 1,430.00 | \$ 5,720.00 |

BID TAB

PROJECT: REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2

AIRPORT: QUINCY REGIONAL AIRPORT

IL PROJ.: UIN-4909

BID DATE: 07/14/21

| BASE BID - REHABILITATE RUNWAY 22 | | | | BASE BID | |
|--|-------------------------------------|--------------|------------|-------------------|--------------|
| ITEM NO. | ITEM DESCRIPTION | UNITS | QTY | UNIT PRICE | COST |
| L 125-5.07bb | RUNWAY DISTANCE REMAINING SIGN BASE | EA | 3.0 | \$ 5,730.00 | \$ 17,190.00 |
| L 125-5.08bb | TAXI GUIDANCE SIGN, 3 CHARACTER | EA | 1.0 | \$ 9,098.00 | \$ 9,098.00 |
| L 125-5.09bb | TAXI GUIDANCE SIGN, 6 CHARACTER | EA | 1.0 | \$ 9,478.00 | \$ 9,478.00 |
| L 125-5.10bb | ADJUST IN PAVEMENT LIGHT | EA | 1.0 | \$ 2,386.00 | \$ 2,386.00 |
| | | | | | |

| |
|------------------------|
| BASE BID |
| \$ 6,431,728.00 |

BID TAB**PROJECT:** REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2**AIRPORT:** QUINCY REGIONAL AIRPORT**IL PROJ.:** UIN-4909**BID DATE:** 07/14/21

| ADDITIVE ALTERNATE 1 - REMOVE RWY 18/36 NORTH | | | | ALT 1 BID | |
|--|------------------------------------|--------------|------------|-------------------|---------------|
| ITEM NO. | ITEM DESCRIPTION | UNITS | QTY | UNIT PRICE | COST |
| C 102-5.1a1 | INLET PROTECTION | EA | 6.0 | \$ 178.00 | \$ 1,068.00 |
| P 101-5.1a1 | REMOVE BITUMINOUS PAVEMENT SURFACE | SY | 35150.0 | \$ 1.20 | \$ 42,180.00 |
| P 101-5.4a1 | CONCRETE PAVEMENT REMOVAL | SY | 35150.0 | \$ 7.00 | \$ 246,050.00 |
| P 152-4.1a1 | EMBANKMENT IN PLACE | CY | 14750.0 | \$ 9.80 | \$ 144,550.00 |
| T 901-5.1a1 | SEEDING | AC | 14.0 | \$ 895.00 | \$ 12,530.00 |
| T 908-5.1a1 | HEAVY-DUTY HYDRAULIC MULCH | AC | 14.0 | \$ 3,580.00 | \$ 50,120.00 |
| | | | | | |

| |
|----------------------|
| ALT 1 BID |
| \$ 496,498.00 |

BID TAB**PROJECT:** REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2**AIRPORT:** QUINCY REGIONAL AIRPORT**IL PROJ.:** UIN-4909**BID DATE:** 07/14/21

| ADDITIVE ALTERNATE 2 - REMOVE TXY E | | | | ALT 2 BID | |
|--|------------------------------------|--------------|------------|-------------------|---------------|
| ITEM NO. | ITEM DESCRIPTION | UNITS | QTY | UNIT PRICE | COST |
| P 101-5.1a2 | REMOVE BITUMINOUS PAVEMENT SURFACE | SY | 17700.0 | \$ 1.02 | \$ 18,054.00 |
| P 101-5.4a2 | CONCRETE PAVEMENT REMOVAL | SY | 17700.0 | \$ 7.30 | \$ 129,210.00 |
| P 152-4.1a2 | EMBANKMENT IN PLACE | CY | 7000.0 | \$ 10.88 | \$ 76,160.00 |
| T 901-5.1a2 | SEEDING | AC | 8.8 | \$ 895.00 | \$ 7,876.00 |
| T 908-5.1a2 | HEAVY-DUTY HYDRAULIC MULCH | AC | 8.8 | \$ 3,580.00 | \$ 31,504.00 |
| | | | | | |

| |
|----------------------|
| ALT 2 BID |
| \$ 262,804.00 |

ATTACHMENT U

RETAINER AGREEMENT

PROFESSIONAL SERVICES CONTRACT

Final Prepared: 8/27/2018

THIS AGREEMENT, made and entered into this 13th day of November, 2018, by and between the City of Quincy, IL, hereinafter referred to as "SPONSOR" and Crawford, Murphy & Tilly Inc. Consulting Engineers, hereinafter referred to as "CONSULTANT". The SPONSOR agrees to retain CONSULTANT to perform the engineering services as outlined below for the development of the Quincy Regional Airport, effective at such time that the SPONSOR designates a project set forth below in Article I and enters into a project agreement defining the project, consideration and scope of services as an amendment hereto.

It is understood that the form of this Contract is for the convenience of the parties and that the rights and duties of the SPONSOR and the CONSULTANT for a particular project shall be the same as though a separate and distinct professional services contract had been executed between the SPONSOR and the CONSULTANT for each project.

ARTICLE I. The Scope of Work contemplated under this Agreement is for professional services for the development of the Quincy Regional Airport. Said development will include the following projects:

- A. Reconstruct Runway 4-22 Line-of-Sight Correction
- B. Improve Airfield Drainage at various locations on the Airport
- C. Relocate Taxiway D between Runway 36 and Main Ramp
- D. Acquire Snow Removal Equipment – wheel loader with ramp blade

ARTICLE II. The CONSULTANT'S services to be rendered for the above described scope of work will be according to the following schedule:

PART A – PROJECT DEVELOPMENT AND PREAPPLICATION SERVICES

1. Assist the SPONSOR as required in preparing and/or updating the Airport Capital Improvement Program (ACIP), Transportation Improvement Program (TIP), Preapplication or Application, including the associated Program Sketch, Program Narrative, and Cost Estimate, and assist the SPONSOR with Project Evaluation, Environmental Assessment Reports and the required Statements and Notifications.
2. Assist the SPONSOR as required in coordination with the Federal Aviation Administration (FAA), coordination of the State, Regional and Local reviews, and the conduct of Public Information Meetings or Public Hearings, if required.
3. Consult/coordinate with Airport users, the FAA, the Airport Commission, Airport Staff, the City, County and other interested parties.
4. Prepare or assist in the preparation of the Airport Layout Plan (ALP), Property Map (Exhibit A) and associated drawings, as required.
5. Perform miscellaneous consulting engineering services as requested by the SPONSOR and assist the SPONSOR in obtaining other required services such as archaeological services, aerial mapping of all or part of the Airport site, or other related services or studies.

PART B – BASIC DESIGN SERVICES

1. Perform topographic surveys of proposed construction areas as required for design.

2. Perform soils and subsurface testing and investigations of proposed construction areas as required for design.
3. Prepare preliminary plans, specifications, contract documents, and opinions of probable construction cost, to be approved by the SPONSOR, FAA and the State (when applicable).
4. Prepare and submit final plans, specifications and contract documents for approval by the SPONSOR, FAA and the State (when applicable) prior to advertising for bids.
5. Prepare a Design Report, including opinions of construction quantities and construction costs. The report will be submitted at the required intervals to the SPONSOR, FAA and the State (when applicable).
6. Coordinate the establishment of bid proposals into schedules to allow flexibility of award to match the funds available.
7. Provide complete sets of approved plans, specifications and contract documents for the bidding of the project.

PART C – CONSTRUCTION PHASE SERVICES

1. The CONSULTANT shall provide construction observation including the furnishing of a Resident Project Representative and sufficient qualified inspection and survey personnel for the purpose of observing the progress and quality of work performed by the Contractor(s). The CONSULTANT will endeavor to provide protection for the SPONSOR against defects and deficiencies in the work of Contractor(s), but the furnishing of such resident project representation will not make the CONSULTANT responsible for construction means, methods, techniques, sequences of procedures or for safety precautions or programs, or for Contractor(s)' failure to perform the work in accordance with the Contract documents.
2. The CONSULTANT shall perform verification of testing as necessary in accordance with the requirements of the Federal Aviation Administration and the State, in the field and the laboratory, as required, in proper time and in sufficient number to assist in assuring construction is in accordance with the plans and specifications. Copies of all test reports will be made available to the SPONSOR, the State and the FAA as required.
3. The CONSULTANT shall observe tests taken by the Contractor as necessary to meet the requirements of the Federal Aviation Administration and the State, in the field and the laboratory, as required, in proper time and in sufficient number to assist in assuring construction is in accordance with the plans and specifications. Copies of all test reports will be furnished to the SPONSOR, the State and FAA as required.
4. The CONSULTANT shall prepare all addition and deletion change orders and supplemental agreements as required. After acceptance of the Construction Change Orders by the Contractor, copies will be submitted to the SPONSOR, the State and the FAA for approval and signature before proceeding with the work.
5. The CONSULTANT shall review periodic progress estimates submitted by the Contractor during the construction of the project and shall review the final estimate when the work is completed.

Periodic progress estimates shall be submitted regularly to the SPONSOR for concurrence and submittal to the FAA for federal participation payments. The CONSULTANT will assist in the preparation of Federal payment requests.

6. The CONSULTANT shall review shop drawings and construction submittals, and prepare and maintain necessary records of construction progress.
7. When the project has been completed and is ready for final acceptance, the CONSULTANT shall arrange for inspection of the finished work by the FAA, the State, the SPONSOR, the Contractor and the CONSULTANT following which the final payment estimate for the work shall be considered by the SPONSOR.
8. Upon acceptance of the project, the CONSULTANT shall prepare the record drawings, including any field surveying required to compute final quantities, and the construction engineering report, and shall provide the SPONSOR with one (1) set of reproducible record drawings.

PART D – SPECIAL SERVICES

The development of some projects may involve services, activities or studies outside of the scope of the basic design services routinely performed by the CONSULTANT; those activities may be as follows:

1. Special (non-routine) soil investigations, destructive and non-destructive testing, including pavement sampling, laboratory tests, related analysis and reports.
2. Property surveys, descriptions of land, easements, land and photogrammetry surveys and topographic maps.
3. Special drainage, environmental studies and analyses including NEPA related submittals.
4. Preparation of property maps and/or updates.
5. Revised Airport Layout Plan
Upon completion of the development performed under this project, the CONSULTANT shall prepare and furnish a revised Airport Layout Plan indicating the development is existing in lieu of proposed. Copies of such plan shall be furnished to the Airport for proper distribution.
6. Expert Witness
Provide assistance, as required and requested, to the SPONSOR, as a fact witness in litigation arising from the development or construction associated with the project.
7. Provide Bidding Services Including:
Assist the SPONSOR with the preparation of bid documents and contracts, advertisement, distribution, opening and review of bid documents. In addition, the CONSULTANT shall also assist with the contract award, preparation and execution of contract documents and issuance of the Notice to Proceed.
8. Airspace Submittals or Analysis

PART E – CHANGE OF SCOPE

It is mutually agreed that any change in the scope of the project as outlined in Article I, or the services outlined in Article II in Part A, B, C and D, and/or delays (including completion of the work in more than one project) by the SPONSOR resulting in extra expense to the CONSULTANT, shall be considered beyond the normal scope of this Contract. In addition to the foregoing services, the SPONSOR may require additional services such as Property Surveys, Descriptions of Land, Easements, Redesign, or Major Changes of the Concept after final plans or

concepts have been submitted to or approved by the FAA. Payment to the CONSULTANT for such work, because of the change of scope of the project, shall be negotiated at the time of the anticipated change and it shall be mutually agreed to by amending this Contract.

ARTICLE III. The CONSULTANT further agrees to the requirements of Attachment 1, Federal Contract Provisions for A/E Agreements.

ARTICLE IV. The CONSULTANT and SPONSOR mutually agree that:

1. The SPONSOR and the CONSULTANT each bind themselves, their partners, successors, assigns and legal representatives to the other party of this Contract and the partners, successors, assigns and legal representatives of such other party in respect of all covenants of this Contract. Neither the SPONSOR nor the CONSULTANT shall assign, sublet or transfer in interest in this Contract without the written consent of the other.
2. The SPONSOR may terminate this Contract upon thirty (30) days written notice to the CONSULTANT. Should SPONSOR decide to terminate said Contract, SPONSOR shall pay to CONSULTANT for such suspended or omitted services, the reasonable accumulated fees to the date of termination of services subject to the "Termination of Contract" provisions of the aforesaid Attachment 1.
3. The original plans and specifications shall remain the property of the CONSULTANT; however, the SPONSOR will be provided one (1) set of specifications and reproducible plans whether or not the project is executed. Any reuse of the plans without written verification or adaptation by CONSULTANT for the specific purposes intended will be at the SPONSOR'S sole risk and without liability or legal exposure to CONSULTANT; and SPONSOR shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom.
4. Reasons for which this Agreement may be terminated by CONSULTANT because of circumstances beyond the control of the CONSULTANT include, but are not limited to, no availability of funds, or policy decisions to abandon or postpone the work indefinitely.

ARTICLE V. The SPONSOR agrees that:

1. The SPONSOR shall make available to the CONSULTANT all technical data that is in the SPONSOR'S possession including maps, surveys, property descriptions, borings or other information required by the CONSULTANT and relating to his work.
2. The SPONSOR agrees to cooperate with the CONSULTANT in the approval of all plans and specifications, or should they disapprove of any part of said plans and specifications, shall make a timely decision in order that no undue expense will be caused the CONSULTANT because of lack of decisions. If the CONSULTANT is caused to incur expenses such as additional design or drafting due to changes ordered by the SPONSOR after the completion and approval of the plans and specifications, the CONSULTANT shall be equitably paid for such extra expenses and services.
3. The SPONSOR shall pay publishing costs for advertisements of notices, public hearings, requests for bids, and other similar items and shall pay for all permits and licenses that may be required by local, state or federal authorities; and shall secure, with the assistance of the CONSULTANT when requested, necessary land, easements and rights-of-way required for the project.

ARTICLE VI. Payment

The consideration and terms of payment for services described in Article II, Parts A, B, C and D will be as set forth in each project agreement that specifically establishes the Scope of Services to be performed thereunder and complements this Agreement.

ARTICLE VII. The CONSULTANT agrees to perform said services and work to carry out the provisions of this Contract in a good and workmanlike manner.

ARTICLE VIII. Hold Harmless

The CONSULTANT agrees to protect and save the SPONSOR, its elected and appointed officials, officers and employees, harmless and indemnified from and against causes of action due to negligent and/or willful and wanton and/or reckless and/or intentional acts, errors, or omissions of the CONSULTANT on this project.

ARTICLE IX. Insurance

The CONSULTANT shall obtain and maintain continuously, public liability insurance, to protect the public with limits of liability not less than \$1,000,000.00 combined single limit bodily injury and property damage, and auto and non-owner auto coverage. In addition, the CONSULTANT shall maintain Professional Liability (Errors and Omissions) Insurance coverage in the amount of \$2,000,000.00 per claim and annual aggregate.

The CONSULTANT shall provide the SPONSOR a Certificate of Insurance upon request.

ARTICLE X. An opinion of construction cost prepared by the CONSULTANT represents judgement as a design professional and is supplied for the SPONSOR'S guidance. Since the CONSULTANT has no control over the cost of labor and material, or over competitive bidding or market conditions, the CONSULTANT does not guarantee the accuracy of its opinion as compared to Contractor bids or actual cost to the SPONSOR.

ARTICLE XI. The CONSULTANT shall strive to utilize area engineering firms as sub-consultants, when possible and relevant experience is identified, to support Preliminary, Design and Construction Phase Services. The sub-consultant shall be subject to the approval of the SPONSOR. Participation by local firms will vary by project based on services required that are mutually beneficial to all parties.

ARTICLE XII. The CONSULTANT shall strive to use Disadvantaged Business Enterprises in the prosecution of projects undertaken through this Agreement. The type and amount of participation will vary by project. The estimated amount of DBE participation in meaningful work shall be stated in the specific project agreements and shall be equal to the established goal for the Airport unless modified in writing.

ARTICLE XIII. The SPONSOR'S representative shall be the Airport Director and is designated as the Agent of SPONSOR.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this 13th day of November, 2018.

SPONSOR
City of Quincy

[Redacted Signature]

(Signature of Authorized Person)

[Redacted Name]

(Printed Name of Authorized Person)

[Redacted Title]

Mayor
Title of Authorized Person)

ATTEST

Title: City Clerk

State of Illinois County of Adam

Signed (or subscribed or attested) before me on 11/15/18
(date)



(seal)

by Vicki Ebbing
(name of person).

[Redacted Signature]

Signature of notary public.

CONSULTANT
Crawford, Murphy & Tilly Inc.

[Redacted Signature]

Bradley M. Hamilton
Director of Aviation Services, Vice President

ATTEST

Title: Sr. Vice President

State of Illinois County of Sangamon

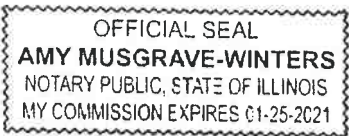
Signed (or subscribed or attested) before me on 8/29/2018
(date)

by Bradley M Hamilton + Charles E Taylor
(name of person).

[Redacted Signature]

Signature of notary public.

(seal)



RESOLUTION

WHEREAS, the City of Quincy is the owner and operator of the Quincy Regional Airport; and,

WHEREAS, the City of Quincy has accepted and executed a grant with the FAA and the State of Illinois Department of Transportation for reconstruction of part of runway 4/22 and removal of runway 18/36; and,

WHEREAS, Crawford, Murphy, and Tilly, Inc. (CMT) was selected in accordance with state and federal procurement requirements to provide engineering and planning services for airport projects; and,

WHEREAS, the City of Quincy wishes to enter into an agreement with CMT for phase two construction engineering services of said project; and,

WHEREAS, the total contract cost is not to exceed \$565,450; and,

WHEREAS, in accordance with the American Rescue Plan Act of 2021, this cost will be 100% funded by the United States Department of Transportation with no State or local share required; and,

WHEREAS, the City of Quincy will act as the pass through for all the state and federal funds; and,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, as follows:

1. The Aeronautics Committee and the Airport Director recommend that the Mayor and the City Clerk be authorized and directed to execute and attest, respectively all agreements and other standard documents associated with the awarding of this project and proceed with the project; and,
2. The Comptroller and the Airport Director recommend to the Mayor and City Council that the Comptroller and Airport Director be authorized to pay pass through funding to all vendors involved in this project.

Sandra Shore
Airport Director
November 8, 2021

**STANDARD AGREEMENT FOR CONSULTANT SERVICES AT ILLINOIS AIRPORTS
FOR ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES**

Authorized for use by
The Illinois Department of Transportation
Division of Aeronautics
Effective: June 2012

- | | |
|--|---|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design | <input checked="" type="checkbox"/> Construction Phase Services |
| <input type="checkbox"/> Design Phase Services | <input type="checkbox"/> Planning and Special Services |

THIS AGREEMENT, made at Quincy, Illinois, this _____ day of _____ in the year 2021 by and between the City of Quincy, Illinois (hereinafter referred to as the "Sponsor"), and Crawford, Murphy & Tilly, Inc. (hereinafter referred to as the "Consultant"). This Agreement expires 5 years from the date of execution.

WITNESSETH

The Sponsor intends to undertake the accomplishment of a project pursuant to the development of a public air navigation facility known as the Quincy Regional Airport is Adams County, state of Illinois; and the project shall be identified as the Illinois Project No. UIN-4909 ; AIP Project No. 3-17-0085-44 ; The following is the detailed project title and description from the Illinois Department of Transportation's Office of Planning and Programming (OP&P) program letter which shall be carried through the development of the project (attach supplemental information as necessary in Section I.G., Detailed Scope of Services):

Reconstruct Runway 4/22, Phase 2

A detailed sketch of the proposed work, labeled ATTACHMENT P, shall be attached.

In consideration of the benefits which will accrue to the parties hereto by virtue of the Agreement and the respective covenants herein contained, IT IS MUTUALLY COVENANTED AND AGREED as follows:

The Consultant agrees to furnish executed "Certification of Engineer" and certain professional engineering services enumerated herein-after, in connection with the implementation and development of the aforesaid project.

The Department of Transportation, Division of Aeronautics within the state of Illinois shall act as Agent of the Owner/Sponsor for all matters involving the development of any public air navigation facility by virtue of the Illinois Aeronautics Act. The Illinois Aeronautics Act requires and directs the Illinois Department of Transportation, Division of Aeronautics (hereinafter referred to as the "Department") to "*regulate and supervise aeronautics within this state*", with "*aeronautics*" defined as "*...the design, establishment, construction, extension, operation, improvement, repair or maintenance of airports...*". The Department shall not expend any funds appropriated, or made available...for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Department. Financial assistance may include reimbursement to eligible airport Sponsors for...engineering costs directly related to projects financed in whole or in part by federal/state monies provided such engineering costs were approved by the Department prior to the payment of these costs by the airport Sponsor. The approval of engineering costs prior to payment shall qualify those costs for federal/state reimbursement but shall not constitute an obligation of federal/state funds.

Since the services contemplated under this Agreement are professional in nature, it is understood that the Consultant, acting as an individual, partnership, firm or other legal entity, is of professional status and will be governed by professional ethics in their relationship to the Department and the Sponsor. The Department acknowledges the professional and ethical status of the Consultant by approving this Agreement and the associated fees for federal/state eligibility (either in whole or part) on the basis of their qualifications and experience and determining their compensation by mutually satisfactory negotiations.

Any additions/deletions, revisions/modifications to this Agreement without the expressed written consent of the Department shall void this Agreement as it relates to state and federal funding participation eligibility.

I. ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES

The Consultant agrees to perform various professional engineering and planning services and provide necessary and required information pursuant to the accomplishment of the above referenced project.

It is understood that meetings will be common to all phases. The Consultant will coordinate project kick-off, pre-design and pre-construction meetings and project status update meetings, as required, in order to resolve project issues with the Department, Sponsor and/or other regulatory and review agencies. The Department shall be notified of scheduled agency meetings and given the opportunity to participate. Meetings for which effort will be billed shall be thoroughly documented by minutes with copies distributed to the Sponsor and the Department within 10 days of the meeting. Failure to properly document meeting discussions could result in the loss of part or all of the professional services compensation eligibility associated with this activity.

~~A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN NOT USED~~

~~This phase includes activities required for agency coordination and permit development, non-routine surveys, testing and architectural/engineering preliminary design considerations of a project. Elements of this phase may include development of architectural schematic building designs and reports, non-routine geological and field investigations (soil borings and pavement cores), DCP testing, FWD testing (when used to evaluate pavement as part of a strengthening project), coordination of FAA reimbursable agreements, coordination of utility relocation agreements, coordination of force account activity (must be pre-approved by the Department in writing).~~

~~The Consultant shall furnish and/or perform engineering reconnaissance necessary for the preparation and development of an engineering report, bidding documents (design plans and specifications) including topographic field surveys, crack surveys, and sampling and testing for routine soils investigations (in accordance with ATTACHMENT J – Testing Schedule & ATTACHMENT K – Testing Rates & Cost Summary).~~

~~This phase will culminate in the submittal of a detailed engineering report with project alternatives and design recommendations and project completion timeline assessment.~~

~~The Consultant shall furnish an engineering report in accordance with standard practices and the provisions of ATTACHMENT E – Engineering Report. The report will include an analysis of preliminary surveys, geotechnical testing and alternative designs and include final project design recommendations.~~

~~The project completion timeline assessment will identify necessary effort required to complete the final project design (complete construction plans and specifications). This phase of project development will represent approximately 35% of the project design timeline. Project formulation should be consistent with the TIP submittal and the program letter project description (ATTACHMENT R). If not, identify components that have changed as a result of the preliminary assessment and schematic design analysis.~~

~~A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS A – A3.~~

~~B. DESIGN PHASE SERVICES NOT USED~~

~~This phase shall include activities required to accomplish a project design in accordance with the established Aeronautics letting schedule project design timeline and approved letting date determined at the pre-design meeting. Requests for time extensions beyond the previously agreed to submittal deadline dates (as established in the Department's Letting Schedule, ATTACHMENT Q, and this Agreement) must be made to the Department in writing not less~~

~~than 5 days prior to the due date of the submittal. The request for extension must be signed by a principal/officer of the Consultant's firm. Incomplete submittals will not be accepted. Milestone submittals include the engineering report (at 35% design timeline), plan / spec review (at 80% design timeline) and final submittal of all deliverables (at 100% design timeline). A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS B – B3. Elements of this phase may include:~~

~~1. CONSTRUCTION PLANS, SPECIAL PROVISIONS AND ESTIMATES~~

~~The Consultant shall prepare and furnish for Department review and comment construction plans, special provisions and construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) at the 80% project design timeline with detailed estimate of costs, estimated DBE participation goal and working/calendar day flow chart, for the particular design authorized in this Agreement.~~

~~2. CLARIFICATION OF PLANS~~

~~The Consultant shall render clarification of the construction plans and specifications, when and if such clarification is deemed necessary.~~

~~3. BIDDING ASSISTANCE~~

~~The Consultant shall assist the Sponsor and/or Department in the bidding process, analyze and summarize bid results.~~

C. CONSTRUCTION PHASE SERVICES

This phase shall include all basic services after the award. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS C – C3.

1. OFFICE ENGINEERING

a. SHOP DRAWINGS

Review the detailed construction, shop and erection drawings submitted by the contractor(s) for compliance with design concepts.

b. SUPPLEMENTARY SKETCHES

Preparation of elementary and supplementary sketches plus estimates required to resolve actual field conditions.

c. RECORD DRAWINGS

The Consultant shall prepare Record Drawings within thirty (30) days after the official Notification from the Department of the Official Acceptance of the Construction Work; and after approval by the Department, furnish said Department with one (1) set of such record drawings. The submittal format shall be in accordance with the current policies of the Department.

d. MATERIALS CERTIFICATION

Prior to reporting a pay item quantity for payment, the materials used and incorporated in, or associated with the pay item, shall be verified for specification compliance by the Consultant. The Consultant shall obtain and review all certifications and/or test results required by the policies of the Department and the Department's *Manual for Documentation of Airport Materials*. At the completion of, or any time prior to the completion of the final quantity of a pay item, the Consultant shall submit the aforementioned material certifications and/or test results, that were utilized for acceptance of material, to the Department for review and final approval. Prior to final

payment of engineering services under this agreement, the Consultant shall have submitted required certifications and test results to the Department, and the Consultant shall have signed the Department's MATERIALS CERTIFICATION FORM.

2. FIELD ENGINEERING

a. RESIDENT ENGINEER APPROVAL

The Consultant agrees to furnish the name and qualifications of the Resident Engineer in writing for approval of the participating agencies prior to the preconstruction conference that shall attend said preconstruction conference and shall perform the various professional engineering services required of the Resident Engineer in 2.b. thru 2.f. below and inspection of construction.

b. DAILY DIARY

The Resident Engineer shall maintain a daily diary. Copies shall be forwarded to the Department (ATTACHMENT F).

c. DUTIES OF RESIDENT ENGINEER

Furnish full time (unless part time is approved by the Sponsor and/or Department) Resident Engineering of construction including project inspection, field testing, and furnish surveying at the site of the work, whose duties shall include all reasonable, proper and customary duties as are usually and customarily furnished in connection with the general engineering of construction of such improvements, including but not limited to the following:

- i. Performance of acceptance and quality assurance tests when required by Department policy and/or contract specification. Examples of these tests include but are not limited to: Testing concrete for slump and air content; testing concrete for strength; testing bituminous concrete pavement for density using the nuclear method and using the Bulk Specific Gravity Method. Obtaining representative samples of miscellaneous materials such as paint, geotextile fabric, joint sealer, epoxy, polyester resin, etc. for testing as necessary, and/or as directed by the Department; performance of field density tests of earthwork embankments, backfills and subgrade; field density tests of subbase and base courses, and moisture content tests on materials where applicable; and, laboratory proctor tests where applicable. Test Reports shall be submitted to the Department within three (3) working days of the date the test was conducted.
- ii. Inspection/Measurement/Oversight of construction to determine that the work was completed in substantial conformance with the approved plans and specifications, and in compliance with the requirements set forth in the contract documents. All stop or start work orders shall be issued by the Department; the Resident Engineer shall recommend the orders. Document pay item quantities reported for pay in accordance with the latest revision of the Department's *Airport Construction Documentation Manual*.
- iii. Preparation and forwarding to the Department of periodic project reports required by the Department. Bi-weekly construction reports will be submitted to the Department, within three (3) calendar days of the end of the contractor's work week.
- iv. To obtain and review for specification compliance, material certifications and/or test results for all materials prior to their use in the construction.

- v. To reject for inclusion in the project, any materials that are delivered without certification and/or test results, or materials delivered with certification that has been found to be in noncompliance, or any defect found through visual inspection which renders the material unsuitable for inclusion in the project. The Department shall be notified when any rejections are made. Materials that are delivered without certification and/or test results may be stockpiled or stored in a manner acceptable to the Resident Engineer until such time as the certification and/or test result arrive and are reviewed and accepted by the Resident Engineer.
 - vi. Preparation of Reports required per the Sponsor's NPDES permit while providing on-site services, retaining all support documentation.
 - vii. Participate in audits performed to determine that the project is proceeding accordingly per the plans and specifications and adhering to AIP grant requirements.
- d. FINAL INSPECTION
- Initiate a request, upon substantial completion of all construction work, for a final inspection by the Department. When necessary, a punch list of uncompleted items and electrical checklist (if applicable) on the project shall be established at the final inspection. Submit a final acceptance letter (punch list complete) which shall certify to the Department and the Sponsor that, to the best of the Consultant's knowledge, information and belief, the work involved has been done in substantial conformance with the plans, specifications, and Contract Document, as the same shall have been modified, or supplemented by change order, supplementary contract or otherwise, and that such work is acceptable.
- e. SAFEGUARD THE SPONSOR
- Endeavor to safeguard the Sponsor against any defects and deficiencies on the part of the Contractor. The Resident Engineer does not guarantee the performance of the contract by the Contractor, except that the Resident Engineer shall ensure that, to the best of the Resident Engineer's knowledge, information and belief, the work has been done in substantial conformance with the approved plans and specifications and advise the Sponsor and/or the Department in writing of any known noncompliance set forth in the contract. This does not in any way mean that the Resident Engineer is a guarantor of the Contractor's work. The Resident Engineer assumes no responsibility for safety in, on or about the job site, nor shall the Resident Engineer have any responsibility for the safety or adequacy of any equipment, building component, scaffolding, forms or other work aids provided by the contractor; nor is the Resident Engineer responsible for the superintendence of the contractor's work or any acts of the contractor.
- f. OTHER ENGINEERING SERVICES
- Furnish other Engineering Services which may be required by the Sponsor, including surveys, sub-surface investigations, sampling, testing, and analysis of soils, offsite inspection of materials, laboratory testing, and inspection and control at central mixing plants. Where tests must be conducted by commercial laboratories, only those laboratories approved by the Department will be utilized. If any of these services are conducted by outside firms, the Resident Engineer shall submit copies of the executed contract for such services as specified in Section III.B., of this Agreement. The charges for such services shall be specified in the contract and will remain in effect until completion of the services and acceptance by the Consultant. Certified copies of the results of all tests required by the Department under this paragraph are to be mailed to the Department within five (5) calendar days after the tests are completed.

g. **FINAL QUANTITIES**

Final quantities associated with the accepted construction work shall be submitted to the Department within thirty (30) days after final acceptance of the construction work.

~~**D. PLANNING AND SPECIAL SERVICES NOT USED**~~

~~This phase may involve activities or studies unrelated to or outside of the scope of basic design and construction phase engineering services routinely performed by the Consultant. Those activities may include master plan and airport layout plan development, environmental studies and assessments, PCI surveys, FWD testing (when used to evaluate pavement as part of a publication revision), first order NGS monument surveys, boundary surveys, aeronautical surveys, photogrammetric surveys and topographic mapping, preparation of property ownership plats and easements, appraisal and land acquisition services, benefit / cost analysis studies, RSA determination studies, drainage studies and analyses, FEMA/FIRM map revisions and GIS updates. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS D-D3.~~

E. ENDORSEMENT OF DOCUMENTS

The Consultant will endorse and seal all final draft reports, contract plans, maps, right of way plats, and special provisions for construction contract documents. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Financial and Professional Regulation of the state of Illinois, being employed by the Consultant and responsible for the portion of the services for which license registration is required. These sealed documents will serve as the record documents for the services covered by the terms of the Agreement.

F. DELIVERABLES

At a minimum, the Consultant shall provide the Department (copy Sponsor upon request) the following deliverables:

1. Final project estimate of costs complete w/ professional services fees and sponsor reimbursement estimates.
2. DBE participation goal and breakout of DBE work.
3. QA verification of ELM Engineers Estimate for Schedule of Prices.
4. Calendar day estimate of construction and detailed breakout of critical work items and associated production rates.
5. One set of final construction plans (half-size) and special provisions – sealed by the Consultant and executed by the Sponsor.
6. One copy of the construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).
7. Original executed Consultant Project Certification (ATTACHMENT N).
8. Executed DBE Final Documentation (ATTACHMENT O).
9. Electronic copy/access of all information (via CD, electronic submittal or ftp site).

G. NOTICE-TO-PROCEED (NTP)

The Consultant shall not commence any phase of the work until the “official notice-to-proceed” (NTP) has been issued in writing either by the Sponsor or Department (via Office of Planning and Programming).

Services to be performed by the Consultant under this Agreement shall become eligible for funding participation consideration as of the date of the written NTP. The dated project program notification letter (i.e. Program Letter) from the Department’s Office of Planning and Programming, indicating the project’s inclusion in the state program and the estimated funding participation sources/levels, shall constitute the NTP. The Consultant shall schedule a project

phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience upon the Sponsor's receipt of this letter.

For projects not covered by a program letter or with program letter pending, the Sponsor may issue the written NTP with concurrence from the Department. In such cases, the Sponsor is fully liable for all costs incurred as a result of such authorization pending future reimbursement once the project is programmed and a program letter is issued. The Sponsor/Consultant is required to schedule a project phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience.

A copy of the program letter shall be included as ATTACHMENT R of this Agreement.

In the absence of a written, dated notice-to-proceed, the execution date of this Agreement shall be used to determine the eligibility of service dates.

The Sponsor and the Department are not liable, and shall not authorize payment to the Consultant, for any services performed prior to the date of notice to proceed or the execution of this Agreement (whichever takes precedent). All effort, regardless of the notice-to-proceed authorization, is subject to review and eligibility funding determination.

H. DETAILED SCOPE OF SERVICES (Attach / insert here).

See Attachment C2

II. CONSULTANT COMPENSATION

The Sponsor agrees to pay the Consultant as compensation for rendering the professional services hereinabove described and submitted using the standard Department invoice forms (ATTACHMENTS G & H). Burden and overhead rates entered into this Agreement shall be in effect for the length of the agreement and will not be adjusted, except as may be determined under an audit of costs by the Auditor General or the Department. The rates used in this Agreement shall be the latest audited or provisional approved rates by IDOT as of the date of execution of this Agreement (approval letter must be attached). Should the rate change in the time between the final approval notification of fees and the execution of this Agreement, hours will be adjusted accordingly so that there is no increase in the final approved not-to-exceed amount.

Any professional services effort performed beyond the not-to-exceed limits expressed below, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

~~A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN NOT USED~~

~~For services outlined in Section I.A., Preliminary Assessment and Schematic Design, and further detailed in Section I.H., Detailed Scope of Services,~~

- ~~1. a lump sum payment of \$ _____ (representing approximately 35% of the total estimated professional services compensation for design phase services as determined from the TIP request). The fee shall be paid as a lump sum when the preliminary assessment and schematic design phase deliverables (outlined in Section I.A.) are approved and accepted by the Department.~~

~~B. DESIGN PHASE SERVICES NOT USED~~

~~For services outlined in Section I.B., Design Phase Services, and further detailed in Section I.H., Detailed Scope of Services,~~

- ~~1. a cost plus a fixed payment of \$ _____ total amount not to exceed \$ _____ unless a major change or addition to the scope of services is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted by the Consultant and approved by the Department. The final charges shall be submitted after the Design Phase Services have been performed, approved and all deliverables accepted by the Department in accordance with the guidance outlined in Section I.F. This period of time expires 30 days after award of the construction contract. Any submittal after this time shall not be considered eligible for payment / reimbursement by the Department unless extended by the Department.~~
- ~~2. a lump sum payment of \$ _____ unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the design phase deliverables (outlined in Section I.F.) are approved and accepted by the Department.~~

C. CONSTRUCTION PHASE SERVICES

For services outlined in Section I.C., Construction Phase Services, and further detailed in Section I.H, Detailed Scope of Services,

1. a cost plus a fixed payment of \$ 61,450.00 total amount not to exceed \$565,450.00 unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted to and approved by the Sponsor (and/or Department if applicable). The final charges shall be as soon as possible after official notification from the Consultant of the acceptance of the construction work. A time line will be submitted at each billing cycle after 50% which will indicate a projection of the completed engineering fee vs. the contractor's progress.

If more than one contract exists for the project, the monthly invoices submitted by the Consultant shall detail the amounts of work accomplished under each separate contract. The invoices shall also indicate the dates that the services were performed. If these services are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall be reimbursed at his actual cost for obtaining these services. However, the total payment to the Consultant shall be within the "not to exceed" amount as previously stated unless an amendment to this agreement is approved by the Sponsor (and/or Department if applicable).

~~D. PLANNING AND SPECIAL SERVICES NOT USED~~

~~For services outlined in Section I.D., Planning and Special Services, and further detailed in Section I.H., Detailed Scope of Services,~~

~~1. a cost plus a fixed payment of \$ _____~~

~~total amount not to exceed \$ _____ unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted to and approved by the Sponsor. The final charges for the Special Services Phase shall be submitted within forty-five (45) days after official notification from the Consultant of the acceptance of the construction work or within 45 days after official notification from the Department of acceptance of other non-construction projects unless extended by the Department.~~

~~2. a lump sum payment of \$ _____ unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the deliverables are approved and accepted by the Department.~~

III. SPECIAL CONDITIONS

The Consultant shall render the services in accordance with generally accepted Professional Standards.

A. TERMINATION

(Reference: 49 CFR Part 18.36(i)(2); FAA Order 5100.38)

The Sponsor, by written seven (7) day notice, may terminate this agreement in whole or in part at any time, because of the failure of the other party to fulfill his agreement obligations. Upon receipt of such notice, the Consultant shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Sponsor all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing this agreement whether completed or in process.

1. If the termination is due to the failure of the Consultant to fulfill his agreement obligations, the Sponsor may take over the work and prosecute the same to completion by agreement or otherwise. In such case, the Consultant shall be liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
2. If, after notice of termination for failure to fulfill agreement obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Sponsor.
3. It is hereby understood and agreed that should the agreement be terminated, the Consultant shall be entitled to and shall receive a fee based on the amount of work accomplished and approved by the Department up to the day of notification of termination. The fee shall be equal to the sum of the actual number of man-hours of each category of work applied at a negotiated hourly rate, plus any outside services approved by the participating agencies and accomplished prior to the notification. If terminated under Section III.HH., Breach of Contract Terms, the Consultant will not be entitled to profit on the work accomplished.

B. CHANGE IN CONSTRUCTION PLANS

It is hereby understood and agreed that if the construction plans are completed in accordance with criteria and/or decisions made by the Sponsor (and/or the Department if applicable), and approved by the Department, and said construction plans are substantially changed or revised, for any reason other than the fault of the Consultant in preparing same, then the Consultant shall be entitled to compensation for rendering the services necessary to complete the changes. The amount of this fee shall be negotiated between the Sponsor, Consultant and the Department, and approved by the Department, and an amendment to the agreement should be accomplished prior to authorizing the Consultant to proceed with the changes. The fee shall be due and payable when the revisions are approved by the Sponsor and the Department.

It is the Consultants responsibility to notify the Department as soon as possible when changes/revisions are identified that are beyond the scope of services contemplated under this Agreement.

C. HOLD HARMLESS

The Consultant shall be responsible to pay for all labor, material and equipment costs incurred and for any and all damages to property or persons to the proportionate extent arising out of the negligent performance of services under this agreement and shall indemnify and save harmless the Sponsor, (and/or the Department if applicable), their officers, agents and employees from all third party suits, claims, actions or damages of any nature whatsoever to the proportionate extent resulting there from. These indemnities shall not be limited by the listing of any insurance coverage. If any errors, negligent acts and/or omissions are made by the Consultant in any phase of the work under this agreement, the correction of which may require additional field or office work, the Consultant will be promptly notified and will be required to perform such additional services as may be necessary to correct these errors, negligent acts and/or omissions without undue delay and without additional cost to the Sponsor (and/or the Department if applicable). The Consultant shall be responsible for any damages incurred as a result of his errors, negligent acts and/or omissions and for any losses or cost to repair or remedy construction as a result of his errors, omission and/or negligent acts, to the extent such error, omission or negligent act breaches the Professional Standard of care. The Consultant shall not be responsible for any consequential damages of the Sponsor or the Department. Neither the Consultant, nor the Sponsor, nor the Department shall be obligated for the other parties' negligence or for the negligence of others.

D. DRAWING OWNERSHIP

It is further mutually agreed by the parties hereto that reproducible copies of the drawings, computer disks, tracings, construction plans, specifications and maps prepared or obtained under the terms of the contract shall be delivered to and become the property of the Sponsor and basic survey notes and sketches, charts, computations and other data shall be made available upon request of the Sponsor. If any information is used by the Sponsor or another Consultant such use or reuse by the Sponsor or others shall be at the sole risk and without liability or legal exposure to the Consultant.

E. CONTRACT FOR OUTSIDE SERVICES

If any of the services outlined in Section I. are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall provide an executed contract between the person(s) or firm and the Consultant outlining the services to be performed and the charges for the same. Two (2) copies of the executed contract shall be submitted to the participating agencies for approval prior to the services being performed; all covenants and Special Conditions shall be included and binding on all subcontracts.

F. FORMERLY NOTICE TO PROCEED (See Section I.G.)

G. SUBLET AGREEMENT

Each party binds himself, his partners, successors, executors, administrators and assigns, to the other part of this agreement and to the partners, successors, executors, administrators and assigns for such other party at all covenants of this Agreement.

Except as above, neither the Sponsor nor the Consultant shall assign, sublet or transfer his interest in this agreement without the written consent of the other party hereto.

H. AGREEMENT EXPIRES

This agreement expires upon final approval and acceptance of the completed project(s) by the Sponsor (and/or Department as applicable), and after all final engineering charges have been paid to the Consultant as of the date of project close-out or after five years from the date of execution, whichever comes first. Payment liability by the State is as outlined above (see Section I.G., Notice to Proceed and Section II., Consultant Compensation).

I. EQUAL EMPLOYMENT OPPORTUNITY

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)

The Consultant agrees to conduct the services in compliance with all the requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964, Part 21 of the Regulations of the Secretary of Transportation, and Executive Order No. 11246, "Equal Employment Opportunity," as amended.

During the performance of this contract, the Consultant, for itself, its assigns and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. Compliance with Regulations. The Consultant shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including, Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event the Consultant's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Consultant under the contract until the Consultant complies, and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions. The Consultant shall include the provisions of paragraphs 1 through 5 (above) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the sponsor may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event an Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the sponsor and/or Department to enter into such litigation to protect the interests of the sponsor and, in addition, the Consultant.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCES

1. Policy. It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this agreement.

2. DBE Obligation. The Consultant agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all Consultants shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Consultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

J. OPEN ACCESS TO DOCUMENTS

(Reference: 49 CFR Part 18.36(i); FAA Order 5100.38)
(Public Act 90-0572 Section 20-65; Public Act 87-991)

The Consultant shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the Consultant agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

K. CERTIFICATION OF CAPACITY TO CONTRACT

(Public Act 90-0572, Section 50-13)

It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices of State government, or who is an officer or employee of the Illinois Building Authority or the Illinois Toll Highway Authority, or who is the wife, husband or minor child of any such person, to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper or for any services, materials or supplies, which will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Illinois Building Authority or the Illinois Toll Highway Authority. Payments made for a public aid recipient are not payments pursuant to a contract with the State within the meaning of this Section.

It is unlawful for any firm, partnership, association or corporation in which any such person is entitled to receive more than 7 1/2% of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

It is unlawful for any firm, partnership, association or corporation in which any such person together with his spouse or minor children is entitled to receive more than 15%, in the aggregate, of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

Nothing in this Section invalidates the provisions of any bond or other security hereto or hereafter offered for sale or sold by or for the State of Illinois.

This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his spouse, minor child or any combination of such persons, if that contract was in existence before his election or employment as such officer, member, or employee. Such a contract is void, however, if it cannot be completed within 6 months after such officer, member, or employee takes office, or is employed.

This Section does not apply to (1) a contract for personal services as a teacher or school administrator between a member of the General Assembly or his spouse, or a State officer or employee or his or her spouse, and any school district, public community, college district, the University of Illinois, Southern Illinois University or any institution under the control of the Board of Governors of State Colleges and Universities or under the control of the Board of Regents or (2) a contract for personal service of a wholly ministerial character including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly or (3) payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

Any person convicted of a violation of this Section shall be guilty of a business offense and shall be fined not less than \$1,000 nor more than \$5,000.

The appropriate Certification of Capacity to Contract will be executed in Section III.X., of this agreement.

L. THE CONSULTANT SELECTION

(Reference: 49 CFR Part 18; FAA AC 5100-14D or latest revision)
(30 ILCS 535; IDOT-Aeronautics Administrative Bulletin: 2010-02)

The City of Quincy, Illinois hereby certifies that it
(Sponsor)
has completed the prescribed qualifications based consultant selection procedures.

The firm of (Crawford, Murphy & Tilly, Inc.) of (Springfield, IL) has
(Consultant) (Location)
been selected to provide the engineering services required for the project on:

November 13, 2018
(Date)

A copy of the executed Retainer Agreement identifying the project covered by this Agreement is included as ATTACHMENT U.

M. AMENDMENTS TO THE AGREEMENT

All effort recorded to document a claim for additional compensation must be delineated separately from the original scope of services with personnel, classifications, dates worked, rates, hours and services thoroughly detailed and clearly identified.

The Department shall be notified of potential amendment requests at the earliest possible opportunity once it has been determined that any of the following three circumstances may exist. Any amendments to the Agreement which increases the fee or the time of performance must contain one of the following written determinations (with support documentation) depending upon the circumstances of the change.

1. The undersigned determine that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
2. The undersigned determine that the circumstances which necessitate this change were not within the contemplation of the contract as signed.
3. The undersigned determine that this change is in the best interest of the state of Illinois and is authorized by law.

Date

Sign Name

Print Name

Title

Any professional services effort performed beyond the not-to-exceed limits expressed in Section II. Consultant Compensation, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

N. CERTIFICATION OF CONSULTANT

(Public Act 90-0572 Section 50-5)

I hereby certify that I am the Senior Vice President (title) and duly authorized representative of the firm Crawford, Murphy & Tilly, Inc., whose address is 2750 West Washington Street, Springfield, Illinois 62702, and that neither I nor the above firm I here represent has:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this Agreement,
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
3. paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract; except as here expressly stated (if any):

The firm certifies by execution:

1. it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm, nor has the firm been barred from being awarded a contract or subcontract.
2. it has not been barred from contracting with a unit of state or local government as a result of a violation of the Criminal Code of 1961.

I acknowledge that this certification is to be furnished to the Federal Aviation Administration of the United States' Department of Transportation in connection with this contract involving participation of Airport Improvement Program (AIP) funds and is subject to applicable state and Federal laws, both criminal and civil.

_____ Date

_____ Sign Name

Bradley M. Hamilton
_____ Print Name

Senior Vice President
_____ Title

Q. DISCRIMINATION

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)
(Executive Order 11246 of September 24, 1965; 41 CFR Part 60)

The Consultant agrees not to commit unlawful discrimination in employment in Illinois and further agrees to take affirmative action to ensure that no unlawful discrimination is committed.

R. DUES/FEEES TO CLUBS WHICH DISCRIMINATE

(775 ILCS 25/2 Source: P.A. 85-909)

The Consultant of the business entity certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agent or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates.

S. CONFLICT OF INTEREST

(Public Act 90-0572 Section 50-13)

The Consultant agrees to comply with the provision of the Illinois Public Act prohibiting conflict of interest and all the terms, conditions and provisions of those Sections apply to this contract and are made a part of this contract the same as though they were incorporated and included herein.

T. FELONY CONVICTION

(Public Act 90-5072 Section 50-10)

The Consultant certifies that if he/she or the business entity has been convicted of a felony, at least five years has passed since the completion of the sentence as of the contract date.

U. ILLINOIS HUMAN RIGHTS NUMBER

The Consultant must have an Illinois Department of Human Rights prequalification number, or have an application on file with the Illinois Department of Human Rights office at the State of Illinois Center, Suite 10-100, 100 West Randolph, Chicago, Illinois 60601 (refer to Department of Human Rights form).

(#IDHR PC-1/IL 442-0010). IDHR # 93788-01.

V. EDUCATIONAL LOAN DEFAULT

(5 ILCS 385).

The Consultant certifies that, if this agreement is with an individual or individuals, that he/she is not in default on an educational loan.

W. DRUG FREE WORKPLACE

(30 ILCS 580).

If the Consultant has 25 or more employees, the following certification shall apply and, by signing this document, the Consultant certifies as follows:

1. The Consultant certifies that he will provide a drug free workplace in compliance with the Drug Free Workplace Act ("Act"). Specifically, Consultant certifies he will do the following:

a. Publish a statement:

- i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Consultants workplace.
 - ii. Specifying the actions that will be taken against employees for violations of such prohibition.
 - iii. Notifying the employee that, as a condition of employment on this agreement, the employee will:
 - 1) abide by the terms of the statement; and
 - 2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- b. Establish a drug free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the Consultant policy of maintaining a drug free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug violations.
- c. Give a copy of the statement described above to each employee engaged in the performance of the contract and post the statement in a prominent place in the workplace.
- d. Notify the State within 10 days after receiving notice under part (a)(3)(B) above from an employee or otherwise receiving actual notice of such conviction.
- e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by §5 of the Act.
- f. Assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicate that a trained referral team is in place.
- g. Make a good faith effort to continue to maintain a drug free workplace through implementation of §3 of the Act.

If an individual, the Consultant further certifies that he will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the agreement.

X. CAPACITY TO CONTRACT

(Public Act 90-0572)

The Consultant certifies that the Corporation's certificate of Authority to do business in Illinois, is in good standing with the Secretary of State's Office.

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Corporation)

The undersigned, being duly authorized Officers and/or Representatives of Crawford, Murphy & Tilly, Inc., a corporation, hereby certify that they have read Public Act 90-0572 Section 50-13 and that they have checked the records of the corporation and that no person who is entitled to receive individually more than 7 1/2% of the total distributable income of the corporation, or together with their spouse or minor child more than 15% of the total distributable income of the corporation, is (i) an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; or (iii) a spouse or a minor child of any such enumerated person.

_____ day of _____, AD, 20_____

Crawford, Murphy & Tilly, Inc.
Corporation

BY _____

BY _____

Printed Name

Bradley M. Hamilton
Printed Name

Title

Senior Vice President
Title

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Partnerships and Non-Corporate Firms and Associations)

The undersigned, being each and every one of the partners/members/associates/(other) of

_____, hereby certify on behalf of themselves individually, that they have read Public Act 90-0572 Section 50-13 and that (i) they are not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; nor a spouse or minor child of any such enumerated person; or (ii) that they are such an enumerated person but that they are not entitled to receive individually more than 7 1/2% of the total distributable income of the partnership/firm/association, or together with their spouse or a minor child more than 15% of the total distributable income of the partnership/firm/association.

_____ day of _____, AD, 20_____

BY _____ BY _____

Printed Name & Title Printed Name & Title

d/b/a _____

(Name)

CERTIFICATION OF CAPACITY TO CONTRACT

~~Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.~~

(Individual Consultants)

I, _____

(Name)

~~hereby certify that I have read Public Act 90-0572 Section 50-13 and I further certify (i) that I am not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) that I am not an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; and (iii) that I am not a spouse or a minor child of any such official, member, officer or employee.~~

____ day of _____, AD, 20 _____

BY _____

Printed Name & Title

d/b/a _____

(Name)

Y. CERTIFICATION REGARDING LOBBYING

(Reference: 49 CFR Part 20, Appendix A)

Certification for Contracts, Grants, Loans and Cooperative Agreements.

The Consultant certifies compliance with Section 319 of Public Law 101-102 and to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Z. INTERNATIONAL BOYCOTT

(Applicable to contracts in excess of \$10,000):

The Consultant certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act. The Consultant makes the certification set forth in Section 5 of the International Anti-Boycott Certification Act.

AA. NON-APPROPRIATION CLAUSE

Obligations of the State will cease immediately without penalty or further payment being required in any fiscal year the Illinois General Assembly fails to appropriate or otherwise make available sufficient funds for payment of this Agreement.

BB. DEBT CERTIFICATION

The Consultant certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500/50-11 and 50-12. The Consultant further acknowledges that the contracting State agency may declare the contract void if the preceding certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of *any* debt to the

State during the term of the contract.

CC. GOODS FROM CHILD LABOR ACT

The Consultant certifies in accordance with Public Act 94-0264 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

DD. QUALIFICATION BASED SELECTION ACT

(Reference: 49 CFR Part 18.36; FAA Order 5100.38; FAA AC 150/5100-14 (latest))

The parties hereby certify that there was compliance with the provisions of the State of Illinois' Architectural, Engineering and Land Surveying Qualifications Based Selection Act, Chapter 30 ILCS 535 in the procurement of the services covered by this Agreement.

EE. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

(Reference: 49 CFR Part 29; FAA Order 5100.38)

The Consultant certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

FF. RIGHTS TO INVENTIONS

(Reference: 49 CFR Part 18.36(i)(8); FAA Order 5100.38)

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.

GG. TRADE RESTRICTION CLAUSE

(Reference: 49 CFR Part 30.13; FAA Order 5100.38)

The Consultant or subconsultant, by submission of an offer and/or execution of a contract, certifies that it:

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
3. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Consultant or subconsultant who is unable to certify to the above. If the Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the Consultant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant unless it has knowledge that the certification is erroneous.

The Consultant shall provide immediate written notice to the sponsor if the Consultant learns that its certification or that of a subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. The subconsultant agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the Consultant or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

HH. BREACH OF CONTRACT TERMS

(Reference: 49 CFR Part 18.36)

Any violation or breach of terms of this contract on the part of the Consultant or their subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Policies and procedures for procurement of professional services are established in Federal Regulation Title 49 CFR Part 18, [Uniform Administrative Requirements for Grants and Cooperative Agreements](#). The Airport and Airway Improvement Act (AAIA) of 1982, as amended, serves as the enabling legislation. The parties agree that these policies and procedures have been followed.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at

Quincy, Illinois, this _____, 2021.
(city) (date) (year)

ATTEST:

(SEAL)

City of Quincy, Illinois
(Sponsor Name)

37-0844662
(Federal Employee's Identification Number)

BY _____

Printed Name

Title

BY _____

Printed Name

Title

ATTEST:

(SEAL)

Crawford, Murphy & Tilly, Inc.
(Consultant Name)

37-0844662
(Federal Employee's Identification Number)

BY _____

Printed Name

Title

BY _____
Bradley M. Hamilton
Printed Name
Senior Vice President
Title

LIST OF ATTACHMENTS

| | |
|--------------------------------------|--|
| <u>ATTACHMENTS A – A3</u> | PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES NOT USED ESTIMATE OF COSTS / SALARY EXPENSES |
| <u>ATTACHMENTS B – B3</u> | DESIGN PHASE SERVICES NOT USED ESTIMATE OF COSTS / SALARY EXPENSES |
| <u>ATTACHMENTS C – C3</u> | CONSTRUCTION PHASE SERVICES ESTIMATE OF COSTS / SALARY EXPENSES |
| <u>ATTACHMENTS D – D3</u> | PLANNING AND SPECIAL SERVICES NOT USED ESTIMATE OF COSTS / SALARY EXPENSES |
| <u>ATTACHMENT E</u> | ENGINEERING REPORT (General Guidance) |
| <u>ATTACHMENT F</u> | RESIDENT ENGINEER’S DIARY (Standard Format) |
| <u>ATTACHMENT G</u> | COST PLUS FIXED PAYMENT INVOICE (Standard Format) |
| <u>ATTACHMENT H</u> | LUMP SUM INVOICE (Standard Format) |
| <u>ATTACHMENT I</u> | EFFORT DETAIL BREAKDOWN (Standard Format) |
| <u>ATTACHMENT J</u> | TESTING SCHEDULE |
| <u>ATTACHMENT K</u> | TESTING RATES & COST SUMMARY |
| <u>ATTACHMENT L</u> | SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS |
| <u>ATTACHMENT M</u> | SUMMARY OF OVERHEAD AND INDIRECT COSTS |
| <u>ATTACHMENT N</u> | PROJECT CERTIFICATION |
| <u>ATTACHMENT O</u> | DBE FINAL DOCUMENTATION |
| <u>ATTACHMENT P</u> | PROJECT SKETCH |
| <u>ATTACHMENT Q</u> | PROJECT LETTING SCHEDULE |
| <u>ATTACHMENT R</u> | OP&P PROGRAM LETTER |
| <u>ATTACHMENT S</u> | CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL / ADMINISTRATIVE EXPENSE RATE LETTER |
| <u>ATTACHMENT T</u> | CONSULTANT’S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS |
| <u>ATTACHMENT U</u> | RETAINER AGREEMENT |

ATTACHMENT A – A3

~~PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES~~

ATTACHMENT B – B3

DESIGN PHASE SERVICES

ATTACHMENT C – C3

CONSTRUCTION PHASE SERVICES

ATTACHMENT C
RECONSTRUCT RUNWAY 4/22, PHASE 2
Construction Phase

Estimate of Costs

| <u>Category</u> | <u>Amount</u> |
|---|-----------------------------------|
| 1. <u>Direct Salary Costs</u> (See Attachment C-1) | <u>\$155,276.54</u> |
| 2. <u>Overhead on Labor</u> (54.69%) | <u>\$84,920.74</u> |
| 3. <u>General and Administrative Overhead</u> (112.14%) | <u>\$174,127.11</u> |
| 4. <u>Direct Nonsalary Expenses</u> | |
| Materials and Supplies | <u>\$0.00</u> |
| Transportation | <u>\$9,445.20</u> |
| Printing | <u>\$0.00</u> |
| Testing | <u>\$0.00</u> |
| Other Costs (Outside Services) | <u>\$0.00</u> |
| Other Costs (Excluding Outside Services) | <u>\$0.00</u> |
| 5. <u>Fixed Payment</u> | <u>\$61,450.00</u> |
| 6. <u>Per Diem</u> | <u>\$30,326.00</u> |
| 7. <u>Outside Services</u> | <u>\$49,922.00</u> |
| Estimate of Total Costs | <u>\$565,467.59</u> |
| Total Amount Not to Exceed | <u><u>\$565,450.00</u></u> |
| Estimated Construction Costs | <u>\$10,000,000</u> |
| Estimated Construction Duration | <u>21 weeks</u> |

ATTACHMENT C-1
RECONSTRUCT RUNWAY 4/22, PHASE 2
Construction Phase

Estimate of Salary Expenses

| Classification* | Hours | 2022 Estimated Avg. Hourly Rate | Cost |
|---|-------------------------------|--|---|
| 10 - Principal | 8 | \$72.10 | \$576.80 |
| 20 - Project Engineer II | 163 | \$68.96 | \$11,240.24 |
| 21 - Project Architect II | 0 | \$56.80 | \$0.00 |
| 22 - Project Manager II | 0 | \$61.18 | \$0.00 |
| 25 - Project Environmental Scientist II | 0 | \$65.79 | \$0.00 |
| 30 - Project Engineer I | 487 | \$53.57 | \$26,088.74 |
| 32 - Project Manager I | 0 | \$53.96 | \$0.00 |
| 36 - Project Structural Engineer I | 0 | \$53.21 | \$0.00 |
| 40 - Sr. Engineer I | 24 | \$39.78 | \$954.69 |
| 41 - Sr. Architect I | 0 | \$46.31 | \$0.00 |
| 43 - Sr. Planner I | 0 | \$42.05 | \$0.00 |
| 44 - GIS Specialist | 0 | \$37.98 | \$0.00 |
| 50 - Engineer I | 1544 | \$31.49 | \$48,616.08 |
| 55 - Environmental Scientist II | 0 | \$34.79 | \$0.00 |
| 70 - Land Surveyor | 4 | \$44.17 | \$176.67 |
| 80 - Sr. Technician I | 1750 | \$38.31 | \$67,034.98 |
| 81 - Sr. Technician II | 0 | \$48.90 | \$0.00 |
| 90 - Technician II | 0 | \$32.06 | \$0.00 |
| 110 - Admin. Assistant | 28 | \$21.01 | \$588.34 |
| Total | 4008 (Hours) | \$38.74 (Average) | \$155,276.54 (Total Direct Salary Costs) |

*Classification to be adjusted as per consultant's work force.

ATTACHMENT C-2

**SCOPE OF SERVICES
FOR
CONSTRUCTION PHASE SERVICES
FOR
RECONSTRUCT RUNWAY 4/22, PHASE 2
AT
QUINCY REGIONAL AIRPORT
QUINCY, ILLINOIS
AIP PROJECT: 3-17-0085-XX
IL PROJECT: UIN-4909**

August 16, 2021

1. **GENERAL.** This statement of work will describe Construction Phase Engineering Services during construction of the "Reconstruct Runway 4/22, Phase 2" Project (the "Project") at Quincy Regional Airport in Quincy, Illinois. References to the Engineer shall be the individual, partnership, firm or corporation duly authorized by the Sponsor to be responsible for engineering observation of the contract work and acting directly or through an authorized representative.

1.1 For budgeting and estimating purposes, the Resident Project Representative (RPR) and a Resident Project Observer (RPO) will be onsite full time during the contract time which is anticipated to be 18 weeks. A part-time RPO will be available as needed based on the level and location of construction activity.

1.2 The Project generally consists of the following work components:

- Rehabilitate/reprofile Runway 4/22
- Grade Runway 4/22 Safety Area
- Storm sewer improvements
- Construction of new guidance signs
- Relocation of existing edge lights
- Remove Runway 18/36 and parallel Taxiway E
- Backfill, regrade, and turf pavement removal areas.

2. **STATEMENT OF WORK ORGANIZATION**

This statement of work generally describes the services to be performed by the Engineer beginning after the Project has been bid, awarded, and contracted until construction has been completed and the Project has been closed out. The following paragraphs generally describe the services to be performed under this agreement.

2.1 **PROJECT MANAGEMENT (TASK 6010)**

This effort is associated with management of the consultant contract throughout the Construction Phase. This includes the following tasks:

2.1.1 Project Management & Administrative Support. The Engineer will provide a point of primary contact, typically referred to as the "Project Manager" (PM). The duties of the PM may include, but are not limited to, the following:

Contractual. Draft the prime consultant agreement, Requests for Proposals to subconsultants,

subconsultant agreements, and coordinate their execution.

Invoicing. Determine an internal schedule for billing the client based off anticipated effort and contract time, review invoices from subconsultants and recommend payment, review and send invoices to Airport, respond to agency requests for more information related to invoicing.

Cost Monitoring. Update Airport on status of intergovernmental agreement (IGA) (Agency Agreement), monitor consultant costs and advise the airport of pending amendments, monitor subconsultant costs and respond to their requests for payment, assist the Sponsor with the monitoring and update of Project and grant financial status, send letters to Airport for status of fee, perform administrative support duties throughout Project

2.1.2 Airport Meeting Support / Attendance. The Engineer will be available to attend Board Meetings on an as-requested basis by the Airport. This may require preparation of a Project update report and presentation to the Board.

2.1.3 Subconsultant Coordination and Management. The Engineer will coordinate with the materials testing subconsultant.

2.2 PRECONSTRUCTION SERVICES – OFFICE (TASK 6020)

After the Project is bid and contracted, but prior to start of on-site construction work at the Project site, the Engineer shall perform the following tasks:

2.2.1 Assist the Airport with Project and/or Grant Startup and Administration.

2.2.2 Coordinate and Attend Preconstruction Conference. The Engineer will coordinate the time, date, and location of the preconstruction conference. The Engineer, in consultation with the Sponsor, will notify the FAA, State, Resident Project Representative, Contractor and other interested parties of the preconstruction conference and will invite their representatives to attend. On behalf of the Sponsor, the Engineer will conduct the preconstruction conference in accordance with FAA AC 150/5300-9, *Predesign, Prebid, and Preconstruction Conferences for Airport Grant Projects*, to document that the attendees are aware of the design, construction and safety requirements of the Project and are informed of their individual responsibilities. The Engineer will prepare meeting minutes and distribute to the attendees.

2.2.3 Prepare Project Documentation & Testing Requirements (PDTR) / Shop Drawing Log. The Engineer will prepare a log of the required materials & equipment submittals.

2.2.4 Shop Drawing & Material Submittal Reviews. The Engineer will review the shop drawings and materials submittals/certifications that are furnished by the Contractor as required by the construction contract documents. The Engineer will respond with “no exceptions taken”, “exceptions taken as noted” or “resubmit with corrections.” The Engineer will return shop drawings and materials submittals/certifications to the Contractor for changes or revisions prior to the use of the materials on the Project. The Engineer will review only one resubmission of a shop drawing or submittal. The Engineer will review shop drawings for conformance with Buy America requirements and submit any waiver requests to the FAA for review. The Engineer will prepare and maintain a submittal register identifying the submittal number, description, specification section, specification paragraph, received date, action date, and action taken. The Engineer will distribute copies of the submittals and the updated submittal register to the Sponsor.

2.2.5 Review Safety Plan Compliance Document. The Engineer shall review the Safety Plan Compliance Document, prepared by the Contractor, for reasonable conformity with the plans, specifications, and Construction Safety Phasing Plan and make recommendations for changes or acceptance. Airport will have final approval authority of the SPCD as owner and operator of the airport responsible for safety and operational control.

- 2.2.6 Progress Schedule Review and Coordination. The Engineer will review the Contractor's schedule and coordinate with the Airport and other contractors that are active on Airport property.
- 2.2.7 Coordinate Notice to Proceed Submittals and Requests. The Engineer will coordinate the NTP with the Airport and the Contractor.

2.3 PRECONSTRUCTION SERVICES – FIELD (TASK 6030)

After the Project is bid and contracted, but prior to start of on-site construction work, the Engineer shall perform the following tasks:

- 2.3.1 Security Badging / Driver Testing. The RPR and ROs will attend training and testing activities needed to obtain required Security Badges and driving privileges.
- 2.3.2 Field Documentation Setup. The Engineer will prepare the document templates to be used to record and report the Project activities as required by FAA & IDOT.
- 2.3.3 RPR Site Visit w/ Plans & Specs Familiarization. Prior to construction, the RPR and RO will visit the site to become familiarized with the plans and specifications for the Project.
- 2.3.4 Pay Estimate Template Setup. The Engineer will develop the template to be used for pay estimates.
- 2.3.5 Attend Startup Safety and Security Meeting. The RPR and RO will attend a mandatory meeting with the Airport and the Contractor to discuss safety and security concerns specific to the Project.
- 2.3.6 Coordinate Notice to Proceed Submittals and Requests. The Engineer will coordinate the preparation of the Notice to Proceed with the Airport and the Contractor.
- 2.3.7 Control and Miscellaneous Surveys. The Engineer will establish Project control for the Contractor's use. This subtask will also include supplemental surveying as required to provide additional detail to the existing conditions as needed.
- 2.3.8 Site Visit for Initial Damage Survey. The RPR will perform a field visit with the Contractor and Airport to observe the condition of the existing roads and other features and document existing damages.
- 2.3.9 Permitting / Agency / Code Related Coordination. The Engineer will coordinate necessary permits.

2.4 OFFICE SUPPORT (TASK 6040)

During construction, Project Engineering and Support will be provided to the RPR. The following services will be provided in this task:

- 2.4.1 Project Engineering and Office Support. The Engineer will provide support to the RPR during construction. This would include interpretation of contract documents, review of pay estimates and change orders and revising designs to accommodate field conditions.
- 2.4.2 Progress Meetings and Site Visits. The Engineer will attend weekly progress meetings and visit the site as needed.
- 2.4.3 Drafting Support. The Engineer will provide exhibits and updated drawings as necessary during construction.
- 2.4.4 Agency / Airport Coordination. The Engineer will assist the Sponsor with coordination, revisions, and correspondence with the FAA and IDOT for tasks such as airspace approvals, CSPP approvals, and timing of NAVAID deactivation for runway closures.
- 2.4.5 Respond to RFI's, Specification Interpretation and Supplemental Drawings. The Engineer

will prepare responses to Contractor requests for information. Written responses will be prepared and will include supplemental drawings as necessary.

2.4.6 Review Pay Estimates. The Engineer will review pay estimates prepared by the RPR.

2.5 ON-SITE SERVICES (TASK 6050)

2.5.1 Resident Project Representative (RPR). The Engineer will provide a qualified construction RPR to observe that the construction is carried out in reasonable conformity with the contract documents and in accordance with the standard of care of professional engineers and consultants. The RPR will be onsite full-time during the construction of the Project. Supporting observation staff will be used at the discretion of the Resident Project Representative.

The RPR will be the Sponsor's primary contact with the Contractor and their subcontractors during construction. The RPR will be available to meet with the representatives of the Sponsor, the FAA, the State, and other interested parties at the Project location. The RPR will coordinate the Engineer's subconsultants and personnel who are performing on-site testing, surveying, or other Project-related services.

The RPR will monitor the construction progress; coordinate with the Sponsor, the Engineer, and the Contractor; provide construction observation that the work is proceeding in general conformance with the construction contract documents; and will notify the Engineer if problems, disputes, or changes arise during construction.

The RPR will prepare construction quantity estimates for use in preparing bi-weekly or monthly Construction Progress Pay Requests and for monitoring the progress of the Contractor's work.

The RPR will prepare daily construction progress reports and workday records for the construction activities that are observed and will prepare monthly construction summary reports of completed work that has been performed and recommended for payment and will submit the reports to the Sponsor, the FAA, and the State. The RPR will prepare a weekly FAA Form 5370-1 *Construction Progress and Inspection Report*.

The RPR will perform certified payroll reviews and conduct periodic Federal wage rate surveys with the Contractor's personnel and their subcontractors' personnel to endeavor to determine compliance with the U.S. Department of Labor regulations for federally funded construction projects.

2.5.2 Resident Project Observer, full time. The Engineer will provide a qualified construction Resident Observer to support the RPR. The Resident Project Observer will be onsite full-time during the construction of the Project.

2.5.3 Resident Project Observer, part time. An additional resident project observer may be necessary and will be provided during periods of high activity.

2.5.4 DBE/EEO Correspondence. The Engineer will assist the Sponsor with coordination, revisions, and correspondence with the FAA ADO and State for both federal and state requirements for Disadvantaged Business Enterprise (DBE) and Equal Employment Opportunity (EEO), IDOT subcontractor approvals, IDOT Substance Abuse forms, and IDOT bulletin board requirements.

2.5.5 Electrical Specialty Inspections. The Engineer shall provide specialty inspection of the electrical components of the Project.

2.5.6 Final Inspection. The Engineer will conduct a site visit and final review of the Project to confirm the completeness and quality of the construction. The Engineer will coordinate the date and time of the final inspection via teleconferences, letters, faxes and email to the

Sponsor, the FAA, the State, the Resident Project Representative, and the Contractor. The Engineer will prepare a summary report of the final inspection, including a punch list of work items that the Contractor must accomplish to complete the Project. The Engineer will distribute the summary report to the Sponsor, the FAA, the State, the Resident Project Representative, and the Contractor.

2.5.7 IDOT CMMS Documentation. The RPR will enter field documentation into the IDOT CMMS system.

2.6 PAVING AND QA/QC TESTING (TASK 6060)

The Engineer will provide quality assurance testing facilities and personnel as required by the specifications. This includes but is not limited to P-401/403 Asphalt Mix Pavement, P-610 Concrete for Miscellaneous Structures, and P-152 Excavation, Subgrade, and Embankment.

2.6.1 Coordination of Subconsultants. Due to the access-controlled nature of the airport, the Engineer will coordinate in advance and schedule the subconsultants' services throughout the Project.

2.6.2 Pre-Paving Coordination Meeting. Prior to paving, the Engineer and its subconsultant(s) will coordinate and attend a pre-paving meeting with the Contractor, airport, and subcontractors. Phasing, runway closures, and placement methods will be discussed.

2.7 POST-CONSTRUCTION SERVICES (TASK 6070)

After the Project is substantially complete, the Engineer shall perform the following tasks:

2.7.1 Project Engineering Closeout. The Engineer will assist the RPR in closeout of the Project documentation and correspond with the Contractor, agency, and Airport for any requests after construction is complete. Discussions regarding liquidated damages will occur as needed.

2.7.2 Punchlist Follow up and Completion. After construction is substantially complete, the RPR will coordinate with the Airport to complete the punch list items. The RPR will be onsite to observe and document the work. Typical diary documentation and math checks will be performed as all punchlist items are complete.

2.7.3 Record Drawings. The Engineer will prepare electronic copies (PDF format) of the record drawings and final quantities representing the completed Project and reflecting the actual work accomplished during construction. The Engineer will distribute the record drawings to the Sponsor, the FAA, and the State.

2.7.4 Final Quantities, Final Change Order, Final Pay Estimate. After all pay item quantities are installed and measured, the Engineer shall prepare a final change order to reconcile changes in quantities and/or pay items. Upon signatures from the Airport, State, and FAA, the Engineer will prepare the final pay estimate for review and signature.

2.7.5 RPR Final Project & Documentation Closeout. The Engineer will draft and transmit letters of correspondence related to substantial completion and final acceptance. For the Project to be accepted, the RPR will request any outstanding documentation from the Contractor that was not submitted during construction. Contractor evaluations will be submitted to the State. Electronic files and hard files will be organized, packaged, and boxed for storage upon audit completion and grant closeout. The RPR will prepare final DBE documentation based on the Contractor's final reports.

2.7.6 Contract Time Reviews & Resolution. The Engineer will perform a final review of the contract time. Contract time extension requests submitted by the Contractor will be evaluated and the Engineer will provide a recommendation to grant or deny such requests.

- 2.7.7 Audits. The Engineer will coordinate and schedule a documentation audit with IDOT DBE Section, IDOT Materials Section, and IDOT construction auditor. The RPR will follow up with the State and FAA on any requests resulting from the audit findings.
- 2.7.8 DBE Labor Audit and Follow up. The Engineer will coordinate and schedule a documentation audit with the IDOT DBE Section. The RPR will follow up with the State and FAA on any requests resulting from the audit findings.
- 2.7.9 Final Construction Report. The Engineer will prepare and distribute a final report summarizing the construction of the Project.

2.8 PROJECT / GRANT CLOSEOUT (TASK 6080)

The Engineer will assist the Airport with grant and Project financial resolution.

- 2.8.1 Assist with Financial Closeout. After all the work is completed, the engineer will assist the Airport, FAA and the State with the final financial reconciliation of the various grant line items.
- 2.8.2 Coordinate Closeout and Engineering Retainage. Upon completion of the Engineer's responsibilities, the Engineer will coordinate final invoicing and release of retainage with the Airport, FAA, and the State.

3. EXPENSES

The Engineer will incur certain Project related expenses during these construction phase services which may include but will not be limited to: meals, lodging, onsite vehicle use, mileage cost, tolls, overnight shipping, plans, photocopies, file boxes, surveying charges, photographic materials, equipment rental, and miscellaneous materials. These expenses will be included in the Engineer's contract with the Airport.

4. OUTSIDE SERVICES

The Engineer will incur certain Project related costs during the Project in the form of subconsultant costs for geotechnical testing and quality assurance testing of construction materials. These costs will be included in the Engineer's contract with the Airport.

ATTACHMENT C-2

PROJECT DESCRIPTION: RECONSTRUCT RUNWAY 4/22, PHASE 2

PROFESSIONAL SERVICES - ESTIMATE OF EFFORT

CONSTRUCTION PHASE

CRAWFORD, MURPHY & TILLY, INC.
CONSULTING ENGINEERS

PREP BY: HWI
CMT NO.: 18002001
DATE: 11/10/2021

| TASK NO. | SUB TASK NO. | TASK DESCRIPTION | 10 - PRINCIPAL | 20 - PROJECT ENGINEER II | 21 - ARCHITECT II | 22 - PROJECT MANAGER II | 25 - PROJECT ENVIRONMENTAL SCIENTIST II | 30 - PROJECT ENGINEER I | 32 - PROJECT MANAGER I | 36 - PROJECT STRUCTURAL ENGINEER I | 40 - SR. ENGINEER I | 41 - SR. ARCHITECT I | 43 - SR. PLANNER I | 44 - GIS SPECIALIST | 50 - ENGINEER I | 55 - ENVIRONMENTAL SCIENTIST II | 70 - LAND SURVEYOR | 80 - SR. TECHNICIAN I | 81 - SR. TECHNICIAN II | 90 - TECHNICIAN II | 110 - ADMIN. ASSISTANT | TASK HOUR SUMMARY |
|-------------|--------------|--|----------------|--------------------------|-------------------|-------------------------|---|-------------------------|------------------------|------------------------------------|---------------------|----------------------|--------------------|---------------------|-----------------|---------------------------------|--------------------|-----------------------|------------------------|--------------------|------------------------|-------------------|
| 6010 | | PROJECT MANAGEMENT | | | | | | | | | | | | | | | | | | | | 0 |
| | 6011 | Project Management / Administrative Support | 8 | 40 | | | | 40 | | | | | | | | | | | | | 20 | 108 |
| | 6012 | Airport Meeting Support / Attendance - 6 ea | | 48 | | | | 48 | | | | | | | | | | | | | | 96 |
| | 6013 | Subconsultant Coord & Management | | | | | | 8 | | | | | | | | | | | | | | 8 |
| 6020 | | PRE-CONST SERVICES - OFFICE | | | | | | | | | | | | | | | | | | | | 0 |
| | 6021 | Construction Start-Up & Coord. | | 8 | | | | 24 | | | | | | | | | | 40 | | | | 72 |
| | 6022 | Pre-Con Set-Up, Meeting & Minutes | | | | | | 4 | | | | | | | | | | 16 | | | | 20 |
| | 6023 | Prepare PDTR / Shop Dwg Log | | | | | | 4 | | | | | | | | | | 40 | | | | 44 |
| | 6024 | Shop Drawings & Mater. Reviews - 52 Pay Items | | | | | | 12 | | | | | | | 26 | | | | | | | 38 |
| | 6025 | Review Safety Plan Compliance Document | | 4 | | | | 8 | | | | | | | | | | | | | | 12 |
| | 6026 | Progress Schedule Review & Coord. | | 4 | | | | 16 | | | | | | | | | | 16 | | | | 36 |
| | 6027 | Coord NTP Submittals & Request | | | | | | 4 | | | | | | | | | | 4 | | | | 8 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6030 | | PRE-CONST SERVICES - FIELD | | | | | | | | | | | | | | | | | | | | 0 |
| | 6031 | Security Badging / Driver Testing | | | | | | | | | 8 | | | | | | | 8 | | | | 16 |
| | 6032 | Field Documentation Set-up | | | | | | | | | | | | | | | | 40 | | | | 40 |
| | 6033 | Familiarize w/ Site & Contract Documents | | | | | | | | | 16 | | | | | | | 16 | | | | 32 |
| | 6034 | Pay Estimate Template Setup | | | | | | 16 | | | | | | | | | | 16 | | | | 32 |
| | 6035 | Attend Startup Safety & Security Meeting | | | | | | | | | 8 | | | | | | | 8 | | | | 16 |
| | 6037 | Control & Misc Surveys - Est. 3 Trips | | | | | | 2 | | | | | | | | | 4 | 70 | | | | 76 |
| | 6038 | Site Visit for Initial Damage Survey | | | | | | | | | | | | | | | | 10 | | | | 10 |
| | 6039 | Permitting / Agency / Code Related Coord. | | | | | | 16 | | | | | | | | | | | | | | 16 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6040 | | OFFICE SUPPORT | | | | | | | | | | | | | | | | | | | | 0 |
| | 6041 | Project Engineering & Office Support | | 21 | | | | 46 | | | | | | | | | | | | | | 67 |
| | 6042 | Progress Mtgs & Site Visits - 1 / month | | | | | | 40 | | | | | | | | | | | | | | 40 |
| | 6043 | Drafting Support | | | | | | | | | | | | | | | | 40 | | | | 40 |
| | 6044 | Contractor / Agency / Airport Coord & Correspond | | 8 | | | | 21 | | | | | | | | | | | | | | 29 |
| | 6045 | Respond to RFI's, Spec Interpret & Supple. Dwgs | | | | | | 42 | | | | | | | | | | 12 | | | | 54 |
| | 6046 | Review of Pay Estimates | | | | | | 24 | | | | | | | | | | | | | | 24 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6050 | | ON-SITE SERVICES | | | | | | | | | | | | | | | | | | | | 0 |
| | 6051 | Resident Engineering - Full Time (21 weeks) | | | | | | | | | | | | | | | | 1050 | | | | 1050 |
| | 6052 | Resident Observation - Full Time (21 weeks) | | | | | | | | | 1050 | | | | | | | | | | | 1050 |
| | 6053 | Resident Observation - Part Time (8 weeks) | | | | | | | | | 400 | | | | | | | | | | | 400 |
| | 6054 | DBE/EEO/Labor Documentation | | | | | | | | | | | | | | | | 21 | | | | 21 |
| | 6055 | Electrical / Specialty Inspection | | | | | | | 24 | | | | | | 24 | | | | | | | 48 |
| | 6056 | Final Inspection Mtg, Site Visit & Minutes | | | | | | | | | 12 | | | | | | | 12 | | | | 24 |
| | 6057 | IDOT CMMS Documentation | | | | | | | | | | | | | | | | 42 | | | | 42 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6060 | | PAVING & QA/QC TESTING | | | | | | | | | | | | | | | | | | | | 0 |
| | 6061 | Contracting / Coord of Subconsultants | | | | | | 16 | | | | | | | | | | 21 | | | | 37 |
| | 6062 | Quality Assurance Engineer | | | | | | | | | | | | | | | | | | | | 0 |
| | 6063 | Test Batch & Beam Testing | | | | | | | | | | | | | | | | | | | | 0 |
| | 6064 | Test Strip | | | | | | | | | | | | | | | | | | | | 0 |
| | 6065 | Pre-Paving Coord., Meeting & Minutes | | | | | | | | | | | | | | | | 12 | | | | 12 |
| | 6066 | 401/501 QA Testing | | | | | | | | | | | | | | | | | | | | 0 |
| | 6067 | 610 QA Testing | | | | | | | | | | | | | | | | | | | | 0 |

ATTACHMENT C-2

**PROJECT DESCRIPTION: RECONSTRUCT RUNWAY 4/22, PHASE 2
PROFESSIONAL SERVICES - ESTIMATE OF EFFORT
CONSTRUCTION PHASE**

CRAWFORD, MURPHY & TILLY, INC.
CONSULTING ENGINEERS

PREP BY: HWI
CMT NO.: 18002001
DATE: 11/10/2021

| TASK NO. | SUB TASK NO. | TASK DESCRIPTION | 10 - PRINCIPAL | 20 - PROJECT ENGINEER II | 21 - PROJECT ARCHITECT II | 22 - PROJECT MANAGER II | 25 - PROJECT ENVIRONMENTAL SCIENTIST II | 30 - PROJECT ENGINEER I | 32 - PROJECT MANAGER I | 36 - PROJECT STRUCTURAL ENGINEER | 40 - SR. ENGINEER I | 41 - SR. ARCHITECT I | 43 - SR. PLANNER I | 44 - GIS SPECIALIST | 50 - ENGINEER I | 55 - ENVIRONMENTAL SCIENTIST II | 70 - LAND SURVEYOR | 80 - SR. TECHNICIAN I | 81 - SR. TECHNICIAN II | 90 - TECHNICIAN II | 110 - ADMIN. ASSISTANT | TASK HOUR SUMMARY |
|-------------|--------------|--|----------------|--------------------------|---------------------------|-------------------------|---|-------------------------|------------------------|----------------------------------|---------------------|----------------------|--------------------|---------------------|-----------------|---------------------------------|--------------------|-----------------------|------------------------|--------------------|------------------------|-------------------|
| 6070 | | POST CONSTRUCTION SERVICES | | | | | | | | | | | | | | | | | | | | 0 |
| | 6071 | Project Engineering Closeout | | 8 | | | | 40 | | | | | | | | | | | | | | 48 |
| | 6072 | On-Site Punch List Follow-Up & Completion | | | | | | | | | | | | | | | | 40 | | | | 40 |
| | 6073 | Record Drawing Preparation | | | | | | | | | | | | | | | | 100 | | | | 100 |
| | 6074 | Final Quantities / Change Order / Pay Estimate | | | | | | 8 | | | | | | | | | | 16 | | | | 24 |
| | 6075 | RE Final Project & Docum Closeout | | | | | | 4 | | | | | | | | | | 40 | | | | 44 |
| | 6076 | Contract Time Reviews & Resolution | | 2 | | | | 8 | | | | | | | | | | 12 | | | | 22 |
| | 6077 | Document. & Cert Audits w/ Follow Up | | | | | | 4 | | | | | | | | | | 12 | | | | 16 |
| | 6078 | DBE / Labor Audit w/ Follow Up | | | | | | | | | | | | | | | | 12 | | | | 12 |
| | 6079 | Compile Final Construction Report | | 4 | | | | 16 | | | | | | | | | | 24 | | | 8 | 52 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6080 | | PROJECT / GRANT CLOSEOUT | | | | | | | | | | | | | | | | | | | | 0 |
| | 6081 | Assist w/ Financial Closeout | | 8 | | | | 8 | | | | | | | | | | | | | | 16 |
| | 6082 | As-Built ALP Update | | | | | | | | | | | | | | | | | | | | 0 |
| | 6083 | Coor Closeout & Engineering Retainage | | 8 | | | | 8 | | | | | | | | | | | | | | 16 |
| | | | | | | | | | | | | | | | | | | | | | | 0 |
| 6090 | | EXTRA WORK | | | | | | | | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | ESTIMATED PROJECT DURATION (ON SITE) = 21 WEEKS | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | MANHOURL TOTALS | 8 | 163 | 0 | 0 | 0 | 487 | 0 | 0 | 24 | 0 | 0 | 0 | 1544 | 0 | 4 | 1750 | 0 | 0 | 28 | 4008 |

ATTACHMENT C-3
RECONSTRUCT RUNWAY 4/22, PHASE 2
CONSTRUCTION PHASE
ESTIMATE OF PROJECT EXPENSES

MATERIALS AND SUPPLIES

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|---------------------|------|----------|------------|----------|
| Overnight Packages | EA | | \$20.00 | \$0.00 |
| Film and Processing | EA | | \$20.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |

Total - Materials & Supplies \$0.00

TRANSPORTATION

| ITEM - MILEAGE | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|----------------|-------|----------|------------|------------|
| Survey | Miles | 630 | \$0.560 | \$352.80 |
| Geotech | Miles | 0 | \$0.560 | \$0.00 |
| Meetings | Miles | 2940 | \$0.560 | \$1,646.40 |
| RE | Miles | 6510 | \$0.560 | \$3,645.60 |
| Observers | Miles | 6090 | \$0.560 | \$3,410.40 |
| | | | \$0.560 | \$0.00 |

Subtotal Mileage \$9,055.20

| ITEM - DAILY VEHICLE | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|----------------------|-------|----------|------------|----------|
| Survey | Day | 6 | \$65.00 | \$390.00 |
| Geotech | Day | | \$65.00 | \$0.00 |
| RE | Day | | \$65.00 | \$0.00 |
| Observers | Day | | \$65.00 | \$0.00 |
| RE On Site | Miles | | \$0.560 | \$0.00 |
| Observers On Site | Miles | | \$0.560 | \$0.00 |
| | | | | \$0.00 |

Subtotal Daily Vehicle \$390.00

Total - Transportation \$9,445.20

PRINTING

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|-----------------------|------|----------|------------|----------|
| Report | EA | | \$20.00 | \$0.00 |
| Plans | EA | | \$15.00 | \$0.00 |
| Specifications | EA | | \$20.00 | \$0.00 |
| Weekly Reports | EA | | \$4.00 | \$0.00 |
| Record Drawings | EA | | \$25.00 | \$0.00 |
| Final Material Report | EA | | \$20.00 | \$0.00 |

Total - Printing \$0.00

TESTING

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|---------------|------|----------|------------|----------|
| Beam Breaker | Week | | \$50.00 | \$0.00 |
| Nuclear Gauge | Week | | \$100.00 | \$0.00 |

Total - Testing \$0.00

OTHER COSTS (OUTSIDE COSTS)

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|------|------|----------|------------|----------|
| | | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |

Total - Other Costs (Outside Services) \$0.00

OTHER COSTS (EXCLUDING OUTSIDE SERVICES)

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|------|------|----------|------------|----------|
| | | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |

Total - Other Costs (Exc. Outside Services) \$0.00

PER DIEM

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|----------|------|----------|------------|-------------|
| Lodging | Day | 257 | \$90.00 | \$23,130.00 |
| Per Diem | Day | 257 | \$28.00 | \$7,196.00 |
| | | | \$0.00 | \$0.00 |

Total - Per Diem \$30,326.00

OUTSIDE SERVICES

| ITEM | UNIT | QUANTITY | UNIT PRICE | SUBTOTAL |
|--------------------|------|----------|-------------|-------------|
| Proctors | EA | | \$260.00 | \$0.00 |
| PCC Cylinders | EA | | \$20.00 | \$0.00 |
| Gradations | EA | | \$40.00 | \$0.00 |
| Bit. Split Samples | EA | | \$0.00 | \$0.00 |
| Earthwork Testing | LS | 1 | \$30,148.00 | \$30,148.00 |
| 401/403 QA Testing | LS | 1 | \$13,311.00 | \$13,311.00 |
| 610 QA Testing | LS | 1 | \$6,463.00 | \$6,463.00 |
| Core Investigation | LS | | \$0.00 | \$0.00 |

Total - Outside Services \$49,922.00



Professional Service Industries, Inc.
480 North Street, Springfield, IL 62704
Phone: (217)544-6663
Fax: (217) 544-6148

Crawford, Murphy & Tilly, Inc.
2750 West Washington Street
Springfield, IL 62702

Attn: Mr. Wes loerger
Phone #: 217.572.1107
Email: wioerger@cmtengr.com

**Re: Construction Materials Testing and Inspection Services
Proposed Reconstruct Runway 4/22, Phase 2
Quincy Regional Airport
Quincy, IL
PSI Proposal Number: PO-0020352084 Page 1 of 7**

Dear Mr. loerger:

Thank you for giving us this opportunity to propose our services to you. Professional Service Industries, Inc. (PSI), an Intertek company, is pleased to submit the following proposal for providing construction materials testing and inspection services for the above referenced project.

WHY USE PSI?

PSI has been present in Central Illinois for over 50 years; providing testing and inspection services for similar projects. With local experience, and deep regional and national resources, PSI is uniquely suited to provide these services to your team. PSI’s Springfield laboratory is an AASHTO accredited laboratory, a nationally recognized accreditation for testing and inspection.

SCOPE OF SERVICES

As requested, PSI’s scope of services will include following inspection and testing services:

- IDOT Level I/ACI Field Level I Technician to perform concrete inspection including air test, slump test, concrete temperature, and ambient air temperature
- Compression tests of concrete test cylinders
- Transportation of concrete cylinders and beams back to PSI’s office for curing
- Moisture/density relationship (proctor) testing of soils to be utilized for fill/backfill materials
- IDOT Soil Technician to perform Compaction testing of fill/backfill materials for roadways, and engineered fill.
- HMA Certified Technician to perform sampling of bituminous paving mixtures
- HMA Certified Technician to perform percent air voids in compacted asphalt mixtures at producer’s lab





- HMA Certified Technician to perform preparation and determination of the relative density of asphalt mix specimens by means of the Superpave gyratory compactor at producer's lab
- HMA Certified Technician to perform bulk specific gravity and density of non-absorptive compacted asphalt mixtures at producer's lab
- HMA Certified Technician to perform theoretical maximum specific gravity and density of bituminous paving mixtures at producer's lab

PSI proposes to provide experienced technical personnel to perform the above referenced testing services as requested by Crawford, Murphy & Tilly, Inc. (CMT) or their authorized designate(s) in general accordance with project specifications provided to PSI by Crawford, Murphy & Tilly, Inc. (CMT) any or your authorized designate(s).

FEES

It is proposed to accomplish the work on a unit price basis in accordance with attached Schedule of Services and Fees and General Conditions attached herein. A cost estimated has been included in the proposal based on RFP UIN-4834 dated February 15, 2021 received from Mr. Wes Loerger with CMT. However, PSI's fees will be determined by the actual amount of technical time expended for this project and the amount of laboratory testing performed.

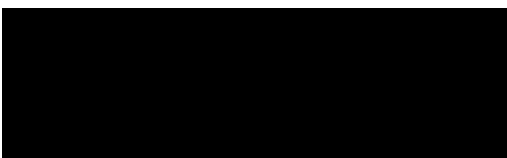
AUTHORIZATION

PSI will proceed with the work upon receipt of a signed copy of this proposal intact. If designate(s) other than the company signing this proposal will be scheduling PSI services, the "Authorized Designate(s)" section of the attached Proposal Acceptance Sheet must be completed. When returning the proposal, please complete the attached Proposal Acceptance Sheet so that your file can be properly established.

PSI appreciates the opportunity to offer its services to your projects and looks forward to working with you during the construction phase. Please contact our office with any questions you may have concerning this proposal.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.



Daniel P. Bilbrey,
Department Manager

Attachments: Proposal Acceptance
Cost Estimate
Schedule of Services and Fees
General Conditions

Distribution: (1) Above;



Estimated Scope of Services and Budgetary Costs
 Construction Materials Testing and Inspection Services
 Reconstruct Runway 4/22, Phase 2
 Quincy, IL
 PSI Proposal No. 002035084

| | TESTING FREQUENCIES | EST. QTY. | UNIT RATE | TOTAL FEES |
|---|------------------------|--------------|--------------|--------------------|
| I. Earthwork and Embankment Observations and Testing | | | | |
| ● Estimate based on 33 days of compaction testing of fill/backfill; 8 hours/day | | | | |
| IDOT Soil Engineering Technician | per hour | 264 | @ \$69.00 | \$18,216.00 |
| IDOT Soil Engineering Technician OT | per hour | 0 | @ \$103.50 | \$0.00 |
| Density Testing Equipment Charge | per day | 33 | @ \$46.00 | \$1,518.00 |
| Vehicle Charge | per mile | 6600 | @ \$0.90 | \$5,940.00 |
| Standard Proctor (ASTM D698) | per sample | 5 | @ \$256.00 | \$1,280.00 |
| Atterberg Limits (ASTM D4318) | per sample | 5 | @ \$94.00 | \$470.00 |
| Professional Services | | | | |
| Project Set Up Fee | per project | 1 | @ \$150.00 | \$150.00 |
| Project Engineer (Project coordination, data review, report generation) | per hour | 22 | @ \$ 117.00 | \$2,574.00 |
| Estimated Subtotal for Earthwork Observation and Testing | | | | \$30,148.00 |
| II. Cast in Place Concrete Observations and Testing | | | | |
| ● Estimate based on 5 days of structural concrete placement testing; 8 hours/day | | | | |
| ACI/IDOT Level 1 Concrete Engineering Technician | per hour | 40 | @ \$69.00 | \$2,760.00 |
| ACI/IDOT Level 1 Concrete Engineering Technician OT | per hour | 0 | @ \$103.50 | \$0.00 |
| Vehicle Charge | per mile | 1000 | @ \$0.90 | \$900.00 |
| Sample Pick Up (Pick up concrete cylinders when no other work performed includes technician time) | per trip | 5 | @ \$250.00 | \$1,250.00 |
| Vehicle Charge | per trip | 1000 | @ \$0.90 | \$900.00 |
| Compressive Strength Testing of Concrete Cylinders (Sets of 2, 6"x12" cylinders: 28 Day(x2)) | per cylinder | 10 | @ \$18.50 | \$185.00 |
| Professional Services | | | | |
| Project Engineer (Project coordination, data review, report generation) | per hour | 4 | @ \$ 117.00 | \$468.00 |
| Estimated Subtotal for Cast in Place Concrete Observation and Testing | | | | \$6,463.00 |
| III. HMA Observations and Testing | | | | |
| ● Estimate based on 12 days of HMA Lab Testing; 10 hours/day | | | | |
| HMA Certified Engineering Technician | per hour | 96 | @ \$69.00 | \$6,624.00 |
| HMA Certified Engineering Technician OT | per hour | 24 | @ \$103.50 | \$2,484.00 |
| Vehicle Charge | per trip | 9 | @ \$150.00 | \$1,350.00 |
| Per Diem - Hotel/Meals | per trip | 12 | @ \$150.00 | \$1,800.00 |
| Professional Services | | | | |
| Project Engineer (Project coordination, data review, report generation) | per hour | 9 | @ \$ 117.00 | \$1,053.00 |
| Estimated Subtotal for HMA Observation and Testing | | | | \$13,311.00 |
| ESTIMATED TOTAL | | | | \$49,922.00 |

Project Fee Estimate Summary - Reconstruct Runway 4/22, Phase 2

| | |
|---|--------------------|
| Earthwork and Embankment Observations and Testing | \$30,148.00 |
| Cast in Place Concrete Observations and Testing | \$6,463.00 |
| HMA Observations and Testing | \$13,311.00 |
| Estimated Project Total | \$49,922.00 |



PROFESSIONAL SERVICE INDUSTRIES, INC.
SCHEDULE OF SERVICES & FEES • CONSTRUCTION QUALITY CONTROL
August 20, 2021

Field Testing Services

| | | |
|---|----------|--------|
| Engineering technician services for field testing including such items as slump and air content tests, molding of concrete test cylinders or beams, and field density tests for compaction control (portal to portal) | | |
| IDOT/ACI/HMA Engineering Technician..... | Per Hour | 69.00 |
| Nuclear density and moisture measurement equipment | Per Day | 46.00 |
| Sample Pick Up | Per Trip | 200.00 |
| Vehicle charge | Per Mile | 0.90 |
| Coordination, scheduling, test-evaluation and report review (typically one-half hour per technician day) | | |
| Project Management..... | Per Hour | 117.00 |

Laboratory Testing Services

| | | |
|--|----------|--------|
| Laboratory compression testing of concrete cylinders delivered to our laboratory in accordance with ASTM C-39/AASHTO T22* Procedures and project specifications. | | |
| Testing and Reporting | Each | 18.50 |
| Reserves not tested, including curing..... | Each | 18.50 |
| Laboratory compression testing of concrete beams delivered to our laboratory in accordance with ASTM C-78* Procedures and project specifications. | | |
| Testing and Reporting | Each | 50.00 |
| Reserves not tested, including curing..... | Each | 50.00 |
| Concrete cylinder testing molds, case | Per Case | 86.50 |
| Soils and Aggregate Laboratory Services | | |
| Sample Preparation (if required) | Each | 56.00 |
| Laboratory Compaction Characteristics of Soil Using Standard Effort (ASTM D 698/AASHTO T99)* | Each | 256.00 |
| Laboratory Compaction Characteristics of Soil Using Modified Effort (ASTM D 1557/AASHTO T180)* | Each | 305.00 |
| Determination of Atterberg Limits (D 4318/AASHTO T89 & T90)* | Each | 94.00 |
| Particle-Size Analysis of Soils (ASTM D 422/AASHTO T88)* | Each | 212.00 |
| Material Finer than 75-µm (No. 200) Sieve in Soils by Washing (ASTM D 1140)* | Each | 83.00 |
| Classification of Soils for Engineering Purposes (USCS) (ASTM D 2487)*† | Each | 8.25 |
| California Bearing Ratio (C.B.R.) (ASTM D 1883/AASHTO T193)* | Each | 435.00 |
| Sieve Analysis of Fine and Coarse Aggregates (ASTM C 136/AASHTO T27)* | Each | 202.00 |
| Materials Finer than 75-µm in Mineral Aggregates by Washing (ASTM C 117/AASHTO T11)* | Each | 85.00 |
| Relative Density (Specific Gravity) and Absorption of Coarse Aggregate (ASTM C 127/AASHTO T85)* .. | Each | 191.00 |
| Relative Density (Specific Gravity) and Absorption of Fine Aggregate (ASTM C 128/AASHTO T84)* | Each | 191.00 |
| Determination of Water (Moisture) Content of Soil and Rock by Mass (ASTM D 2216/AASHTO T265)* .. | Each | 18.50 |

* AASHTO accredited test for ASTM method

† May require some or all of the following test: ASTM D 4318, ASTM D 422, ASTM D 1140, ASTM C 117, ASTM C 136

Engineering Services

| | | |
|---|----------|--------|
| Engineering Services for contract administration, scheduling, laboratory and field inspection and consultation. | | |
| Project Manager/Project Specialist/Project Engineer | Per Hour | 117.00 |
| Principal Engineer (P.E.) | Per Hour | 160.00 |

Remarks

1. A project setup fee of \$150.00 will apply to all projects.
2. All fees and services are provided in accordance with the attached PSI General Conditions.
3. Unit prices/rates are in effect for 12 months from the date of this proposal and are subject to a 3% annual increase thereafter.
4. All rates are billed on a portal to portal basis.
5. The minimum billing increment for time is one hour. A minimum charge of 4 hours applies to field testing and observation services.
6. Overtime rates are applicable for services performed in excess of 8 hours per day Monday through Friday, before 7:00 AM or after 5:00 PM, and for all hours worked on Saturdays, Sundays and Holidays. The overtime rate is 1.5 times the applicable hourly rate. Surcharges for laboratory services during overtime hours or for expedited results may apply.
7. Rates involving mileage (including mileage, mobilization, vehicle, and trip charges) are subject to change based upon increases in the national average gasoline price. A fuel surcharge shall be applied to invoices to offset the increase in fuel prices for a gallon of regular gasoline. Increases shall be made no more often than monthly.
8. Transportation and per diem are charged at the applicable rates.
9. Scheduling and cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum 4 hour charge or any charges incurred in setting up and re-scheduling the work.
10. For all PSI services, a 0.5 hour project management/engineering review charge will be billed for all reports issued for the scheduling/supervision of personnel and the evaluation/review of data and reports.
11. PSI will deliver reports electronically to the client and others on the specified distribution list. Reports will be posted on a password protected, secure website available only to those on the distribution list. If requested, PSI will distribute up to 4 copies of the report by mail in accordance with your instructions. Additional copies will be billed at the rate of \$0.40 per sheet plus preparation time.
12. Equipment, travel, shipping, and/or any outside services performed will be billed at cost plus 20%.
13. PSI reserves the right to withhold all reports until such time as we receive a signed proposal acceptance or other acceptable written authorization to proceed with the work as outlined

ATTACHMENT D – D3

PLANNING AND SPECIAL SERVICES

ATTACHMENT E

ENGINEERING REPORT (General Guidance)

The Engineering Report is to be prepared by the Consultant and submitted to the Sponsor and/or Department, if possible, prior to starting Plans and Specifications. The Report shall include, at a minimum, a discussion of the following elements which are applicable and any other elements deemed necessary by the Department:

1. Introduction, project overview and consistency with approved ALP, justification, scope, authorization, funding, required environmental actions and schedule.
2. Investigations and evaluations, including pavement history, PCI information, topographic survey data, soil sampling and testing, boring logs, CBR test results, subgrade stabilization considerations, and seasonal frost issues.
3. Pavement design considerations, including pavement types and/or alternates; any unusual design and reasons therefore, selection of design CBR value, traffic distribution, and reported pavement strength.
4. Rehabilitation, strengthening and/or overlay work shall be detailed as to the type of work required, including existing pavement conditions, material selection considerations, thickness design and economic analysis.
5. Construction features which vary from FAA criteria should be identified including the problem(s) facts, alternative solutions, and/or desired solution. Is the desired solution the most economical?
6. Items such as materials sources, soils, drainage, water for construction, cost of land vs. development, contractor resources, available finances, and stage development. The report should say how these factors affected the decisions made by the Consultant in the design.
7. Explanation of drainage design criteria including explanation of drainage districts data INPUT and off-site drainage impact on design. Include drainage calculations and modeling.
8. Special considerations for local circumstances such as available material, equipment, contractors, and airport sponsored events.
9. Consultant's choice of options for the lighting design; similar explanation of choices made for the drainage, fencing, turfing and marking, including decisions regarding cover crop seeding.
10. Approach conditions which will result from proposed work and comparison with FAA criteria.
11. Analysis of potential RSA determination (if applicable).
12. Development of PCN for runway strengthening and rehabilitation projects.
13. Description of non AIP work and quantity separation from AIP eligible items.
14. Identify work to be done by others such as utility companies and airports sponsor forces.
15. The Consultant's preliminary estimate of construction costs, fees and expenses shall be included.
16. A discussion of project safety concerns (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) shall be included.
17. A discussion of project phasing / sequencing and estimate of construction calendar days shall be included.

ATTACHMENT F



**Illinois Department
of Transportation**

Resident Engineer's Diary

Airport: _____ Date: _____

Contractor: _____ IL Project No.: _____ AIP Project _____

Temperature _____ °F Wind: _____ Weather Conditions: _____

Status: Active Suspended Jobsite Conditions: Workable Non-workable

Controlling Item: _____

Workforce

Consultant (# of people, hours): _____

Contractor (# of people, equipment, hours):

Daily Work

Pay items / General Location:

Instructions to Contractor / Unusual Events:

Verbal Approvals (official & item): _____

Additional Work (change order, etc.): _____

Official Visitors: _____

Materials Deliveries (material, quantity, quality) / Testing (test, location, corrective action):

Other:

Calendar Days: _____ Awarded
_____ Charged
_____ Remaining

DBE Onsite? (yes or no)
Own forces used? (yes or no)
Own equipment used? (yes or no)

Submitted _____ Firm: _____ Date: _____

ATTACHMENT G

COST PLUS FIXED PAYMENT INVOICE (Standard Format)

To: _____, Chief Engineer
Illinois Department of Transportation
Division of Aeronautics
Abraham Lincoln Capital Airport
1 Langhorne Bond Drive
Springfield, IL 62707-8415

From (Firm): _____
Address: _____
Telephone No.: _____
Invoice # _____ Date: _____
[] Partial [] Final

Attn: _____, Section Chief

Airport: _____ Municipality: _____, IL
Illinois Project No. _____ Federal Project No. _____
Notice to Proceed Date (OP&P Program Letter or Sponsor Authorization): _____
Per A/E Agreement/Amendment dated: _____

Services (Check only those services pertaining to invoice):

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design Phase | <input type="checkbox"/> Planning and Special Services |
| <input type="checkbox"/> Design Phase | <input type="checkbox"/> Other () |
| <input type="checkbox"/> Construction Phase | <input type="checkbox"/> Amendment(s) |

Service Dates: For Services Rendered From (date): _____ To (date): _____

| <u>Period</u> | <u>To Date</u> | <u>Billing</u> |
|---|----------------|----------------|
| (1) Direct Salaries _____ Include all information per ATTACHMENT I (EFFORT DETAIL BREAKDOWN) | \$ _____ | \$ _____ |
| (2) Labor and General and Administrative Overhead (_____ %) | \$ _____ | \$ _____ |
| (3) Direct Non-Salary Expenses (OT Premium) _____ Support documentation must accompany all payment requests of direct non-salary expenses. | \$ _____ | \$ _____ |
| (4) Profit – (Fixed Payment \$ _____ x _____ % Complete) | \$ _____ | \$ _____ |
| (5) SUBTOTAL (1) – (4) | \$ _____ | \$ _____ |
| (6) Outside Services _____ | \$ _____ | \$ _____ |

TOTAL AMOUNT EARNED TO DATE: (5) + (6) _____ \$ _____
Maximum Payable (per Engineering Agreement) _____ \$ _____
Estimated total cost to complete project (for billings after 50%) _____ \$ _____
Less Total Amount(s) Previously Invoiced _____ \$ _____
PAYMENT DUE THIS INVOICE _____ \$ _____

I certify that to the best of my knowledge, the percent of work shown as complete on this Invoice is correct.

By: _____
Printed Name and Title

Department Approval
By: _____
Printed Name and Title

NOTE: This format is for general information. The Consultant's format containing essential data may be acceptable.

ATTACHMENT H

LUMP SUM INVOICE (Standard Format)

To: _____, Chief Engineer
Illinois Department of Transportation
Division of Aeronautics
Abraham Lincoln Capital Airport
1 Langhorne Bond Drive
Springfield, IL 62707-8415

From (Firm): _____
Address: _____
Telephone No.: _____
Invoice # _____ Date: _____
[] Partial [] Final

Attn: _____, Section Chief

Airport: _____ Municipality: _____, IL
Illinois Project No. _____ Federal Project No. _____
Notice to Proceed Date (OP&P Program Letter or Sponsor Authorization): _____
Per A/E Agreement/Amendment dated: _____

Services (Check only those services pertaining to invoice):

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design Phase | <input type="checkbox"/> Planning and Special Services |
| <input type="checkbox"/> Design Phase | <input type="checkbox"/> Other () |
| <input type="checkbox"/> Construction Phase | <input type="checkbox"/> Amendment(s) |

Service Dates:

For Services Rendered From (date): _____ To (date): _____

- (1) Lump Sum (LS) Fee (or Maximum Payable per Engineering Agreement) \$ _____
- (2) Percent of Work Complete: _____%
- (3) Fee Earned to Date: (LS \$ _____ x _____% Complete) \$ _____
- (4) Less Total Amount(s) Previously Invoiced \$ _____
- (5) PAYMENT DUE THIS INVOICE \$ _____

I certify that to the best of my knowledge, the percent of work shown as complete on this Invoice is correct.

By: _____
Printed Name and Title

Department Approval

By: _____
Printed Name and Title

NOTE: This format is for general information. The Consultant's format containing essential data may be acceptable.

ATTACHMENT J

TESTING SCHEDULE

Testing Schedule - anticipated for the Preliminary Assessment and Schematic Design, Design and Construction phases of the project.

| Description | Approximate Number |
|---|--------------------|
| ASTM D 421, Particle Size Analysis | |
| ASTM D 2217 | |
| ASTM C 422 | |
| ASTM D 698, Moisture-Density Relations of Soil | |
| ASTM D 1557 | |
| ASTM D 427, Shrinkage Factors of Soil | |
| ASTM D 2434, Permeability of Granular Soils | |
| AASHTO T 194, Determination of Organic Materials in Soils by Wet Combustion | |
| ASTM D 1883, Bearing Ratio of Laboratory Compacted Soil | |
| AASHTO T 222, Modulus of Soil Reaction | |
| ASTM D 2487, Soil Classification "Unified System" | |
| ASTM D 2113, Soil Borings | |
| ASTM C 207, Hydrated Lime | |
| ASTM C 131, Abrasion | |
| ASTM C 88, Soundness | |
| ASTM D 946, Penetration | |
| ASTM D 3381, Viscosity | |
| ASTM D 1559, Marshall Method | |
| ASTM C 136, Gradation | |
| ASTM D 2172, Extraction and Gradation | |
| ASTM D 2726, Bulk Specific Gravity | |
| ASTM D 2041, Maximum Theoretical Specific Gravity | |
| ASTM D 2950, Nuclear Density | |
| ASTM C 117 Washed Aggregate Sample | |
| ASTM D 4318, Liquid Limit, Plastic Limit, Plasticity Index | |
| ASTM C 127, Absorption & Specific Gravity of Coarse Aggregate | |
| ASTM C 128, Specific Gravity & Absorption of Fine Aggregate | |
| ASTM C 566, Moisture Content | |
| ASTM C 31, PCC Test Cylinders | |
| ASTM C 141, Slump | |
| ASTM C 231, Air Content | |
| ASTM C 78, Flexural Strength | |
| ASTM C 138, Yield, Cement Content | |
| ASTM D 412, Rubber in Tension | |
| ASTM D 1664, Striping Test | |

The testing form shall be adjusted to the specific project. The consultant shall not assume IDOT will provide any testing and inspections. Payment for these services shall be at the rates established in ATTACHMENT K. - TESTING RATES & COST SUMMARY.

ATTACHMENT L

SUMMARY OF PAYROLL BURDEN AND FIXED COSTS

SEE ATTACHMENT M.

NOTE:

A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

ATTACHMENT M (Required)

SUMMARY OF OVERHEAD AND INDIRECT COSTS

CRAWFORD, MURPHY & TILLY, INC.
SUMMARY OF INDIRECT OVERHEAD COST FOR IDOT
AUDITED CALENDAR YEAR 2020
AND PROVISIONAL 2020/2021
10/25/2021

| CMT ACCOUNT NUMBER | ACCOUNT NAME | % OF DIRECT LABOR COSTS |
|---|--|--------------------------------|
| <u>PAYROLL BURDEN AND FRINGE BENEFITS</u> | | |
| 6151 | FICA Tax | 12.10% |
| 6102, 6103, 6170 | Paid Time Off (Vacation, Holidays and Sick Leave) | 16.34% |
| 6154, 6156, 6158 | Group Medical, Life, Workers Comp, Disability and Unemployment Insurance | 8.64% |
| 6159, 6160 | Employee Retirement Plan Contributions | <u>17.61%</u> |
| | | 54.69% |
| <u>GENERAL & ADMINISTRATIVE OVERHEAD EXPENSE</u> | | |
| 6104-6119 | Indirect Salaries - Not Allocable to Projects | 66.71% |
| 6222, 6264 | Miscellaneous Taxes | 1.10% |
| 6231 | Professional Fees | 4.48% |
| 6251 | Rent | 10.34% |
| 6252 | Utilities | 0.71% |
| 6271 | Telephone & Data | 2.37% |
| 6253-6254 | Maintenance, Repairs & Supplies | 1.62% |
| 6261-6265 | Office Supplies, Shipping & Reproduction | 0.69% |
| 6281, 6284 | Seminars, Registration & Education | 1.79% |
| 6291,92,95,6321-23 | Travel & Vehicle Expense | 1.37% |
| 6331, 6332 | Business Insurance | 2.75% |
| 6351,52,61,62,69 | Equipment Expense, Repairs & Maintenance | 1.51% |
| 6366, 6367, 6368 | Computer Expense & Supplies | 12.27% |
| 6371,6372,6381,6382 | Maps, Reference Books, Engineering & Survey Supplies | 0.28% |
| 6401+COFC | Depreciation & Cost of Facilities Capital (0.52%) | <u>4.18%</u> |
| | | <u>112.14%</u> |
| | TOTAL OVERHEAD | <u><u>166.83%</u></u> |

NOTE: A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

ATTACHMENT N

PROJECT CERTIFICATION

Airport: Quincy Regional Airport (UIN) Letting Date: July 14, 2021
IL Project No.: UIN-4909
Project No.: 3-17-0085-44
Contract No: N/A
Project Description: Reconstruct Runway 4/22, Phase 2

Pursuant to Federal Aviation Regulations, Part 152, as amended, and as a condition to receiving any Federal and/or State financial assistance through a Grant Offer from the FAA and/or the State of Illinois - Department of Transportation for the proposed airport development project, it is hereby represented, to the best of our knowledge, information, and belief that:

1. The Consultant has been selected to provide the necessary professional services for the project described herein and identified in the Professional Services Request for Qualifications (RFQ).
Selection Date (Required):November 13, 2018 Copy of Retainer attached (ATTACHMENT U).
2. Project is clearly delineated on the currently approved Airport Layout Plan.
Approval Date (Required):Under review by the FAA.
3. Project is environmentally cleared. [] CatEx [X] EA [] EIS [] FONSI
Approval Date (Required):12/19/2020.
4. All Corps/EPA permits and other regulatory agency reviews/approvals/mitigation have been satisfied and there are no known encumbrances to the completion of the project.
[X] Yes [] No.
5. Plans were prepared in accordance with FAA approved standards and advisory circulars; and, the specifications were prepared in accordance with the FAA approved *Illinois Standard Specifications For Construction Of Airports*, along with the Division of Aeronautics' most current Policy Memorandums and "Handout" Specifications, except as noted by attached Modification of Standards (MOS) which has been addressed and justified in the engineering report and submitted to and approved by the FAA and Engineer of Design. [X] Yes [] No.
Approval Date of MOS (If applicable):N/A.
6. The design conforms to the approved programmed project scope. [X] Yes [] No.
7. Provisions have been included for safety during construction (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction). [X] Yes [] No.
8. The plans, special provisions and quantities have been thoroughly checked in accordance with best management practices by the Consultant for accuracy and consistency, and are in conformance with AC 150/5300-13A (latest edition). All contract deliverables referenced in Section I.F. DELIVERABLES have been submitted, received and determined acceptable.
[X] Yes [] No.

Date _____ By: _____ P.E.
Project Engineer (Consultant)

Date _____ By: _____
Sponsor

Date _____ By: _____ P.E.
Aeronautics Design Engineer

Date _____ By: _____ P.E.
Aeronautics Engineer of Design

ATTACHMENT O

DBE FINAL DOCUMENTATION



Prime Consultant

Name _____
 Address _____
 Telephone _____

Subject

Airport _____
 Illinois Project No. _____
 Federal Project No _____

DBE Subconsultant

Name _____
 Address _____
 Telephone _____

Contract Amounts

Consultant Contract Amount _____
 DBE Contract Amount _____
 DBE Participation (%) _____

This documentation verifies the services provided and the amount paid to the DBE Subconsultant on the above captioned contract. The undersigned certifies that the services reported herein were executed by the DBE, that the DBE actually provided the services and that the services reported herein conform to the services reported in the approved Professional Services Agreement together with any amendments approved by the Sponsor and/or Division as applicable.

| Description of Service Provided | Contract Amount | Amount Paid | Difference (+/-) |
|---------------------------------|-----------------|-------------|------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| Totals | | | |

DBE Contract amount has been met or exceeded [] Yes [] No (*check one*).

DBE Contract amount not met – Shortfall \$ _____ (*documentation explaining shortfall attached*).

Prime Consultant

DBE Subconsultant

 Print Name

 Title

 Signature

 Date

 Print Name

 Title

 Signature

 Date

ATTACHMENT P

PROJECT SKETCH

ATTACHMENT Q
PROJECT LETTING SCHEDULE
TO BE DETERMINED
ANTICIPATED CONSTRUCTION 2022

ATTACHMENT R

OP&P PROGRAM LETTER

NOT AVAILABLE AT THIS TIME

ATTACHMENT S

**CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL /
ADMINISTRATIVE EXPENSE RATE LETTER
(10/25/2021)**



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

October 25, 2021

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Roger Driskell
CRAWFORD, MURPHY, & TILLY, INC.
2750 West Washington Street
Springfield, IL 62702

Dear Roger Driskell,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2020. Your firm's total annual transportation fee capacity will be \$96,800,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 166.83% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company's indirect cost rate to the Federal Highway Administration's Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2021. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Jack Elston, P.E.
Bureau Chief
Bureau of Design and Environment

ATTACHMENT I

CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS

ENGINEER'S FINAL OPINION OF PROBABLE PROJECT COST

PROJECT: REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2

AIRPORT: QUINCY REGIONAL AIRPORT

IL PROJ.: UIN-4909

DATE: 11/08/21

| BASE BID - RECONSTRUCT RUNWAY 22 | | | | | |
|---|--|--------------|-------------------|------------|-----------------|
| ITEM NO. | ITEM DESCRIPTION | UNITS | UNIT PRICE | QTY | COST |
| C 100bb | CONTRACTOR QUALITY CONTROL PROGRAM (CQ | LS | \$ 50,000.00 | 1.0 | \$ 50,000.00 |
| C 102-5.1bb | INLET PROTECTION | EA | \$ 875.00 | 9.0 | \$ 7,875.00 |
| C 102-5.2bb | SILT FENCE | LF | \$ 10.00 | 4000.0 | \$ 40,000.00 |
| C 102-5.3bb | DITCH CHECK | LF | \$ 18.00 | 2500.0 | \$ 45,000.00 |
| C 105-6.1bb | ENGINEER'S FIELD OFFICE | LS | \$ 18,500.00 | 1.0 | \$ 18,500.00 |
| C 105-6.2bb | MOBILIZATION | LS | \$ 450,000.00 | 1.0 | \$ 450,000.00 |
| P 101-5.1bb | REMOVE BITUMINOUS PAVEMENT SURFACE | SY | \$ 7.25 | 33480.0 | \$ 242,730.00 |
| P 101-5.2bb | RUBBLIZE PAVEMENT | SY | \$ 3.50 | 33480.0 | \$ 117,180.00 |
| P 101-5.3bb | BITUMINOUS SURFACE MILLING | SY | \$ 7.00 | 9275.0 | \$ 64,925.00 |
| P 101-5.5bb | REMOVE PIPE | LF | \$ 70.00 | 645.0 | \$ 45,150.00 |
| P 101-5.6bb | REMOVE INLET | EA | \$ 2,025.00 | 3.0 | \$ 6,075.00 |
| P 152-4.1bb | EMBANKMENT IN PLACE | CY | \$ 20.00 | 80600.0 | \$ 1,612,000.00 |
| P 154-5.1bb | SUBBASE COURSE | CY | \$ 70.00 | 6655.0 | \$ 465,850.00 |
| P 209-5.1bb | CRUSHED AGG BASE COURSE | SY | \$ 36.00 | 33475.0 | \$ 1,205,100.00 |
| P 401-8.1bb | ASPHALT SURFACE COURSE | TON | \$ 160.00 | 9925.0 | \$ 1,588,000.00 |
| P 403-8.1bb | ASPHALT MIXTURE BASE COURSE | TON | \$ 150.00 | 8050.0 | \$ 1,207,500.00 |
| P 603-5.1bb | EMULSIFIED ASPHALT TACK COAT | GAL | \$ 3.60 | 11870.0 | \$ 42,732.00 |
| P 620-5.1bb | PAVEMENT MARKING - WATERBORNE | SF | \$ 1.50 | 22300.0 | \$ 33,450.00 |
| P 620-5.2bb | PAVEMENT MARKING - BLACK BORDER | SF | \$ 1.00 | 7200.0 | \$ 7,200.00 |
| P 620-5.3bb | TEMPORARY MARKING | SF | \$ 1.25 | 9650.0 | \$ 12,062.50 |
| P 621-5.1bb | BITUMINOUS PAVEMENT GROOVING | SY | \$ 2.10 | 36950.0 | \$ 77,595.00 |
| D 701-5.1bb | 18" RCP, CLASS IV | LF | \$ 160.00 | 240.0 | \$ 38,400.00 |
| D 701-5.2bb | 30" RCP, CLASS IV | LF | \$ 260.00 | 260.0 | \$ 67,600.00 |
| D 705-5.1bb | 4" PERFORATED UNDERDRAIN W/SOCK | LF | \$ 35.00 | 5665.0 | \$ 198,275.00 |
| D 705-5.2bb | UNDERDRAIN CLEANOUT | EA | \$ 2,750.00 | 14.0 | \$ 38,500.00 |
| D 705-5.3bb | UNDERDRAIN DIRECT CONNECTION | EA | \$ 3,000.00 | 3.0 | \$ 9,000.00 |
| D 751-5.1bb | 36" INLET | EA | \$ 6,950.00 | 3.0 | \$ 20,850.00 |
| D 751-5.2bb | MANHOLE - 5' | EA | \$ 17,000.00 | 1.0 | \$ 17,000.00 |
| D 751-5.3bb | MANHOLE - 6' | EA | \$ 21,500.00 | 1.0 | \$ 21,500.00 |
| T 901-5.1bb | SEEDING | AC | \$ 2,000.00 | 19.0 | \$ 38,000.00 |
| T 904-5.1bb | SODDING | SY | \$ 17.00 | 2950.0 | \$ 50,150.00 |
| T 908-5.1bb | HEAVY-DUTY HYDRAULIC MULCH | AC | \$ 3,800.00 | 19.0 | \$ 72,200.00 |
| L 108-5.1bb | 1/C #8 5 KV UG CABLE | LF | \$ 6.00 | 65.0 | \$ 390.00 |
| L 108-5.2bb | 1/C #8 5 KV UG CABLE IN UD | LF | \$ 11.00 | 5750.0 | \$ 63,250.00 |
| L 108-5.3bb | 2/C #8 5 KV UG CABLE | LF | \$ 5.50 | 190.0 | \$ 1,045.00 |
| L 108-5.4bb | 2/C #8 5 KV UG CABLE IN UD | LF | \$ 10.50 | 355.0 | \$ 3,727.50 |
| L 108-5.5bb | 1/C #6 COUNTERPOISE | LF | \$ 8.00 | 5575.0 | \$ 44,600.00 |
| L 110-5.1bb | DUCT MARKER - IN PAVEMENT | EA | \$ 500.00 | 2.0 | \$ 1,000.00 |
| L 110-5.2bb | 1-WAY CONC. ENCASED DUCT | LF | \$ 120.00 | 30.0 | \$ 3,600.00 |
| L 110-5.3bb | 4-WAY CONCRETE ENCASED DUCT | LF | \$ 150.00 | 165.0 | \$ 24,750.00 |
| L 125-5.01bb | REMOVE BASE MOUNTED LIGHT | EA | \$ 700.00 | 25.0 | \$ 17,500.00 |
| L 125-5.02bb | REMOVE TAXI GUIDANCE SIGN | EA | \$ 1,200.00 | 1.0 | \$ 1,200.00 |
| L 125-5.03bb | ADJUST STAKE MOUNTED LIGHT | EA | \$ 900.00 | 8.0 | \$ 7,200.00 |

ENGINEER'S FINAL OPINION OF PROBABLE PROJECT COST

PROJECT: REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2

AIRPORT: QUINCY REGIONAL AIRPORT

IL PROJ.: UIN-4909

DATE: 11/08/21

| BASE BID - RECONSTRUCT RUNWAY 22 | | | | | |
|---|-------------------------------------|--------------|-------------------|------------|--------------|
| ITEM NO. | ITEM DESCRIPTION | UNITS | UNIT PRICE | QTY | COST |
| L 125-5.05bb | INSTALL SALVAGED BASE MOUNTED LIGHT | EA | \$ 2,025.00 | 25.0 | \$ 50,625.00 |
| L 125-5.06bb | SPLICE CAN | EA | \$ 1,125.00 | 3.0 | \$ 3,375.00 |
| L 125-5.07bb | RUNWAY DISTANCE REMAINING SIGN BASE | EA | \$ 3,500.00 | 2.0 | \$ 7,000.00 |
| L 125-5.08bb | TAXI GUIDANCE SIGN, 3 CHARACTER | EA | \$ 7,500.00 | 1.0 | \$ 7,500.00 |
| L 125-5.09bb | TAXI GUIDANCE SIGN, 6 CHARACTER | EA | \$ 8,000.00 | 1.0 | \$ 8,000.00 |
| L 125-5.10bb | ADJUST IN PAVEMENT LIGHT | EA | \$ 3,100.00 | 1.0 | \$ 3,100.00 |

| | |
|---|------------------------|
| FINAL ENGINEER'S OPINION OF PROBABLE COST ESTIMATE - BASE BID: | \$ 8,158,262.00 |
|---|------------------------|

NOTE:

THIS OPINION OF PROBABLE CONSTRUCTION COST IS APPROXIMATE AND IS BASED ON CONSTRUCTION OCCURRING IN 2022. ACTUAL CONSTRUCTION BIDS MAY VARY SIGNIFICANTLY DUE TO TIME OF CONSTRUCTION, CHANGED CONDITIONS, LABOR RATE CHANGES, MARKET CONDITIONS, OR OTHER FACTORS BEYOND THE CONTROL OF CMT.

ENGINEER'S FINAL OPINION OF PROBABLE PROJECT COST

PROJECT: REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2

AIRPORT: QUINCY REGIONAL AIRPORT

IL PROJ.: UIN-4909

DATE: 11/08/21

| ADDITIVE ALTERNATE 1 - REMOVE RWY 18/36 NORTH | | | | | |
|--|------------------------------------|--------------|-------------------|------------|---------------|
| ITEM NO. | ITEM DESCRIPTION | UNITS | UNIT PRICE | QTY | COST |
| C 102-5.1a1 | INLET PROTECTION | EA | \$ 875.00 | 6.0 | \$ 5,250.00 |
| P 101-5.1a1 | REMOVE BITUMINOUS PAVEMENT SURFACE | SY | \$ 2.00 | 39625.0 | \$ 79,250.00 |
| P 101-5.4a1 | CONCRETE PAVEMENT REMOVAL | SY | \$ 10.50 | 39625.0 | \$ 416,062.50 |
| P 152-4.1a1 | EMBANKMENT IN PLACE | CY | \$ 11.00 | 14800.0 | \$ 162,800.00 |
| T 901-5.1a1 | SEEDING | AC | \$ 2,000.00 | 14.0 | \$ 28,000.00 |
| T 908-5.1a1 | HEAVY-DUTY HYDRAULIC MULCH | AC | \$ 3,800.00 | 14.0 | \$ 53,200.00 |
| L 125-5.01a1 | REMOVE BASE MOUNTED LIGHT | EA | \$ 700.00 | 25.0 | \$ 17,500.00 |
| L 125-5.11a1 | REMOVE WIND CONE | EA | \$ 3,100.00 | 1.0 | \$ 3,100.00 |
| L 125-5.12a1 | REMOVE STAKE MOUNTED LIGHT | EA | \$ 500.00 | 6.0 | \$ 3,000.00 |
| | | | | | |

| | |
|--|----------------------|
| FINAL ENGINEER'S OPINION OF PROBABLE COST ESTIMATE - ALT 1: | \$ 768,162.50 |
|--|----------------------|

NOTE:

THIS OPINION OF PROBABLE CONSTRUCTION COST IS APPROXIMATE AND IS BASED ON CONSTRUCTION OCCURRING IN 2022. ACTUAL CONSTRUCTION BIDS MAY VARY SIGNIFICANTLY DUE TO TIME OF CONSTRUCTION, CHANGED CONDITIONS, LABOR RATE CHANGES, MARKET CONDITIONS, OR OTHER FACTORS BEYOND THE CONTROL OF CMT.

ENGINEER'S FINAL OPINION OF PROBABLE PROJECT COST

PROJECT: REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2

AIRPORT: QUINCY REGIONAL AIRPORT

IL PROJ.: UIN-4909

DATE: 11/08/21

| ADDITIVE ALTERNATE 2 - REMOVE TXY E | | | | | |
|--|------------------------------------|--------------|-------------------|------------|---------------|
| ITEM NO. | ITEM DESCRIPTION | UNITS | UNIT PRICE | QTY | COST |
| P 101-5.1a2 | REMOVE BITUMINOUS PAVEMENT SURFACE | SY | \$ 2.00 | 18225.0 | \$ 36,450.00 |
| P 101-5.4a2 | CONCRETE PAVEMENT REMOVAL | SY | \$ 10.50 | 18225.0 | \$ 191,362.50 |
| P 152-4.1a2 | EMBANKMENT IN PLACE | CY | \$ 12.00 | 5075.0 | \$ 60,900.00 |
| T 901-5.1a2 | SEEDING | AC | \$ 2,000.00 | 9.0 | \$ 18,000.00 |
| T 908-5.1a2 | HEAVY-DUTY HYDRAULIC MULCH | AC | \$ 3,800.00 | 9.0 | \$ 34,200.00 |
| L 125-5.01a2 | REMOVE BASE MOUNTED LIGHT | EA | \$ 700.00 | 9.0 | \$ 6,300.00 |
| L 125-5.02a2 | REMOVE TAXI GUIDANCE SIGN | EA | \$ 1,200.00 | 2.0 | \$ 2,400.00 |
| L 125-5.12a2 | REMOVE STAKE MOUNTED LIGHT | EA | \$ 500.00 | 42.0 | \$ 21,000.00 |
| | | | | | |

| | |
|--|----------------------|
| FINAL ENGINEER'S OPINION OF PROBABLE COST ESTIMATE - ALT 2: | \$ 370,612.50 |
|--|----------------------|

NOTE:

THIS OPINION OF PROBABLE CONSTRUCTION COST IS APPROXIMATE AND IS BASED ON CONSTRUCTION OCCURRING IN 2022. ACTUAL CONSTRUCTION BIDS MAY VARY SIGNIFICANTLY DUE TO TIME OF CONSTRUCTION, CHANGED CONDITIONS, LABOR RATE CHANGES, MARKET CONDITIONS, OR OTHER FACTORS BEYOND THE CONTROL OF CMT.

ENGINEER'S FINAL OPINION OF PROBABLE PROJECT COST**PROJECT:** REHABILITATE / RECONSTRUCT RUNWAY 4/22 PH 2**AIRPORT:** QUINCY REGIONAL AIRPORT**IL PROJ.:** UIN-4909**DATE:** 11/08/21

| CONSTRUCTION COST ESTIMATE SUMMARY | |
|---|-----------------|
| BASE BID - RECONSTRUCT RUNWAY 22 | \$ 8,158,262.00 |
| ADD. ALT. 1 - REMOVE RWY 18/36 NORTH | \$ 768,162.50 |
| ADD. ALT. 2 - REMOVE TXY E | \$ 370,612.50 |

| ADMINISTRATIVE COST SUMMARY | |
|------------------------------------|---------------|
| IDA ADMINISTRATION | \$ 9,000.00 |
| NPDES PERMIT | \$ 750.00 |
| 404 PERMITTING (EST) | \$ - |
| INDEPENDENT FEE REVIEW | \$ 4,000.00 |
| REPACKAGE PLANS FOR PHASE 2 (EST) | \$ 100,000.00 |
| BIDDING PHASE SERVICES (EST) | \$ 30,000.00 |
| CONSTRUCTION PHASE SERVICES (EST) | \$ 565,450.00 |
| FLIGHT CHECK (EST) | \$ 25,000.00 |
| TOTAL ADMINISTRATIVE EXPENSES | \$ 734,200.00 |

| AWARD SCENARIOS | |
|---|------------------|
| BASE BID ONLY | |
| CONSTRUCTION COST | \$ 8,158,262.00 |
| ADMINISTRATIVE COST | \$ 734,200.00 |
| ESTIMATED PROJECT COST | \$ 8,892,462.00 |
| BASE BID + ADD. ALT. 1 | |
| CONSTRUCTION COST | \$ 8,926,424.50 |
| ADMINISTRATIVE COST | \$ 734,200.00 |
| ESTIMATED PROJECT COST | \$ 9,660,624.50 |
| BASE BID + ADD. ALT. 1 + ADD. ALT. 2 | |
| CONSTRUCTION COST | \$ 9,297,037.00 |
| ADMINISTRATIVE COST | \$ 734,200.00 |
| ESTIMATED PROJECT COST | \$ 10,031,237.00 |

ATTACHMENT U

RETAINER AGREEMENT

PROFESSIONAL SERVICES CONTRACT

Final Prepared: 8/27/2018

THIS AGREEMENT, made and entered into this 13th day of November, 2018, by and between the City of Quincy, IL, hereinafter referred to as "SPONSOR" and Crawford, Murphy & Tilly Inc. Consulting Engineers, hereinafter referred to as "CONSULTANT". The SPONSOR agrees to retain CONSULTANT to perform the engineering services as outlined below for the development of the Quincy Regional Airport, effective at such time that the SPONSOR designates a project set forth below in Article I and enters into a project agreement defining the project, consideration and scope of services as an amendment hereto.

It is understood that the form of this Contract is for the convenience of the parties and that the rights and duties of the SPONSOR and the CONSULTANT for a particular project shall be the same as though a separate and distinct professional services contract had been executed between the SPONSOR and the CONSULTANT for each project.

ARTICLE I. The Scope of Work contemplated under this Agreement is for professional services for the development of the Quincy Regional Airport. Said development will include the following projects:

- A. Reconstruct Runway 4-22 Line-of-Sight Correction
- B. Improve Airfield Drainage at various locations on the Airport
- C. Relocate Taxiway D between Runway 36 and Main Ramp
- D. Acquire Snow Removal Equipment – wheel loader with ramp blade

ARTICLE II. The CONSULTANT'S services to be rendered for the above described scope of work will be according to the following schedule:

PART A – PROJECT DEVELOPMENT AND PREAPPLICATION SERVICES

1. Assist the SPONSOR as required in preparing and/or updating the Airport Capital Improvement Program (ACIP), Transportation Improvement Program (TIP), Preapplication or Application, including the associated Program Sketch, Program Narrative, and Cost Estimate, and assist the SPONSOR with Project Evaluation, Environmental Assessment Reports and the required Statements and Notifications.
2. Assist the SPONSOR as required in coordination with the Federal Aviation Administration (FAA), coordination of the State, Regional and Local reviews, and the conduct of Public Information Meetings or Public Hearings, if required.
3. Consult/coordinate with Airport users, the FAA, the Airport Commission, Airport Staff, the City, County and other interested parties.
4. Prepare or assist in the preparation of the Airport Layout Plan (ALP), Property Map (Exhibit A) and associated drawings, as required.
5. Perform miscellaneous consulting engineering services as requested by the SPONSOR and assist the SPONSOR in obtaining other required services such as archaeological services, aerial mapping of all or part of the Airport site, or other related services or studies.

PART B – BASIC DESIGN SERVICES

1. Perform topographic surveys of proposed construction areas as required for design.

2. Perform soils and subsurface testing and investigations of proposed construction areas as required for design.
3. Prepare preliminary plans, specifications, contract documents, and opinions of probable construction cost, to be approved by the SPONSOR, FAA and the State (when applicable).
4. Prepare and submit final plans, specifications and contract documents for approval by the SPONSOR, FAA and the State (when applicable) prior to advertising for bids.
5. Prepare a Design Report, including opinions of construction quantities and construction costs. The report will be submitted at the required intervals to the SPONSOR, FAA and the State (when applicable).
6. Coordinate the establishment of bid proposals into schedules to allow flexibility of award to match the funds available.
7. Provide complete sets of approved plans, specifications and contract documents for the bidding of the project.

PART C – CONSTRUCTION PHASE SERVICES

1. The CONSULTANT shall provide construction observation including the furnishing of a Resident Project Representative and sufficient qualified inspection and survey personnel for the purpose of observing the progress and quality of work performed by the Contractor(s). The CONSULTANT will endeavor to provide protection for the SPONSOR against defects and deficiencies in the work of Contractor(s), but the furnishing of such resident project representation will not make the CONSULTANT responsible for construction means, methods, techniques, sequences of procedures or for safety precautions or programs, or for Contractor(s)' failure to perform the work in accordance with the Contract documents.
2. The CONSULTANT shall perform verification of testing as necessary in accordance with the requirements of the Federal Aviation Administration and the State, in the field and the laboratory, as required, in proper time and in sufficient number to assist in assuring construction is in accordance with the plans and specifications. Copies of all test reports will be made available to the SPONSOR, the State and the FAA as required.
3. The CONSULTANT shall observe tests taken by the Contractor as necessary to meet the requirements of the Federal Aviation Administration and the State, in the field and the laboratory, as required, in proper time and in sufficient number to assist in assuring construction is in accordance with the plans and specifications. Copies of all test reports will be furnished to the SPONSOR, the State and FAA as required.
4. The CONSULTANT shall prepare all addition and deletion change orders and supplemental agreements as required. After acceptance of the Construction Change Orders by the Contractor, copies will be submitted to the SPONSOR, the State and the FAA for approval and signature before proceeding with the work.
5. The CONSULTANT shall review periodic progress estimates submitted by the Contractor during the construction of the project and shall review the final estimate when the work is completed.

Periodic progress estimates shall be submitted regularly to the SPONSOR for concurrence and submittal to the FAA for federal participation payments. The CONSULTANT will assist in the preparation of Federal payment requests.

6. The CONSULTANT shall review shop drawings and construction submittals, and prepare and maintain necessary records of construction progress.
7. When the project has been completed and is ready for final acceptance, the CONSULTANT shall arrange for inspection of the finished work by the FAA, the State, the SPONSOR, the Contractor and the CONSULTANT following which the final payment estimate for the work shall be considered by the SPONSOR.
8. Upon acceptance of the project, the CONSULTANT shall prepare the record drawings, including any field surveying required to compute final quantities, and the construction engineering report, and shall provide the SPONSOR with one (1) set of reproducible record drawings.

PART D – SPECIAL SERVICES

The development of some projects may involve services, activities or studies outside of the scope of the basic design services routinely performed by the CONSULTANT; those activities may be as follows:

1. Special (non-routine) soil investigations, destructive and non-destructive testing, including pavement sampling, laboratory tests, related analysis and reports.
2. Property surveys, descriptions of land, easements, land and photogrammetry surveys and topographic maps.
3. Special drainage, environmental studies and analyses including NEPA related submittals.
4. Preparation of property maps and/or updates.
5. Revised Airport Layout Plan
Upon completion of the development performed under this project, the CONSULTANT shall prepare and furnish a revised Airport Layout Plan indicating the development is existing in lieu of proposed. Copies of such plan shall be furnished to the Airport for proper distribution.
6. Expert Witness
Provide assistance, as required and requested, to the SPONSOR, as a fact witness in litigation arising from the development or construction associated with the project.
7. Provide Bidding Services Including:
Assist the SPONSOR with the preparation of bid documents and contracts, advertisement, distribution, opening and review of bid documents. In addition, the CONSULTANT shall also assist with the contract award, preparation and execution of contract documents and issuance of the Notice to Proceed.
8. Airspace Submittals or Analysis

PART E – CHANGE OF SCOPE

It is mutually agreed that any change in the scope of the project as outlined in Article I, or the services outlined in Article II in Part A, B, C and D, and/or delays (including completion of the work in more than one project) by the SPONSOR resulting in extra expense to the CONSULTANT, shall be considered beyond the normal scope of this Contract. In addition to the foregoing services, the SPONSOR may require additional services such as Property Surveys, Descriptions of Land, Easements, Redesign, or Major Changes of the Concept after final plans or

concepts have been submitted to or approved by the FAA. Payment to the CONSULTANT for such work, because of the change of scope of the project, shall be negotiated at the time of the anticipated change and it shall be mutually agreed to by amending this Contract.

ARTICLE III. The CONSULTANT further agrees to the requirements of Attachment 1, Federal Contract Provisions for A/E Agreements.

ARTICLE IV. The CONSULTANT and SPONSOR mutually agree that:

1. The SPONSOR and the CONSULTANT each bind themselves, their partners, successors, assigns and legal representatives to the other party of this Contract and the partners, successors, assigns and legal representatives of such other party in respect of all covenants of this Contract. Neither the SPONSOR nor the CONSULTANT shall assign, sublet or transfer in interest in this Contract without the written consent of the other.
2. The SPONSOR may terminate this Contract upon thirty (30) days written notice to the CONSULTANT. Should SPONSOR decide to terminate said Contract, SPONSOR shall pay to CONSULTANT for such suspended or omitted services, the reasonable accumulated fees to the date of termination of services subject to the "Termination of Contract" provisions of the aforesaid Attachment 1.
3. The original plans and specifications shall remain the property of the CONSULTANT; however, the SPONSOR will be provided one (1) set of specifications and reproducible plans whether or not the project is executed. Any reuse of the plans without written verification or adaptation by CONSULTANT for the specific purposes intended will be at the SPONSOR'S sole risk and without liability or legal exposure to CONSULTANT; and SPONSOR shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom.
4. Reasons for which this Agreement may be terminated by CONSULTANT because of circumstances beyond the control of the CONSULTANT include, but are not limited to, no availability of funds, or policy decisions to abandon or postpone the work indefinitely.

ARTICLE V. The SPONSOR agrees that:

1. The SPONSOR shall make available to the CONSULTANT all technical data that is in the SPONSOR'S possession including maps, surveys, property descriptions, borings or other information required by the CONSULTANT and relating to his work.
2. The SPONSOR agrees to cooperate with the CONSULTANT in the approval of all plans and specifications, or should they disapprove of any part of said plans and specifications, shall make a timely decision in order that no undue expense will be caused the CONSULTANT because of lack of decisions. If the CONSULTANT is caused to incur expenses such as additional design or drafting due to changes ordered by the SPONSOR after the completion and approval of the plans and specifications, the CONSULTANT shall be equitably paid for such extra expenses and services.
3. The SPONSOR shall pay publishing costs for advertisements of notices, public hearings, requests for bids, and other similar items and shall pay for all permits and licenses that may be required by local, state or federal authorities; and shall secure, with the assistance of the CONSULTANT when requested, necessary land, easements and rights-of-way required for the project.

ARTICLE VI. Payment

The consideration and terms of payment for services described in Article II, Parts A, B, C and D will be as set forth in each project agreement that specifically establishes the Scope of Services to be performed thereunder and complements this Agreement.

ARTICLE VII. The CONSULTANT agrees to perform said services and work to carry out the provisions of this Contract in a good and workmanlike manner.

ARTICLE VIII. Hold Harmless

The CONSULTANT agrees to protect and save the SPONSOR, its elected and appointed officials, officers and employees, harmless and indemnified from and against causes of action due to negligent and/or willful and wanton and/or reckless and/or intentional acts, errors, or omissions of the CONSULTANT on this project.

ARTICLE IX. Insurance

The CONSULTANT shall obtain and maintain continuously, public liability insurance, to protect the public with limits of liability not less than \$1,000,000.00 combined single limit bodily injury and property damage, and auto and non-owner auto coverage. In addition, the CONSULTANT shall maintain Professional Liability (Errors and Omissions) Insurance coverage in the amount of \$2,000,000.00 per claim and annual aggregate.

The CONSULTANT shall provide the SPONSOR a Certificate of Insurance upon request.

ARTICLE X. An opinion of construction cost prepared by the CONSULTANT represents judgement as a design professional and is supplied for the SPONSOR'S guidance. Since the CONSULTANT has no control over the cost of labor and material, or over competitive bidding or market conditions, the CONSULTANT does not guarantee the accuracy of its opinion as compared to Contractor bids or actual cost to the SPONSOR.

ARTICLE XI. The CONSULTANT shall strive to utilize area engineering firms as sub-consultants, when possible and relevant experience is identified, to support Preliminary, Design and Construction Phase Services. The sub-consultant shall be subject to the approval of the SPONSOR. Participation by local firms will vary by project based on services required that are mutually beneficial to all parties.

ARTICLE XII. The CONSULTANT shall strive to use Disadvantaged Business Enterprises in the prosecution of projects undertaken through this Agreement. The type and amount of participation will vary by project. The estimated amount of DBE participation in meaningful work shall be stated in the specific project agreements and shall be equal to the established goal for the Airport unless modified in writing.

ARTICLE XIII. The SPONSOR'S representative shall be the Airport Director and is designated as the Agent of SPONSOR.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this 13th day of November, 2018.

SPONSOR
City of Quincy

[Redacted Signature]

(Signature of Authorized Person)

[Redacted Name]

(Printed Name of Authorized Person)

[Redacted Title]

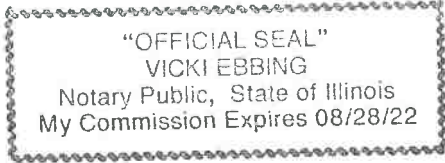
Mayor
Mayor of Authorized Person)

ATTEST

Title: City Clerk

State of Illinois County of Adam

Signed (or subscribed or attested) before me on 11/15/18
(date)



(seal)

by Vicki Ebbing
(name of person).

[Redacted Signature]

Signature of notary public.

CONSULTANT
Crawford, Murphy & Tilly Inc.

[Redacted Signature]

Bradley M. Hamilton
Director of Aviation Services, Vice President

ATTEST

Title: Sr. Vice President

State of Illinois County of Sangamon

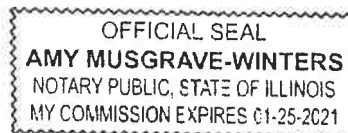
Signed (or subscribed or attested) before me on 8/29/2018
(date)

by Bradley M Hamilton + Charles E Taylor
(name of person).

[Redacted Signature]

Signature of notary public.

(seal)





CITY OF QUINCY

Comptroller's Office

SHERI L. RAY
Comptroller

CITY HALL – 730 MAINE STREET
Quincy, Illinois 62301-4056
217-228-4517

MEMORANDUM

TO: City Council
FROM: Sheri Ray
DATE: November 12, 2021
RE: Pension Funding Resolution

Please find enclosed the resolution which recommends the funding level for pensions next fiscal year ending 4/30/2023. Since the pension costs are funded mainly through the Property Tax Levy, now is the appropriate time to determine next fiscal year's funding level. The Finance Committee has recommended funding the pensions slightly above the private actuarial statutory minimum Actuarial Recommended Contribution (ARC).

| | L&A ^ | FY 2023 Proposed Contribution | L&A * | IL Dept of Insurance * |
|----------------|-----------|--|-----------|---------------------------|
| Fire Pension | 4,973,845 | 4,237,165 | 4,154,083 | 3,868,680 |
| Police Pension | 4,440,613 | 3,798,349 | 3,723,872 | 3,638,400 |
| TOTAL | 9,414,458 | 8,035,514 | 7,877,955 | 7,507,080 |

^ ARC funding at 100% of the actuarial recommended contribution

*ARC funding at the statutory minimum, based on 90% funded by 2040

The proposed pension funding above totals \$8,035,514. This is an increase of \$193,000 over the current year total pension budget of \$7,842,721. The plan for funding pensions in FYE 2023 is as follows:

| | |
|------------------|--------------------|
| 64% Tax Levy | \$5,168,217 |
| 12% PPRT | \$ 972,135 |
| 12% Fund Balance | \$ 925,000 |
| 7% Video Gaming | \$ 530,162 |
| 5% Green Energy | \$ 440,000 |
| Total | \$8,035,514 |

Please let me know if you have any questions.

CC: Mayor Mike Troup
City Clerk Laura Oakman
Corporation Counsel Lonnie Dunn,
DOAS Jeff Mays
City Treasurer Linda Moore

RESOLUTION

WHEREAS, the City of Quincy is obligated to fund the Police and Fire Pensions under Illinois Pension Code Article 3 section 125 and Article 4, sect 118; and,

WHEREAS, the City of Quincy has contracted with private actuary Lauterbach & Amen to provide the pension actuarial valuations and GASB disclosures for audit reporting for fiscal year ended April 30, 2021; and,

WHEREAS, the State of Illinois Department of Insurance has also provided the pension actuarial valuations for fiscal year ended April 30, 2021; and,

WHEREAS, each valuation has produced the actuarial determined accrued liability, value of assets, unfunded accrued liability, and the annual recommended contribution as well as the statutory minimum contribution as prescribed by the Illinois Pension Code; and,

WHEREAS, the pension contribution for fiscal year beginning May 1, 2022 ending April 30, 2023 is only partially funded by the 2021 property tax levy; and,

WHEREAS, the City of Quincy recognizes the need to fund the pensions at or above the highest statutory minimum level to ensure adequate funding for future growth while also maintaining a stable property tax rate; now,

THEREFORE BE IT RESOLVED, the Mayor and City Council to authorize pension funding the for the fiscal year beginning May 1, 2022 and ending April 30, 2023 for the Fire Pension at \$4,237,165 and for the Police Pension at \$3,798,349.

City Comptroller, Sheri Ray
Submitted: 11/15/2021



CITY OF QUINCY

Comptroller's Office

SHERI L. RAY
Comptroller

CITY HALL – 730 MAINE STREET
Quincy, Illinois 62301-4056
217-228-4517

MEMORANDUM

TO: City Council
FROM: Sheri Ray
DATE: November 12, 2021
RE: Truth in Taxation Resolution

Please find enclosed the 2021 Truth in Taxation Resolution which will be presented on Monday, November 15, 2021. The Truth-in-Taxation Law establishes that if a taxing district proposes an aggregate levy that is more than 5 percent higher than the total amount of taxes it billed in the previous year, it must publish the required notice and hold a public hearing.

The Finance Committee has recommended funding the pensions slightly above the private actuarial statutory minimum Actuarial Recommended Contribution (ARC). The City collects property tax revenue to fund about 64% of total pensions and to pay for General Obligation bond debt. The preliminary tax levy has been prepared assuming the city uses \$925,000 fund balance towards pension costs, in addition to the previously committed green energy funding and video gaming revenues. The 2021 Levy is projected to increase by \$212,975 overall; the aggregate levy is increasing by \$210,118.

We do not anticipate the need for the public hearing since the aggregate levy is only increasing by 3.7%. The overall levy is expected to increase by 2.83%.

| | 2020 Levy | 2020 Total Extensions After TIF &EZ | 2021 Proposed Levy | Increase Over 2020 Extension | % change |
|----------------|-----------|---|--------------------------|------------------------------------|-------------|
| General Corp | 40,000 | 40,019 | 40,000 | 19 | |
| Fire Pension | 2,578,337 | 2,578,355 | 2,664,132 | 85,776 | |
| Police Pension | 2,379,697 | 2,379,725 | 2,504,085 | 124,360 | |
| Public Library | 732,045 | 732,052 | 732,052 | 0 | |
| Aggregate Levy | 5,730,079 | 5,730,151 | 5,940,269 | 210,118 | 3.67% |
| BONDS | 1,766,625 | 1,784,393 | 1,787,250 | 2,857 | 0.16% |
| Total | 7,496,704 | 7,514,544 | 7,727,519 | 212,975 | 2.83% |

Please let me know if you have any questions.

CC: Mayor Mike Troup
Corporation Counsel Lonnie Dunn,
DOAS Jeff Mays
City Clerk Laura Oakman

RESOLUTION

WHEREAS, An Act to provide procedures for public notice and hearing on tax and levy increases, approved and effective July 29, 1981, and known and cited as "The Truth in Taxation Act" (35 ILCS 200/18-55 et seq.), as amended, (the "Act"), requires taxing districts, including the City of Quincy, to disclose by publication and hold a public hearing on their intention to adopt an aggregate levy in amounts more than 105% of the property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year; and

WHEREAS, section 18-60 of the Act requires the corporate authority of each taxing district, not less than twenty (20) days prior to the adoption of its aggregate levy (the "Levy"), to determine the amounts of money, exclusive of any portion of that Levy attributable to the cost of conducting any election required by the general election law ("Election Costs"), estimated to be necessary to be raised by taxation for that year upon the taxable property in its district; and

WHEREAS, if the estimate of the corporate authority required to be made as provided in section 18-65 of the Act is more than 105% of the amount extended or estimated to be extended, including any amount abated by the corporate authority prior to such extension, upon the levy of the preceding year, exclusive of Election Costs, section 18-70 of the Act requires the corporate authority to give public notice of and hold a public hearing on its intent to adopt a levy which is more than 105% of the extensions, including any amount abated, exclusive of Election Costs, for the preceding year.

WHEREAS, the City Council of the City of Quincy has estimated, based upon the most recently ascertainable information, that the amount necessary to be raised by taxation for the real estate tax year of 2021 is not more than 105% of the amount extended or estimated to be extended upon the levy of the preceding real estate tax year of 2020, exclusive of election costs.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUINCY as follows:

SECTION 1. ESTIMATED LEVY: The City Council hereby determines that the amounts of money, exclusive of conducting an election required by the general election law, estimated to be raised by taxation upon the taxable property of the district for real estate tax year of 2021 is \$5,940,269 which is also proposed "aggregate levy" of the City for such year (that is, corporate and special purpose monies).

SECTION 2. NO HEARING SCHEDULED: In view of the determination of the estimated aggregate levy of 103.67% of the preceding levy, it is not necessary to schedule, give notice of or hold a public hearing on the intent of the City Council to adopt a levy.

SECTION 3. EFFECTIVE DATE: This resolution shall be in full force and effect immediately upon its passage.

RESOLUTION

WHEREAS, the City of Quincy provides trash removal services for city residents; and

WHEREAS, the city recently requested proposals for the purchase of 96 gallon roll-out trash carts for the Garbage Tote Program; and

WHEREAS, the proposal from Cascade Engineering, Inc. of Grand Rapids, Michigan meets the proposal requirements; and

WHEREAS, the Central Services Department requires the purchase of three hundred (300) trash carts at a cost of \$49.75 per cart; and

WHEREAS, the residential roll-out trash carts have been accounted for in the current fiscal year 2022 Central Services Operating Budget; now

THEREFORE BE IT RESOLVED, the Central Services Director and the Central Services Committee recommends to the Mayor and City Council that the low quote from Cascade Engineering, Inc. of Grand Rapids, Michigan for the purchase of roll-out trash carts in the amount of \$14,925.00 be accepted.

Kevin McClean
Central Services Director

November 15, 2021

RESOLUTION

WHEREAS, the Central Services Department is in need of a replacement dump truck with a V-box spreader; and

WHEREAS, the truck will be used in the Concrete Division, used when filling potholes, and for parking lot snow removal at the Airport and at all city owned parking lots; and

WHEREAS, the dump truck is a 2022 F-450 4x4 with a purchase price of \$82,435 and meets our requirements; and

WHEREAS, funding for the purchase of this truck is available in the Central Services Vehicle Replacement Fund; now

THEREFORE BE IT RESOLVED, the Central Services Director and the Central Services Committee recommends to the Mayor and City Council that the purchase of the dump truck from Knapheide Truck Equipment in the amount of \$82,435 be accepted.

Kevin McClean
Central Services Director

November 15, 2021



m e m o r a n d u m

TO: Hon. Mayor Troup and Members of the City Council

FROM: Michael Seaver, Director of Inspection and Enforcement

DATE: November 10, 2021

RE: Resolution to authorize legal action against certain properties via City's 'Fix-or-Flatten' program

As required by §154.20 of the Municipal Code, the City Council must first approve by resolution the commencement of litigation for all 'Fix-or-Flatten' cases.

The list of properties attached in 'Exhibit 1' contains structures which, in the opinion of Inspection staff, meet the criteria set forth in the Unsafe Property Act (65 ILCS 5/11-31-1). The structures located on these properties should be demolished in the interest of public health, safety and welfare. Profile sheets of each property are also attached.

I am requesting the Resolution be approved to include the attached list of properties in the 'Fix-or-Flatten' program. If approved, these cases will be referred to legal counsel to begin the necessary proceedings.

Please contact me with any questions you may have.

CITY OF QUINCY
COUNCIL RESOLUTION OF FIX OR FLATTEN PROGRAM

WHEREAS, the City of Quincy is committed to improving the quality of life of its residents and elimination of blight; and

WHEREAS, the City of Quincy has established a program to address unsafe and dangerous buildings; and

WHEREAS, Department of Planning and Development annually prepares a list of unsafe properties, and seeks authorization to demolish, repair, enclose and/or remediate, pursuant to City of Quincy Ordinance 9196; and

WHEREAS, the Director of Inspection & Enforcement has reviewed building conditions of twelve (12) substandard structures and determined that said structures constitute a hazard to the public health, safety and welfare; and

WHEREAS, the Department of Planning and Development proposes a new list of dangerous and unsafe properties for 2021.

NOW, THEREFORE, BE IT RESOLVED as follows:

That the Department of Planning and Development shall take all necessary action, including commencing of proceedings under Division 21 (Unsafe Property) of Article XI (Corporate Powers and Functions) of the Illinois Municipal Code (65 ILCS 5/1-1-1 et. Seq) to demolish, repair enclose or remediate the list of buildings, attached as "Resolution Exhibit 1".

This Resolution shall be in full force and effect from and after its passage, as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS ____ DAY OF _____, 2021.

APPROVED:

Mayor

ATTEST:

City Clerk

Resolution Exhibit 1

Adopted by Resolution ___ - ___ -2021

| Address | Owner | PIN | Ward |
|----------------------------|----------------------------|------------------|------|
| 1700 Kochs Ln. | Paul & EJ Pfanschmidt | 22-0-0750-001-00 | 1 |
| 525 S. 6 th St. | Dorothy Hankins | 23-2-0280-000-00 | 7 |
| 914 Cherry St. | Louise Mosby | 23-4-0902-000-00 | 2 |
| 410 College Ave. | North Illinois Investments | 23-4-1145-000-00 | 2 |
| 414 Elm St. | Wayne Earl | 23-5-0755-000-00 | 2 |
| 630 N. 5 th St. | Tomas Najera | 23-4-0546-000-00 | 2 |
| 606 N. 6 th St. | Ronnie McKenzie | 23-4-0536-000-00 | 2 |

2021 Fall Fix or Flatten



1700 Kochs Ln.

- Vacant / Unoccupied
- Unsecured
- Holes in roof, exterior walls
- Missing windows, window glazing
- No utilities
- Taxes sold 2 of past four years (otherwise paid by owner)

2021 Fall Fix or Flatten



525 S. 6th St.

- Heavily damaged by fire 5/31/21
- Unsecured / open to entry
- Unoccupied
- Missing windows, doors
- Utilities disconnected
- Taxes paid

2021 Fall Fix or Flatten

914 Cherry St.

- Vacant / Unoccupied
- Utilities disconnected since 2006
- Roof collapsed at rear of structure
- Taxes unpaid for each of the last 4 years (abandoned)



2021 Fall Fix or Flatten

410 College Ave.

- Vacant / Unoccupied
- Owned by tax buyer—Naperville IL
- Utilities disconnected in 2016
- Foundation collapsing along east side
- Holes and breaks in roof, exterior walls



2021 Fall Fix or Flatten



414 Elm St.

- Vacant - unoccupied
- Unsecured—open to trespass
- Taxes unpaid for each of the last 4 years (abandoned)
- Brick walls deteriorating
- Broken, missing windows

2021 Fall Fix or Flatten

606 N 6th St

- Vacant—unoccupied
- Severely deteriorated roof, walls
- Unsecured—open to trespass
- Utilities disconnected since 2010
- Taxes unpaid for each of the last six years (abandoned)



ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)
OF CHAPTER 82 (PARKING SCHEDULES) OF THE
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN
ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section Title VII, Chapter 82, Schedule I
(G), of the Municipal Code of the City of Quincy of 2015 be and
hereby is amended adding thereto, the following:

"No Stopping or Standing" zone on the north and south sides
of Maine Street from Emery Drive east to 30th Street and any
other conflicting "No Parking" and "No Standing" zones
shall be rescinded.

Section 2. All ordinances and parts of ordinances in
conflict with the provisions of this ordinance shall be and
the same are, to the extent of such conflict, hereby
repealed.

Section 3. This ordinance shall be in full force and effect
immediately from and after its passage, approval, and publication
as provided by law.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this _____ day of

_____, 2021.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)
OF CHAPTER 82 (PARKING SCHEDULES) OF THE
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section Title VII, Chapter 82, Schedule VII of the Municipal Code of the City of Quincy of 2015 be and hereby is amended thereto, the following:

Remove parking on the east side of South 6th Street between Kentucky and State Streets. The "No Parking" zone will begin at a point ninety (90) feet south of the center of Kentucky Street and extend south a distance of one hundred seventy (170) feet.

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 3. This ordinance shall be in full force and effect immediately from and after its passage, approval, and publication as provided by law.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this _____ day of _____, 2021.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)
OF CHAPTER 82 (PARKING SCHEDULES) OF THE
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section Title VII, Chapter 82, Schedule VII of the Municipal Code of the City of Quincy of 2015 be and hereby is amended thereto, the following:

Remove parking on the west and east sides of North 7th Street between Broadway and Spring Street. The "No Parking" zones will begin at Broadway and extend north to the alley entrances.

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 3. This ordinance shall be in full force and effect immediately from and after its passage, approval, and publication as provided by law.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this _____ day of _____, 2021.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)
OF CHAPTER 81 (TRAFFIC SCHEDULES) OF THE
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Title VII, Chapter 81, Schedule I, of the Municipal Code of the City of Quincy of 2015 be and hereby is amended adding thereto, the following:

(D) Right Turn Only. It shall only be lawful to make a right turn as follows:

All southbound traffic on North 7th Street
between Broadway and Spring Street

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 3. This ordinance shall be in full force and effect immediately from and after its passage and approval.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this _____ day of _____, 2021.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)
OF CHAPTER 82 (PARKING SCHEDULES) OF THE
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section Title VII, Chapter 82, Schedule I (G), of the Municipal Code of the City of Quincy of 2015 be and hereby is amended adding thereto, the following:

“No Stopping or Standing” on the south side of Locust Street between 4th and 5th Streets. A “No Parking” zone will remain on the south side of Locust Street beginning at 4th Street and extending east a distance of fifty (50) feet.

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 3. This ordinance shall be in full force and effect immediately from and after its passage, approval, and publication as provided by law.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this _____ day of _____, 2021.

CITY OF QUINCY

DEPARTMENT OF PLANNING & DEVELOPMENT

706 Maine Street | Third Floor | Quincy, IL 62301

Office: 217-228-4515 | Fax: 217-221-2288



MEMORANDUM

TO: Mayor and City Council

FROM: Chuck Bevelheimer

DATE: November 2, 2021

SUBJECT: Enterprise Zone Boundary Amendment - Mid Town Business District

Last year Cullinan Properties asked the city to consider economic development incentives aimed at ensuring the future viability of Quincy Town Center (formerly Quincy Mall), maintaining the facility as a regional shopping draw and supporting the continued generation of a significant amount of city revenue generated through sales and property taxes. The requested incentives included:

- The addition of a Business District, within which an additional 1% sales tax would be charged. The revenue generated would be re-invested in the Town Center to attract and retain retailers.
- The expansion of the Enterprise Zone to include the Town Center property.

In March 2021, the City Council approved the Mid-Town Business District, within which a one-percent (1.0%) sales tax was established for all stores within the boundary. The Mid-Town Business District boundary includes the former County Market Building (vacant), the CVS Store, the Quincy Town Center and the former Sears Store (vacant). A Map of the district is attached.

The city hired PGAV Consultants to prepare an Enterprise Zone amendment application to extend the boundary to the Mid-Town Business District. The extension would allow redevelopments and new construction projects within the Business District to apply for sales tax exemption on building materials that are permanently incorporated into real estate such as lumber and steel.

On September 15th, 2021, the Quincy/Adams County/Brown County Enterprise Zone Board conducted a public hearing on the Mid-Town Business District enterprise zone boundary extension. No public comments were received in opposition to the EZ extension. The EZ Board recommended approval of the EZ boundary extension to the Mid-Town Business District.

The city has a separate agreement with the Mid Town Business District property owners (Cullinan LLC, Larson Family Real Estate LLP and Charles and Kathie Marx) stating the property owners will only use the sales tax exemption provisions of the Enterprise zone and not the property tax abatement.

Attached is an ordinance to Add Territory to the Quincy Adams Brown County Enterprise Zone and to amend the Quincy Adams Brown County Enterprise Zone Intergovernmental Agreement. The Council's Finance Committee recommends approval of the ordinance and IGA amendment.

ORDINANCE NO. _____

AN ORDINANCE TO ADD TERRITORY TO THE
QUINCY ADAMS BROWN COUNTY ENTERPRISE ZONE AND AMEND THE QUINCY
ADAMS BROWN COUNTY ENTERPRISE ZONE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the governing authority of City of Quincy (the "Authority") established an Enterprise Zone through Ordinance #14-29, pursuant to authority granted it by the Illinois Enterprise Zone Act (The "Act"; P.A. 82-1019), as amended, subject to the approval of the Illinois Department of Commerce and Community Affairs (now the Illinois Department of Commerce and Economic Opportunity and hereinafter referred to as the "State"), and subject to provisions of the Act; and

WHEREAS, an Intergovernmental Agreement (the "Agreement") was entered into between the County of Adams, Illinois, the County of Brown, Illinois and the Cities of Quincy and Mt. Sterling (hereinafter collectively "Joint Applicants"), through which the governments designated certain areas as an Enterprise Zone pursuant to the Act, subject to certification of the State as in the Act provided, and known as the Quincy Adams Brown County Enterprise Zone (the "Zone"); and

WHEREAS, the Zone was approved and certified by the State, effective January 1, 2016; and

WHEREAS, the corporate authorities of Joint Applicants comprising the Zone desire to add territory to the boundaries to the Zone that is needed to take advantage of certain private sector investments and economic development opportunities that would not occur but for the benefits that can only be extended through the Zone; and

WHEREAS, a public hearing as required by the Illinois Enterprise Zone Act was held on September 15, 2021 concerning the addition of certain territory to the Zone and has met all pertinent requirements as set forth in said Act allowing the amendment to be approved; and

WHEREAS, businesses owned by minorities, women, and persons with disabilities, as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575/0.01, et seq.) shall be encouraged to participate in the Zone's incentive program to benefit them as business owners; and

WHEREAS, businesses using the benefits within the Zone will be encouraged to hire individuals who are minority persons, women, and persons with disabilities as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575/0.01, et seq.); and

NOW, THEREFORE, BE IT ORDAINED BY THE AUTHORITY AS FOLLOWS:

Section 1: That Ordinance #14-29 approved by the Authority designating certain territory to be included in the Zone is hereby amended by adding the territory depicted in Exhibit A and described in Exhibit B.

Section 2: That the Intergovernmental Agreement (the "Agreement"), dated December 1, 2014, as amended, between the Joint Applicants, is hereby amended and the amendment is accepted and approved by the Authority. The specifics of the amendment to the Agreement are found in Exhibit C, attached.

Section 3: That said territory to be added to the Zone shall be eligible to receive all benefits as outlined in the Act and as approved and authorized by the various local governmental entities comprising the Zone.

Section 4: That all ordinances and parts thereof in conflict herewith are expressly repealed and are of no other force and effect.

Section 5: The repeal of any ordinances or resolutions by this Ordinance shall not affect any rights accrued or liability incurred under said repealed ordinances or resolutions to the effective date hereof.

Section 6: That the Authority is hereby authorized and directed to provide a copy of this Ordinance to the Zone Administrator which will serve as liaison for the Authority to participate in the formal application to add territory to an existing enterprise zone to be prepared and filed with the Illinois Department of Commerce and Economic Opportunity for said amendment to the Zone.

Section 7: That this Ordinance shall be in full force and effect immediately after its passage, approval, recording, and certification.

Section 8: That the amendment to the Zone is not effective until such time that it has been approved and certified by the Illinois Department of Commerce and Economic Opportunity.

Section 9: The Joint Applicants hereby establish the Enterprise Zone Policy Statement that expresses a desire for the commitment from Businesses within the Zone to encourage the development of business entities owned by minorities, women, and persons with disabilities as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575/0.01, et seq.) and the hiring of individuals who are minority persons, women, and persons with disabilities as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575/0.01, et seq.).

The Zone Administrator will establish a visible online presence to be viewed by business owners within the Proposed Zone that explains the benefits of utilizing businesses owned by minority persons, women, and persons with disabilities as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575/0.01, et seq.).

The Zone Administrator will incorporate the Enterprise Zone Policy Statement on project applications, promotional materials, and publications that the Proposed Zone encourages the use of businesses owned by and hiring of minority persons, women, and people with disabilities as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act 30 ILCS 575/0.01, et. seq.

PASSED AND APPROVED this ____ day of _____, 2021.

Mike Troup, Mayor

ATTEST:

Laura Oakman, City Clerk

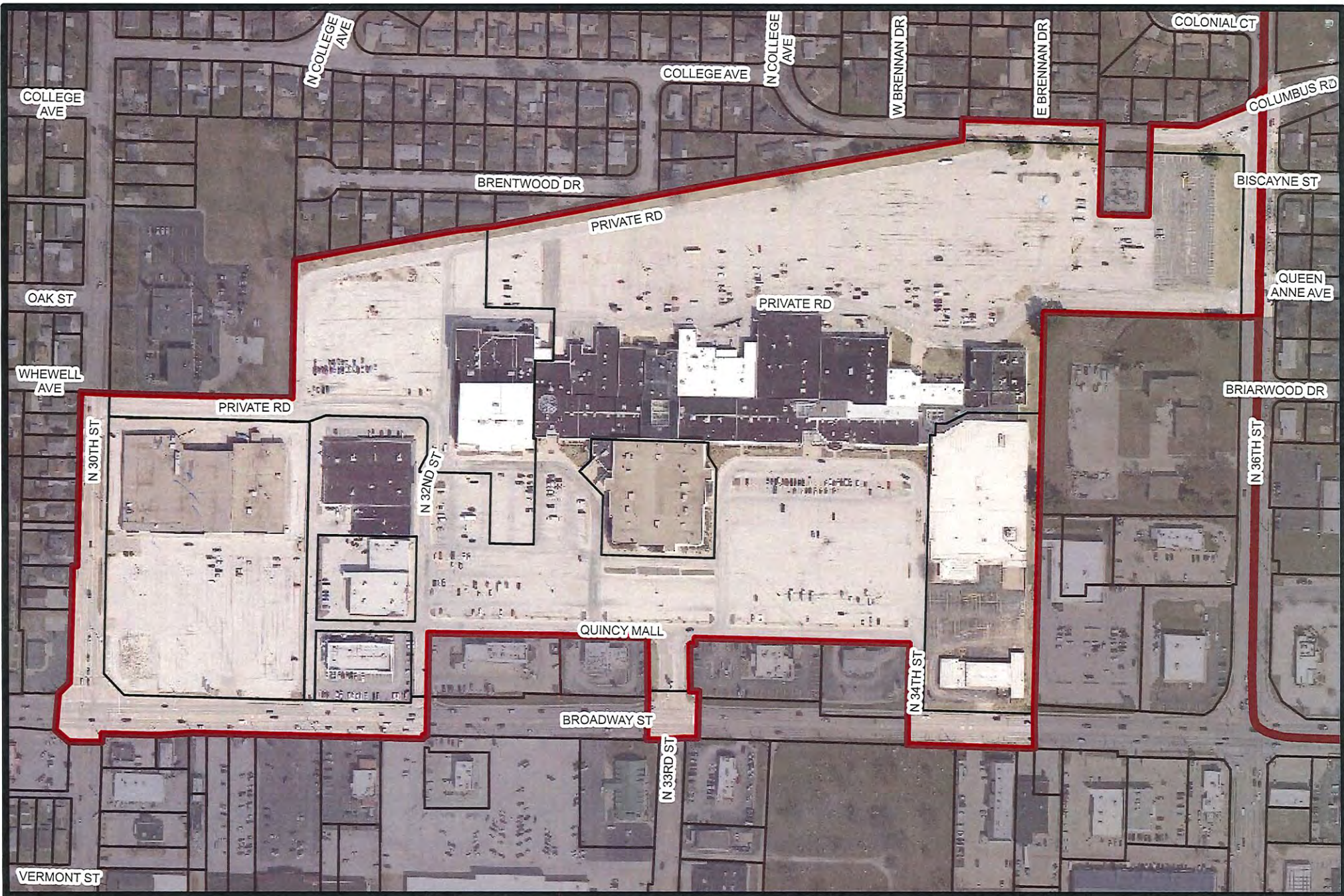


Exhibit A - Territory to be Added to the Quincy Adams Brown County Enterprise Zone



EXHIBIT B
MID TOWN BUSINESS DISTRICT
LEGAL DESCRIPTION

A tract of land lying in part of the Southeast Quarter of Section 31, Township 1 South, Range 8 West and part of the Northeast Quarter of Section 6, Township 2 South, Range 8 West of the Fourth Principal Meridian, City of Quincy, Adams County, Illinois being more particularly described as follows;

Beginning at the Northwest corner of Lot 2 of Quincy Mall Subdivision Phase 5 plat as recorded in Document #2020-01229; thence in Northeasterly along the North line of said Lot 2 a distance of 1568 feet more or less to the intersection of said North line and the North line of the South half of said Southeast Quarter, said point also being on the South line of College Avenue; thence North to the North line of said College Avenue; thence East along said North line a distance of 305 feet more or less to the point of intersection of said North line and the West line and its Northerly extension of a tract shown as Parcel #23-7-0661-005 on said Quincy Mall Subdivision Phase 5 plat; thence South along said West line and its Northerly extension a distance of 210.5 feet more or less to the Southwest corner of said tract; thence East along the South line of said tract a distance of 110 feet more or less to the Southeast corner of said tract; thence North along the East line and its Northerly extension of said tract a distance of 210.5 feet more or less to the North line of said College Avenue; thence East along said North line to the Southeast corner of Lot 4 of Colonial Courts Subdivision; thence Northeasterly along the South line of said Lot 4 a distance of 113.04 feet; thence Southeasterly to the Northwest corner of Lot 1 in Block 1 of Town & Country Subdivision, said point being on the East line of North 36th Street; thence South along the East line of said North 36th Street a distance of 440 feet more or less to the point of intersection of said East line and the South line of said Lot 2 of Quincy Mall Subdivision Phase 5; thence West along said South line and its Easterly extension of said Lot 2 a distance of 530 feet more or less to a property corner along the South and East line of said Lot 2; thence South continuing along the East line of said Lot 2 and its Southerly extension to the South right-of-way of FA 745 (IL 104) – Broadway Street; thence West along said South line to the point of intersection of said South right-of-way and the East line of Lot 5 and its Southerly extension of said Quincy Mall Subdivision Phase 5; thence North along said East line and its Southerly extension to the Northeast corner of said Lot 5; thence West along the North line of said Lot 5 and Lot 1 of said Quincy Mall Subdivision Phase 5 to the Northwest corner of said Lot 1; thence along the West line of said Lot 1 the following 5 courses, South 00 degrees 02 minutes East a distance of 12.00 feet; thence North 89 degrees 55 minutes West a distance of 12.00 feet; thence South 00 degrees 02 minutes 105.00 feet; thence South 89 degrees 55 minutes East a distance of 22.00 feet; thence South 00 degrees 02 minutes along said West line and its Southerly extension to a point on the Southerly right-of-way of said FA 745 (IL 104) – Broadway Street; thence West along said Southerly right-of-way a distance of 137.00 feet more or less to the point of intersection of said Southerly

right-of-way and the East line and its Southerly extension of a tract shown as Parcel #23-7-0661-004 on said Quincy Mall Subdivision Phase 5 plat; thence North along said East line and its Southerly extension to the Northeast corner of said tract; thence West along the North line of said tract and the North line of Lot 7 of said Quincy Mall Subdivision Phase 5 to the Northwest corner of said Lot 7; thence South along the West line and its Southerly extension of said Lot 7 to the Southerly right-of-way of said FA 745 (IL 104) – Broadway Street; thence West along said Southerly right-of-way to a point at FA 745 (IL 104) Station 36+47, 51.65 feet right; thence Southwesterly continuing along said Southerly right-of-way to a point on the Easterly right-of-way of FA 745 - North 30th Street at Station 9+12, 40.00 feet right; thence Westerly to a point on the Westerly right-of-way of said FA 745 - North 30th Street at Station 8+99.63, 39.30 feet left; thence Northwesterly to a point on said FA 745 (IL 104) – Broadway Street right-of-way at Station 34+82.01, 57.58 feet right; thence North to a point on the Northerly right-of-way of said FA 745 (IL 104) – Broadway Street right-of-way at Station 34+92.23, 38.58 feet left; thence Northeasterly to a point on the Westerly right-of-way of said FA 745 - North 30th Street at Station 10+57.75, 53.72 feet left; thence continuing along said Westerly right-of-way to a point at Station 10+82.61, 41.73 feet left; thence continuing along said Westerly right-of-way to a point at Station 12+31.38, 42.32 feet left; thence continuing along said Westerly right-of-way to a point at Station 12+31.44, 30.32 feet left, said point being the Southeast corner of Lot 5 of James N. Whewell Addition; thence continuing along said Westerly right-of-way and the East line of said James N. Whewell Subdivision to the Northeast corner of Lot 14 of said James N. Whewell Subdivision; thence Easterly to the Northwest corner of the roadway for the Quincy Mall Subdivision Phase 5, said point also being the Southwest corner of a tract as shown as Parcel #23-7-0664-000 on said Quincy Mall Subdivision Phase 5 plat; thence North 89 degrees 56 minutes along the North side of said roadway a distance of 420.00 feet; thence North 00 degrees 04 minutes a distance of 316.00 feet to the Point of Beginning.

Exhibit C

**INTERGOVERNMENTAL AGREEMENT TO AMEND THE
QUINCY ADAMS BROWN COUNTY ENTERPRISE ZONE
INTERGOVERNMENTAL AGREEMENT**

WHEREAS, the County of Adams, Illinois, the County of Brown, Illinois and the Cities of Quincy and Mt. Sterling (hereinafter collectively "Joint Applicants") have previously entered into an Intergovernmental Agreement, dated December 1, 2014, titled the Quincy Adams Brown County Enterprise Zone Intergovernmental Agreement (the "Agreement"); and

WHEREAS, The Joint Applicants desire to make an amendment (the "Amended Agreement") to said Agreement to change the boundary of the Zone,

NOW, THEREFORE, it is agreed by and between the Joint Applicants as follows:

Section 1. That the Agreement is hereby amended and accepted by the Joint Applicants.

Section 2. That the legal description for the Enterprise Zone shall be replaced by the legal description in Exhibit D.

Section 3. That this Amended Agreement take effect immediately upon approval by all the Joint Applicants, subject to approval of the Illinois Department of Commerce and Economic Opportunity ("DCEO").

Section 4. That all parts of the Agreement in conflict with the Amended Agreement are repealed and are of no other force and effect.

Section 5. That the repeal of any parts of the Agreement by this Amended Agreement shall not affect any rights accrued or liability incurred under said repealed ordinances to the effective date hereof.

Section 6. That the Joint Applicants are directed to provide a copy of this Amended Agreement to the Zone Administrator in order to be included in the application to add territory to an existing enterprise zone to be sent to DCEO.

CITY OF QUINCY, ILLINOIS

By: _____
Mike Troup, Mayor

ATTEST:

By: _____
City Clerk

ADAMS COUNTY, ILLINOIS

By: _____
Ken Snyder, Chairman

ATTEST:

By: _____
County Clerk

VILLAGE OF MT. STERLING, ILLINOIS

By: _____
Matt Bradbury, Mayor

ATTEST:

By: _____
City Clerk

BROWN COUNTY, ILLINOIS

By: _____
Dave Ferrill, Chairman

ATTEST:

By: _____
County Clerk

EXHIBIT D

QUINCY/ADAMS COUNTY ENTERPRISE ZONE LEGAL DESCRIPTION

Beginning at a point which is the Southwest corner of Lot 9 in Block 11 in J.K. Webster's Addition to the City of Quincy, said point being on the North line of Locust Street, thence East along the North line of Locust Street to the West line of North 5th Street; thence North along the West line of North 5th Street to a point 6.6 feet North of the Southeast corner of the North one-half of the West one half of the Southeast Quarter of the Northwest Quarter of Section 26, Township 1 South, Range 9 West; thence West parallel to the South line of said North one-half to the Easterly right-of-way F.A. Route #36 (Highway 24 North); thence Northeasterly along said Easterly right-of-way to the West line of North 5th Street; thence North along said West line of North 5th Street to the North line of the South one-half of the Northwest Quarter of said Section 26; thence West along said North line to the East line of the Southwest Quarter of said Northwest Quarter; thence South along said East line to the South line of the North 35 acres of the Southwest Quarter of said Northwest Quarter; thence West along said South line to a point 220 feet East of the West line of the Southwest Quarter of said Northwest Quarter; thence North parallel with said West line a distance of 197 feet; thence West parallel with the South line of the North 35 acres of the Southwest Quarter of said Northwest Quarter to the Easterly line of Bonansinga Drive; thence North along the Easterly line of said Bonansinga Drive to the North line of the South one-half of the Northwest Quarter of said Section 26; thence East along said North line to the West line of the East one-half of the Northwest Quarter of the Northwest Quarter of said Section 26; thence North along said West line to the South line of Bluffview Subdivision; thence East along the South line of said Bluffview Subdivision a distance of 654 feet; thence South parallel with the East line of the West one-half of the Northeast Quarter of the Northwest Quarter of said Section 26 a distance of 448 feet; thence East parallel with the South line of the North one-half of the Northwest Quarter of said Section 26 a distance of 268 feet; thence South parallel with the East line of the West one-half of the Northeast Quarter of said Northwest Quarter a distance of 215 feet; thence East parallel with the South line of said North one-half a distance of 408 feet to the West line of North 5th Street; thence South along the West line of said North 5th Street a distance of 84 feet; thence West parallel with the South line of said North one-half a distance of 407 feet; thence South parallel with East line of said West one-half a distance of 110 feet; thence East parallel with the South line of said North one-half a distance of 411 feet to a point 4 feet East of the West line of said North 5th Street; thence South 4 feet East of and parallel with the West line of said North 5th Street to the Southerly right-of-way of F. A. Route #36 (Highway 24 North); thence Easterly along said Southerly right-of-way to the East line of the Northwest Quarter of said Section 26; thence South along said East line to the Southeast corner of Lot 2 in North Fifth Street Subdivision; thence West along the South line of said Lot 2 and its Westerly extension to a point 4 feet East of the West line of said North 5th Street; thence South 4 feet East of and parallel with the West line of said North 5th Street to the North line of Locust Street; thence East along the North line of said Locust

Street to the West line of North 12th Street; thence North along the West line of said North 12th Street to the South line of Northeast Quarter of Section 26, Township 1 South, Range 9 West; thence West along said South line a distance of 754.29 feet; thence North parallel with the East line of the Northeast Quarter of said Section 26 to the South line of West Pointe Subdivision; thence East along the South line of said West Pointe Subdivision to the Southeast corner of Lot 3 of West Pointe Subdivision; thence North along the East line of Lots 3 and 23 through 27 to the Northeast corner of Lot 23 of West Pointe Subdivision said point being on the North line of said West Pointe Subdivision; thence West along said North line to the Northwest corner of said West Pointe Subdivision, said point being on the East line of Northridge Subdivision; thence North along the East line of said Northridge Subdivision to the Northeast corner of Lot 73 of said Northridge Subdivision; thence East parallel with the North line of the Northeast Quarter of said Section 26 a distance of 291.5 feet; thence North parallel with the East line of said Northeast Quarter to the South line of Koch's Lane; thence East along said South line to the East line and its Southerly extension of Lots 11 through 15 in Block 2 of Bluff Road Subdivision; thence North along the East line of said Lots 11 through 15 in Block 2 of Bluff Road Subdivision and parallel with the East line of Section 23, Township 1 South, Range 9 West to the South line of Midwest Subdivision; thence West along the South line of said Midwest Subdivision to the Southwest corner of said subdivision; thence North along the West line of said subdivision to the Northeast corner of said subdivision; thence East along the North line of said subdivision to the West line of North 12th Street; thence North along said West line a distance of 344 feet; thence West a distance of 328 feet; thence North parallel with the West line of said North 12th Street a distance of 432 feet; thence East to the West line of said North 12th Street; thence North along said West line to the Northeast corner of Lyn Mar Subdivision; thence West along the North line of said Lyn Mar Subdivision to a point 545.3 feet West of the East line of said Section 23; thence North parallel with said East line a distance of 423.24 feet; thence East to a point 229 feet West of the East line of said Section 23; thence North parallel with said East line to a point on a line that is 1314.72 feet South of the Northeast corner of said Section 23; thence West parallel with the North line of said Section 23 to the Easterly right-of-way of U.S. Route 24; thence Northerly along said Easterly right-of-way 442 feet; thence East parallel with the North line of said Section 23 to the West line of North 12th Street; thence North along said West line to a point that is on the North line of Hum-Ven Estate Subdivision; thence West along the North line of said subdivision to the Northwest corner of said subdivision; thence South to a point on a line that is 1112.13 feet North of the Southeast corner of Section 14, Township 1 South, Range 9 West; thence West to the Easterly right-of-way of U.S. Route 24; thence Northeasterly along said Easterly right-of-way to the point of intersection with a line that is 4 feet West of the East line of said North 12th Street; thence Northerly and Northeasterly along a line that is 4 feet West of and parallel with the East line of said North 12th Street and the Easterly right-of-way of U.S. Route 24 a distance of 1490 feet more or less to the point of intersection of the said parallel line with the Easterly line of North 12th Street and it's Southerly extension; thence Northerly along the Easterly line of north 12th Street and it's Southerly extension to the point of intersection with said Easterly line and the Southerly

line of Diamond Court; thence Northeasterly along said Southerly line to the Northern most corner of Lot 3 of Spring Lake Hills Subdivision; thence Southeasterly along the North line of said Lot 3 to the Westerly right-of-way of U.S. Route 24; thence Northeasterly along said Westerly right-of-way to a point on the East line of said Spring Lake Hills Subdivision and the East line of Springlake Corner Subdivision; thence North along said East line to the South line of Spring Lake Road; thence East along said South line to a line that is 4 feet East of and parallel with the Westerly right-of-way of U.S. Route 24; thence Southwesterly along a line that is 4 feet East of and parallel with the Westerly right-of-way of said U.S. Route 24 to a line that is 4 feet Easterly of and parallel with the East line of North 12th Street and it's Southerly extension; thence Southerly along the line that is 4 feet Easterly of and parallel with the East line of North 12th Street and its Southerly extension to the Easterly right-of-way of U.S. Route 24; thence Southwesterly and Southerly along said Easterly right-of-way to a line that is 4 feet East of and parallel with the West line of said North 12th Street; thence Southerly along said line to the point of intersection of said line with the North line and it's Westerly extension of Kiefer Lund Court; thence along said North line and it's Westerly extension to the point of intersection of said North line and the East line and it's Northerly extension of Shady Acre Subdivision; thence South along the East line and it's Northerly extension of said Shady Acre Subdivision to the North line of Lot 4 of Evergreen Terrace Subdivision; thence East along said North line to the Northeast corner of said Lot 4; thence South along the West line and it's Southerly extension of said Lot 4 to the centerline of Gayla Drive; thence East along said centerline to the point of intersection of said centerline with the East line and it's Northerly extension of Lot 20 of Evergreen Terrace; thence South along said East line and it's Northerly extension to the South East corner of said Lot 20; thence East to the Northwest corner of Carrington Court Subdivision; thence South along the West line of said Carrington Court Subdivision to the Southwest corner of said subdivision; thence East along the South line of said subdivision to the Southeast corner of Lot 3 of said Carrington Court Subdivision; thence South a distance of 338 feet; thence East a distance of 415 feet; thence South a distance of 338 feet; thence West to a point on a line that is 4 feet East of and parallel with the West line of said North 12th Street; thence South on said line a distance of 790 feet; thence East a distance of 332 feet; thence South to the North line of Hamann Lane; thence West along the North line of said Hamann Lane to a line that is 4 feet East of and parallel with the West line of said North 12th Street; thence South along said line to the point of intersection of said line with a line that is 492 feet North of the North line of Koch's Lane; thence East a distance of 230 feet; thence South a distance of 114 feet; thence East a distance of 128 feet; thence South a distance of 32 feet; thence East a distance of 113 feet; thence South a distance of 108 feet; thence West a distance of 293 feet; thence South to the North line of Koch's Lane; thence East along said North line a distance of 78 feet; thence South a distance of 200 feet; thence West to the West line of said North 12th Street; thence South to the Southeast corner of Lot 3 of Spring Valley Subdivision; thence West along the South line of said Lot 3 to the Southwest corner of said Lot 3; thence South along the West line of Lots 4 through 8 of Spring Valley Subdivision to the Southwest corner of said Subdivision; thence East along the South line of said subdivision and it's Easterly extension to the East

line of North 12th Street; thence North along said East line to the Northwest corner of Stone Creek Phase 2 Subdivision; thence East along the North line of said subdivision to the Northeast corner of said subdivision; thence South along the East line of said subdivision to the Southeast corner of Lot 2, Block 10 of said Stone Creek Phase 2 Subdivision; thence West along the South line and it's Westerly extension of said Lot 2 to a line that is 4 feet East of and parallel with the West line of said North 12th Street; thence South a distance of 530 feet; thence East a distance of 259 feet; thence South 150 feet; thence East a distance of 324 feet; thence South 120 feet; thence West a distance of 120 feet; thence South to the North line of Tri Con Park Subdivision; thence East along the North line of said Tri Con Park Subdivision to the Northeast corner of said subdivision; thence South along the East line to the Southeast corner of said subdivision; thence East parallel with the South line of Section 25, Township 1 South, Range 9 West to East line of North 18th Street; thence North along said East line to the Northeast corner of the Ed Schneidman Industrial Park; thence East along the North line of said Ed Schneidman Industrial Park to a point 1021.32 feet West of the East line of Section 25, Township 1 South, Range 9 West; thence North a distance of 269 feet; thence East a distance of 278 feet; thence North to the South line of Koch's Lane; thence East to the East line of North 24th Street; thence North along said East line to the Southwest corner of Ellington Acres Subdivision; thence East to the Southeast corner of said subdivision; thence Northwesterly to the Northeast corner of said subdivision and the South line of Ellington Road; thence West to the East line of said North 24th Street; thence North along said East line to a point that is 2325 feet North of the Southwest corner of the Southwest Quarter of Section 18, Township 1 South, Range 8 West; thence East a distance of 1468 feet; thence South a distance of 76 feet; thence East a distance of 49 feet; thence Southwesterly a distance of 434 feet; thence South to the South line of said Ellington Road; thence East along said South line to Northeast corner of the Northwest Quarter of Section 19, Township 1 South, Range 8 West; thence South along the East line of the Northwest and Southwest Quarters of said Section 19 to the Southeast corner of the Southwest Quarter of said Section 19; thence West along the South line of said Section 19 to the East line of said North 24th Street; thence South along said East line to the North line of Wismann Lane; thence East along said North line to the Southeast corner of Northbrook One Subdivision; thence North along the East line of said Northbrook One Subdivision to the centerline of Cedar Creek; thence Northeasterly along said centerline to the East line of North 30th Street; thence North along said East line to the South line of Koch's Lane; thence East along said South line and it's Easterly extension to the Northerly line of the BNSF Railroad; thence Northeasterly along said Northerly line to the West line of Cannonball Road; thence South along said West line to the South line of Koch's Lane; thence West along said South line to the East line of the Northeast Quarter of the Northeast Quarter of Section 29, Township 1 South, Range 8 West; thence South to the Southeast corner of the Northeast Quarter of said Northeast Quarter; thence West to the Southwest corner of the Northeast Quarter of said Northeast Quarter; thence South along the East line of the Southwest Quarter of said Northeast Quarter and the East line of the Northwest Quarter of the Southeast Quarter of said Section 29 to the South line of Wismann Lane; thence East along said South line to the Northeast corner of Wismann

Ridge Business Park; thence South to the Southeast corner of said Wismann Ridge Business Park; thence West to the Southwest corner of said Wismann Ridge Business Park; thence North to the Northwest corner of Lot 3 of said Wismann Ridge Business Park; thence West to the Northeast corner of the Southwest Quarter of the Southwest Quarter of said Section 29; thence South to the Southeast corner of the Southwest Quarter of said Southwest Quarter; thence continue South along the East line of the Northwest Quarter of the Northwest Quarter of Section 32, Township 1 South, Range 8 West to a point that is 200 feet North of the Southeast corner of the Northwest Quarter of said Northwest Quarter; thence Southwesterly to a line that is 132 feet North of the South line of the Northwest Quarter of said Northwest Quarter; thence West along a line that is 132 feet North of and parallel with said South line to the West line of North 36th Street; thence South to the North line of Melodie Meadows Subdivision; thence West to the Northeast corner of Lot 7, Block 6 of said Melodie Meadows Subdivision; thence Northerly to the Northeasterly corner of said subdivision; thence Westerly to the Northwest corner of said subdivision; thence South to the Southwest corner of Lot 13 in Block 7 of said Melodie Meadows Subdivision, said point being on the North line of Cedar Crest Addition; thence West along said North line to the West line of North 30th Street; thence South along said West line to the North line of Lind Street; thence West along said North line to the East line of North 28th Street; thence North along said East line to the North line of Chestnut Street; thence West along said North line to the Southwest corner of Lot 13 in Block 12 of Walton Heights Subdivision; thence North along the West line of said Lot 13 to the South line of the alley in said Block 12; thence West along said South line to the East line of North 27th Street; thence North along said East line to the South line of Spruce Street; thence West along said South line to the East line of North 26th Street; thence North along said East line to the Northwest corner of Lot 53 of Otis Subdivision; thence East to the Northeast corner of said Lot 53; thence South to the Southeast corner of said Lot 53; thence East along the North line of Lot 31 of Otis Subdivision and it's Westerly extension to the West line of North 27th Street; thence North along said West line to the Northeast corner of Lot 39 of Otis Subdivision; thence West along the North line of said Lot 39 and of Lot 46 and it's Westerly extension to the West line of said Otis Subdivision; thence South along said West line to the North line of Block 2 in Walton Heights Subdivision; thence West along the North line of Blocks 1 and 2 in Walton Heights Subdivision to the East line of North 24th Street; thence North along said East line to the North line of Sycamore Street; thence West along said North line to West line of Lot 33 of Baker's and Other's Addition; thence North along the West line of Lots 11, 12 and 33 of said Baker's and Other's Addition to the North line of Locust Street; thence East along said North line a distance of 116 feet; thence North a distance of 218 feet; thence East to the East line of North 24th Street; thence South along said East line a distance of 69 feet; thence East a distance of 236 feet; thence North parallel with the East line of said North 24th Street a distance of 420 feet; thence East a distance of 62 feet; thence North parallel with the East line of said North 24th Street a distance of 141 feet; thence West a distance of 30 feet; thence North parallel with the East line of said North 24th Street a distance of 105 feet; thence West to the East line of said North 24th Street; thence North along said East line a distance of 322 feet; thence

East a distance of 280 feet; thence North parallel with the East line of said North 24th Street a distance of 153 feet; thence West a distance of 67 feet; thence North parallel with the East line of said North 24th Street a distance of 109 feet; thence West a distance of 46 feet; thence North parallel with the East line of said North 24th Street a distance of 86 feet; thence West to the East line of said North 24th Street; thence North along said East line a distance of 148 feet; thence West to a point on the East line of Lot 2 of Jotham Streeter's Plat; thence South along the East line of Lots 2 & 3 of said Jotham Streeter's Plat to the Southeast corner of said Lot 3; thence West to the Southwest corner of said Lot 3; thence North to the Southeast corner of Lot 8 of said Jotham Streeter's Plat; thence West along the South line of said Lot 8 a distance of 971 feet; thence North to the South line of Seminary Road; thence West along said South line to the East line of North 12th Street; thence South along the East line of North and South 12th Street to South line of Harrison Street; thence West along said South line to the East line of Northwest Quarter of the Southwest Quarter of Section 11, Township 2 South, Range 9 West; thence South along said East line to the Easterly right-of-way of Illinois Route 57; thence South along said Easterly right-of-way to the North line of the Southeast Quarter of the Southwest Quarter of Section 11; thence East along said North line to the Southeasterly line of RJ Peters Drive; thence Northeasterly along said Southeasterly line a distance of 266 feet; thence North a distance of 58 feet; thence East to the East line of the Southwest Quarter of said Section 11; thence South along said East line to the Southeast corner of the said Southwest Quarter, said point also being the Northwest corner of Glenhaven Subdivision; thence South to the Southeast corner of said subdivision; thence East to the Southeast corner of said subdivision; thence North to the South line South Hilltop Drive; thence East to the West line of South 8th Street; thence South along said West line a distance of 1139 feet; thence West a distance of 229 feet; thence South parallel with the West line of said South 8th Street a distance of 177 feet; thence East a distance of 21 feet; thence South parallel with the West line of said South 8th Street a distance of 216 feet; thence East to the West line of said South 8th Street; thence South along said West line to a point that is 284 feet South of the North line of the Southeast Quarter of Section 14, Township 2 South, Range 9 West; thence East parallel with said North line 607 feet; thence North to the North line of said Southeast Quarter; thence East along said North line to the Northeast corner of said Southeast Quarter; thence South to the Northwest corner of the Southwest Quarter of the Southwest Quarter of Section 13, Township 2 South, Range 9 West; thence East along the North line of the Southwest Quarter of said Southwest Quarter to the West line of South 12th Street; thence South along said West line to the South line of Nieders Lane; thence East along said South line to the East line of the West half of the Northwest Quarter of Section 24, Township 2 South, Range 9 West; thence South along said East line to the Southeast corner of said West half; thence West along the South line of said West half a distance of 84 feet; thence Southwesterly along the Southeasterly line of a deed as recorded in Document No. 2011R-12424 to the East line of South 12th Street; thence South along said East line to the North line of the South half of the Southwest Quarter of said Section 24; thence East along said North line a distance of 890 feet; thence South to the centerline of a stream; thence Southeasterly along said centerline to South line of said Section 24; thence East to the Northeast corner of the

Northwest Quarter of Section 25, Township 2 South, Range 9 West; thence South along the East line of said Northwest Quarter to the Southeast corner of said Northwest Quarter; thence West along the South line of said Northwest Quarter to the Westerly right-of-way of Illinois Route 57; thence Southerly along said West line to the North line of the South half of Southwest Quarter of said Section 25; thence West along said North line to the East line of Chicago, Burlington and Quincy Railroad; thence Southeasterly along said East line to the North line of Section 36, Township 2 South, Range 9 West; thence continuing along said East line a distance of 678.8 feet; thence Northeasterly along the Southerly lines of two tracts as recorded in Book 501, Page 871 and Book 704, page 11675 and it's Easterly extension to the Easterly right-of-way of Illinois Route 57; thence Northwesterly along said Easterly right-of-way to the North line of said Section 36; thence East along said Section 36 to the Westerly line of South 24th Street; thence South along said West line a distance of 607 feet; thence West a distance of 475 feet; thence South 11 degrees West to the North line of South 24th Street; thence Westerly along said North line to the Westerly right-of-way of Illinois Route 57; thence Southerly along said Westerly right-of-way to a point 815 feet Southeasterly of the North line of Section 6, Township 3 South, Range 8 West; thence West to a point on the West line of said Section 6; thence North to the Southeast corner of Section 36, Township 2 South, Range 9 West; thence West to the Southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 36; thence North to the Northwest corner of the Southeast Quarter of said Southeast Quarter; thence West to the Southwest corner of the Northwest Quarter of said Southeast Quarter; thence North to the Northwest corner of said Southeast Quarter; thence West along the South line of the Northwest Quarter of said Section 36 a distance of 638 feet; thence Southeasterly a distance of 94 feet; thence West a distance of 50 feet; thence Northwesterly a distance of 95 feet to a point on the South line of said Northwest Quarter; thence West to the West line of said Section 36; thence North along the West line of said Section 36 and the East line of Section 26, Township 2 South, Range 9 West to the Southeast corner of the Northeast Quarter of said Section 26; thence West to the Southwest corner of said Northeast Quarter; thence North to the Northwest corner of said Northeast Quarter; thence West to the Southwest corner of the Southwest Quarter of Section 23, Township 2 South, Range 8 West; thence North to the Northwest corner of said Southwest Quarter; thence West along the South line of Section 22, Township 2 South, Range 9 West to the Westerly right-of-way of the South Quincy Drainage District levee; thence Northerly along said Westerly right-of-way to the South line of Section 15, Township 2 South, Range 9 West, thence West along the South lines of Section 15 and 16 to the East bank of the Mississippi River; thence Northeasterly along said East bank to the North line of the Southwest Quarter of said Section 15; thence East along said North line and along the South line of property owned by the City of Quincy; a distance of 3172 feet to the Southeast corner of said City of Quincy property; thence North a distance of 2060 feet; thence North 79 degrees 30 minutes East a distance of 100 feet; thence North 31 degrees 30 minutes West a distance of 164 feet; thence North to the East bank of the Mississippi River; thence Northerly along said East bank to its intersection with the North line of Broadway extended; thence East along said North line to the East line of Bonansinga Drive; thence North along the East line of said Bonansinga Drive to its

intersection with the North line of Locust Street; thence East along said North line to the Point of Beginning.

Except the following described tract, beginning at the intersection of the East line of North 36th Street with the North line of Wismann Lane; thence North along said East line to the South line of Koch's Lane; thence East along said South line to the Northwest corner of the Northeast Quarter of the Northwest Quarter of Section 29, Township 1 South, Range 8 West; thence South to the Southwest corner of the Northeast Quarter of said Northwest Quarter; thence East to the West line of Central Illinois Public Service Company property; thence South along said West line to the North line of Wismann Lane and its Easterly extension; thence West along said North line and its Easterly extension to the Point of Beginning.

ENTERPRISE ZONE ADDITION – AIRPORT DEVELOPMENT AREA
55 ACRE PARCEL AT QUINCY AIRPORT

A part of Section 34 in Township 1 South of the Base Line and in Range 7 West of the Fourth Principal Meridian, Adams County, Illinois, together with connecting acreage, being more particularly bounded and described as follows:

Beginning at the point of intersection of the Building Restriction Line (B.R.L.) running parallel with and 750 feet Northeasterly from the centerline of the Northwest-Southeast runway of Quincy Municipal Airport (Baldwin Field) and the Westerly right-of-way of Township Road 1700E; thence following said B.R.L. Northwesterly parallel with said Northwest-Southeast runway to its intersection with the Easterly B.R.L. for a future North-South runway, said Easterly B.R.L. being parallel with and 500 feet East of the centerline of said future North-South runway; thence following said B.R.L. northward parallel with said future North-South runway to its intersection with the Southeasterly B.R.L. of the existing Northeast-Southwest runway, said Southeasterly B.R.L. being parallel with and 750 Southeasterly from the centerline of said Northeast-Southwest runway; thence following said B.R.L. Northeasterly to its intersection with the west right-of-way line of the aforesaid Township Road 1700E; thence Southerly along said right-of-way to the point of beginning;

Together with a strip of land 2 feet wide, being 1 foot either side of the following described centerline:

Beginning at the intersection of a line 1 foot South of and parallel with the North line of Illinois Route 104 – Broadway Street and the East line of North 12th Street; thence Easterly along the line 1 foot South of and parallel with the North line of said Illinois Route 104 – Broadway Street to its point of intersection with a line parallel with and 1 foot West of the West right-of-way line of the aforesaid Township Road 1700E; thence Northerly along said parallel line to its intersection with the Northeasterly Building Restriction Line (B.R.L.) of the aforesaid Northwest-Southeast runway.

BROWN COUNTY ADDITION TO QUINCY/ADAMS COUNTY ENTERPRISE ZONE

Also including a 4 foot wide connecting strip for the Brown County Addition to the Quincy/Adams County Enterprise Zone being more fully described as follows:

From the point of beginning at the intersection of the existing Quincy/Adams County Enterprise Zone at the intersection of County Highway 4 and Illinois Route 104; thence Easterly along Illinois Route 104 for a distance of 2.01 miles (10,601.13 feet) to the intersection of County Highway 12, thence Northerly along County Highway 12 for a distance of 0.06 miles (314.45 feet) to the intersection of County Highway 48; thence Easterly along County Highway 48 for a distance of 10.49 miles (55,376.67 feet) to the intersection of County Highway 14 and continue East on County Highway 14 for a distance of 1.13 miles (5,977.83 feet) to the intersection of County Highway 47; thence continue North on County Highway 14 for a distance of 6.92 miles (36,550.47 feet) to US 24; thence Easterly on US 24 for a distance of 10.71 miles (56,544.84 feet) to the intersection of US 24 and Illinois Route 99 (Pittsfield Road) in Mt. Sterling; thence Southerly on Illinois Route 99 for a distance of 0.30 miles (1,581.44 feet) to the property line of Dot Foods, for a total distance of 31.62 miles (166,946 feet).

DOT FOODS PARCEL

Encompassing the 265.91 acre parcel as follows:

A part of the Southwest Quarter of Section 16, the Southeast Quarter of Section 16, the Northeast Quarter of Section 16 and part of the Northwest Quarter of Section 21, all in Township 1 South of the Base Line, Range 3 West of the Fourth Principal Meridian, Brown County, Illinois, being more particularly bounded and described as follows:

Beginning at the Southeast corner of the Southwest Quarter of said Section 16, said corner also being the Northwest corner of a 2.27 acre tract described in a deed recorded in Book 410 at Page 151 in the Recorder's Office of Brown County; thence South 00 degrees 13 minutes 36 seconds West on the boundary of said 2.27 acre tract a distance of 75.00 feet; thence North 88 degrees 10 minutes 31 seconds West on said boundary a distance of 1320.44 feet; thence North 00 degrees 14 minutes 33 seconds East on said boundary a distance of 75.00 feet to the Northwest corner of said 2.27 acre tract, said corner also being the Southwest corner of the Southeast Quarter of said Southwest Quarter; thence continuing North 00 degrees 14 minutes 33 seconds East on the West line of the Southeast Quarter of said Southwest Quarter a distance of 140.40 feet to the Southeast corner of a 1.75 acre tract described in a deed recorded in Book 358 at Page 305 in said Recorder's Office; thence North 88 degrees 10 minutes 31 seconds West on the South line of said 1.75 acre tract a distance of 464.93 feet to a point on the Easterly right-of-way of Illinois Route F.A.S. 2585 (IL 99) as shown on a right-of-way plat by Michael E. Rapier Surveying, Inc. dated January 25, 2001; thence North 27 degrees 50 minutes 58 seconds West on said right-of-way line a distance of 33.48 feet; thence North

25 degrees 33 minutes 32 seconds West on said right-of-way line a distance of 250.20 feet; thence North 27 degrees 50 minutes 58 seconds West on said right-of-way line a distance of 250.00 feet; thence South 62 degrees 09 minutes 02 seconds West on said right-of-way line a distance of 15.00 feet; thence North 27 degrees 50 minutes 58 seconds West on said right-of-way line a distance of 300.00 feet; thence South 62 degrees 09 minutes 02 seconds West on said right-of-way line a distance of 4.12 feet; thence North 27 degrees 50 minutes 00 seconds West on said right-of-way line a distance of 349.30 feet; thence Northwesterly on said right-of-way line a distance of 996.74 feet on a curve to the right having a central angle of 27 degrees 59 minutes 55 seconds and a radius of 2039.69 feet, the chord of said curve bears North 13 degrees 50 minutes 03 seconds West, 986.85 feet; thence North 00 degrees 09 minutes 55 seconds East on said right-of-way line a distance of 330.99 feet to a point on the South line of the North 8 acres of the Northwest Quarter of said Southwest Quarter; thence South 87 degrees 15 minutes 13 seconds East on said South line a distance of 1271.35 feet to a point on the East line of the Northwest Quarter of said Southwest Quarter and the point on a boundary of a tract of land described in Book 463 of Deeds at Page 64 in the Office of the Brown County Recorder of Deeds and referenced in Exhibit "A" of said document as Tract 1; thence North 00 degrees 14 minutes 33 seconds East on said East line and said Tract 1 boundary to the Northeast corner of the Northwest Quarter of said Southwest Quarter, said corner also being the Southwest corner of the Southeast Quarter of the Northwest Quarter of said Section 16; thence Easterly along the South line of said Southeast Quarter of said Northwest Quarter and said Tract 1 boundary to a point on a line parallel with and 27 feet Westerly from the East line of the Southeast Quarter of said Northwest Quarter; thence Northerly along said parallel line and said Tract 1 boundary to the Southwest corner of a tract of land described as Exception (a) to said Tract 1 in said Book 463 at Page 64; thence Easterly on the boundary of said Exception (a) a deed record distance of 80 feet; thence Northerly on said exception boundary a deed record distance of 38 feet; thence Easterly on said exception boundary a deed record distance of 222 feet to the West line of a second tract of land described in said Book 463 at Page 64 as Exception (b) to said Tract 1; thence Southerly along the boundary of said Exception (b) to a point a deed record 432.02 feet from the Southerly right-of-way of U.S. 24; thence Easterly along the boundary of said Exception (b) a record distance of 1011.51 feet; thence northerly along the boundary of said Exception (b) a record distance of 432.00 feet to a point on the Southerly right-of-way of U.S. 24; thence continuing Northerly 43.7 feet, more or less to a point on the North line of the Southwest Quarter of the Northeast Quarter of said Section 16; thence Easterly along said North line 30 feet to the Northwest corner of the Southeast Quarter of the Northeast Quarter of said Section 16, said corner also being the Northwest corner of a tract of land described in Book 463 at Page 64 in the Office of the Brown County Recorder of Deeds and reference in Exhibit "A" of said document as Tract II; thence Southerly along the West line of the Southeast Quarter of said Northeast Quarter and the boundary of said Tract II to the South line of the North 18 rods plus 8 feet of the Southeast Quarter of said Northeast Quarter, said South line also being the South line of and exception to said Tract II described in said Book 463 at Page 64 as Exception (b); thence Easterly on said South lines to the West line of a tract of land

described as located in the Northeast corner of the Southeast Quarter of said Northeast Quarter and being 550 feet East and West by 860 feet North and South, said tract of land reference in said Book 463 at Page 64 as Exception (a) to said Tract II; thence Southerly on the West line of said Exception (a) to the South line of said exception; thence Easterly on said South line to the East line of said Section 16 and the boundary of said Tract II; thence Southerly on the East line of said Section 16 and said boundary to the Southeast corner of the Northeast Quarter of the Southeast Quarter of said Section 16; thence Easterly on said boundary and on the South line of the Northeast and Northwest Quarters of said Southeast Quarter to the Northeast corner of the Southeast Quarter of the Southwest Quarter of said Section 16; thence South 00 degrees 13 minutes 36 seconds West on the East line of said Southwest Quarter a distance of 1330.00 feet to the point of beginning, containing 270.4 acres more or less. Together with an 0.821 acre tract West of Illinois Route 99, for a total of 271.221 acres, more or less.

ENTERPRISE ZONE ADDITION – MID TOWN BOUNDARY

A tract of land lying in part of the Southeast Quarter of Section 31, Township 1 South, Range 8 West and part of the Northeast Quarter of Section 6, Township 2 South, Range 8 West of the Fourth Principal Meridian, City of Quincy, Adams County, Illinois being more particularly described as follows;

Beginning at the Northwest corner of Lot 2 of Quincy Mall Subdivision Phase 5 plat as recorded in Document #2020-01229; thence in Northeasterly along the North line of said Lot 2 a distance of 1568 feet more or less to the intersection of said North line and the North line of the South half of said Southeast Quarter, said point also being on the South line of College Avenue; thence North to the North line of said College Avenue; thence East along said North line a distance of 305 feet more or less to the point of intersection of said North line and the West line and its Northerly extension of a tract shown as Parcel #23-7-0661-005 on said Quincy Mall Subdivision Phase 5 plat; thence South along said West line and its Northerly extension a distance of 210.5 feet more or less to the Southwest corner of said tract; thence East along the South line of said tract a distance of 110 feet more or less to the Southeast corner of said tract; thence North along the East line and its Northerly extension of said tract a distance of 210.5 feet more or less to the North line of said College Avenue; thence East along said North line to the Southeast corner of Lot 4 of Colonial Courts Subdivision; thence Northeasterly along the South line of said Lot 4 a distance of 113.04 feet; thence Southeasterly to the Northwest corner of Lot 1 in Block 1 of Town & Country Subdivision, said point being on the East line of North 36th Street; thence South along the East line of said North 36th Street a distance of 440 feet more or less to the point of intersection of said East line and the South line of said Lot 2 of Quincy Mall Subdivision Phase 5; thence West along said South line and its Easterly extension of said Lot 2 a distance of 530 feet more or less to a property corner along the South and East line of said Lot 2; thence South continuing along the East line of said Lot 2 and its Southerly extension to the South right-of-way of FA 745 (IL 104) – Broadway Street; thence West along said South line to the point of intersection of said

South right-of-way and the East line of Lot 5 and its Southerly extension of said Quincy Mall Subdivision Phase 5; thence North along said East line and its Southerly extension to the Northeast corner of said Lot 5; thence West along the North line of said Lot 5 and Lot 1 of said Quincy Mall Subdivision Phase 5 to the Northwest corner of said Lot 1; thence along the West line of said Lot 1 the following 5 courses, South 00 degrees 02 minutes East a distance of 12.00 feet; thence North 89 degrees 55 minutes West a distance of 12.00 feet; thence South 00 degrees 02 minutes 105.00 feet; thence South 89 degrees 55 minutes East a distance of 22.00 feet; thence South 00 degrees 02 minutes along said West line and its Southerly extension to a point on the Southerly right-of-way of said FA 745 (IL 104) – Broadway Street; thence West along said Southerly right-of-way a distance of 137.00 feet more or less to the point of intersection of said Southerly right-of-way and the East line and its Southerly extension of a tract shown as Parcel #23-7-0661-004 on said Quincy Mall Subdivision Phase 5 plat; thence North along said East line and its Southerly extension to the Northeast corner of said tract; thence West along the North line of said tract and the North line of Lot 7 of said Quincy Mall Subdivision Phase 5 to the Northwest corner of said Lot 7; thence South along the West line and its Southerly extension of said Lot 7 to the Southerly right-of-way of said FA 745 (IL 104) – Broadway Street; thence West along said Southerly right-of-way to a point at FA 745 (IL 104) Station 36+47, 51.65 feet right; thence Southwesterly continuing along said Southerly right-of-way to a point on the Easterly right-of-way of FA 745 - North 30th Street at Station 9+12, 40.00 feet right; thence Westerly to a point on the Westerly right-of-way of said FA 745 - North 30th Street at Station 8+99.63, 39.30 feet left; thence Northwesterly to a point on said FA 745 (IL 104) – Broadway Street right-of-way at Station 34+82.01, 57.58 feet right; thence North to a point on the Northerly right-of-way of said FA 745 (IL 104) – Broadway Street right-of-way at Station 34+92.23, 38.58 feet left; thence Northeasterly to a point on the Westerly right-of-way of said FA 745 - North 30th Street at Station 10+57.75, 53.72 feet left; thence continuing along said Westerly right-of-way to a point at Station 10+82.61, 41.73 feet left; thence continuing along said Westerly right-of-way to a point at Station 12+31.38, 42.32 feet left; thence continuing along said Westerly right-of-way to a point at Station 12+31.44, 30.32 feet left, said point being the Southeast corner of Lot 5 of James N. Whewell Addition; thence continuing along said Westerly right-of-way and the East line of said James N. Whewell Subdivision to the Northeast corner of Lot 14 of said James N. Whewell Subdivision; thence Easterly to the Northwest corner of the roadway for the Quincy Mall Subdivision Phase 5, said point also being the Southwest corner of a tract as shown as Parcel #23-7-0664-000 on said Quincy Mall Subdivision Phase 5 plat; thence North 89 degrees 56 minutes along the North side of said roadway a distance of 420.00 feet; thence North 00 degrees 04 minutes a distance of 316.00 feet to the Point of Beginning.

Together with a strip of land 2 feet wide, being 1 foot either side of the following described centerline:

Beginning at the intersection of a line 1 foot South of and parallel with the North line of Illinois Route 104 – Broadway Street and the East line of North 12th Street; thence

Easterly along the line 1 foot South of and parallel with the North line of said Illinois Route 104 – Broadway Street to its point of intersection to a line defined as a point on said FA 745 (IL 104) – Broadway Street right-of-way at Station 34+82.01, 57.58 feet right and a point on the Northerly right-of-way of said FA 745 (IL 104) – Broadway Street right-of-way at Station 34+92.23, 38.58 feet left.



Ad-Hoc Aldermanic Committee on Re-Districting City Wards

Alderman Eric Entrup and Alderman Jack Holtschlag

Meeting Minutes & Committee Recommendation

The Ad-Hoc Aldermanic Committee on Re-Districting City Wards met Thursday, November 4, 2021, in the City Council Chambers of City Hall at 3:30 p.m. Aldermen Entrup and Holtschlag co-chaired the meeting. Aldermen Fletcher, Bergman, Mays, and Uzelac also attended. Statements sent by Aldermen Rein and Sassen were read to those in attendance.

The meeting opened with a discussion on Re-Districting Process and Guidelines. 2020 Census figures were released in late September 2021, showing Quincy's population dropped by 1,170 people, from 40,633 in 2010 to 39,463. The target population for equalized wards was established at 5,638 (39,463 total pop/7 wards). Current County Board, Ward, and Precinct boundaries were populated with the new numbers, with the following results for our wards:

| Ward | Population | Difference from Target | % Difference |
|------|------------|---------------------------|--------------|
| 1 | 5,469 | -169 | -3% |
| 2 | 4,778 | -860 | -15.25% |
| 3 | 5,911 | 273 | 4.84% |
| 4 | 5,868 | 230 | 4.08% |
| 5 | 6,370 | 732 | 12.98% |
| 6 | 5,629 | -9 | -.16% |
| 7 | 5,438 | -200 | -3.55% |

The council committee establishes whether to re-map the wards and then adopts guiding principles for the remap process. Options are then considered, with a recommendation to the Council for change. An ordinance is introduced and passed. Aldermen slated to run for election in 2023 will run in the new map. These aldermen are Entrup (Ward 1), Bergman (Ward 2), Mays (Ward 3), Farha (Ward 4), Mast (Ward 5), Awerkamp (Ward 6), and Uzelac (Ward 7).

The Committee adopted the following guiding principles for this re-districting process. Federal and State Law require that districts be compact and contiguous and substantially equal in population. The Committee agreed with the County guidance that wards should be no more than 5% greater or less than the target number of 5,638. Five of our Seven wards are within the target. To equalize the population in the other two wards (Wards 2 & 5) require map changes.

Additional principles were then adopted, seeking to minimize disruption to voters and ward boundaries, as well as to minimize precinct splits.

Kevin Dicks, manager of GIS for the County then walked those in attendance through various mapping options. After lengthy discussion and review of a number of options, the committee recommended Option 1A---which moves Precinct 30 (population 636) from Ward 5 into Ward 4...and then moves those parts of Precincts 20 & 16 that are between Broadway and Oak from 14th to 24th Streets (population 656) from Ward 4 into Ward 2. This option does not change boundaries in four wards and brings the remaining wards to within the 5% target variance. It was the least disruptive option and makes the wards more compact and definable. The ward populations are changed as follows:

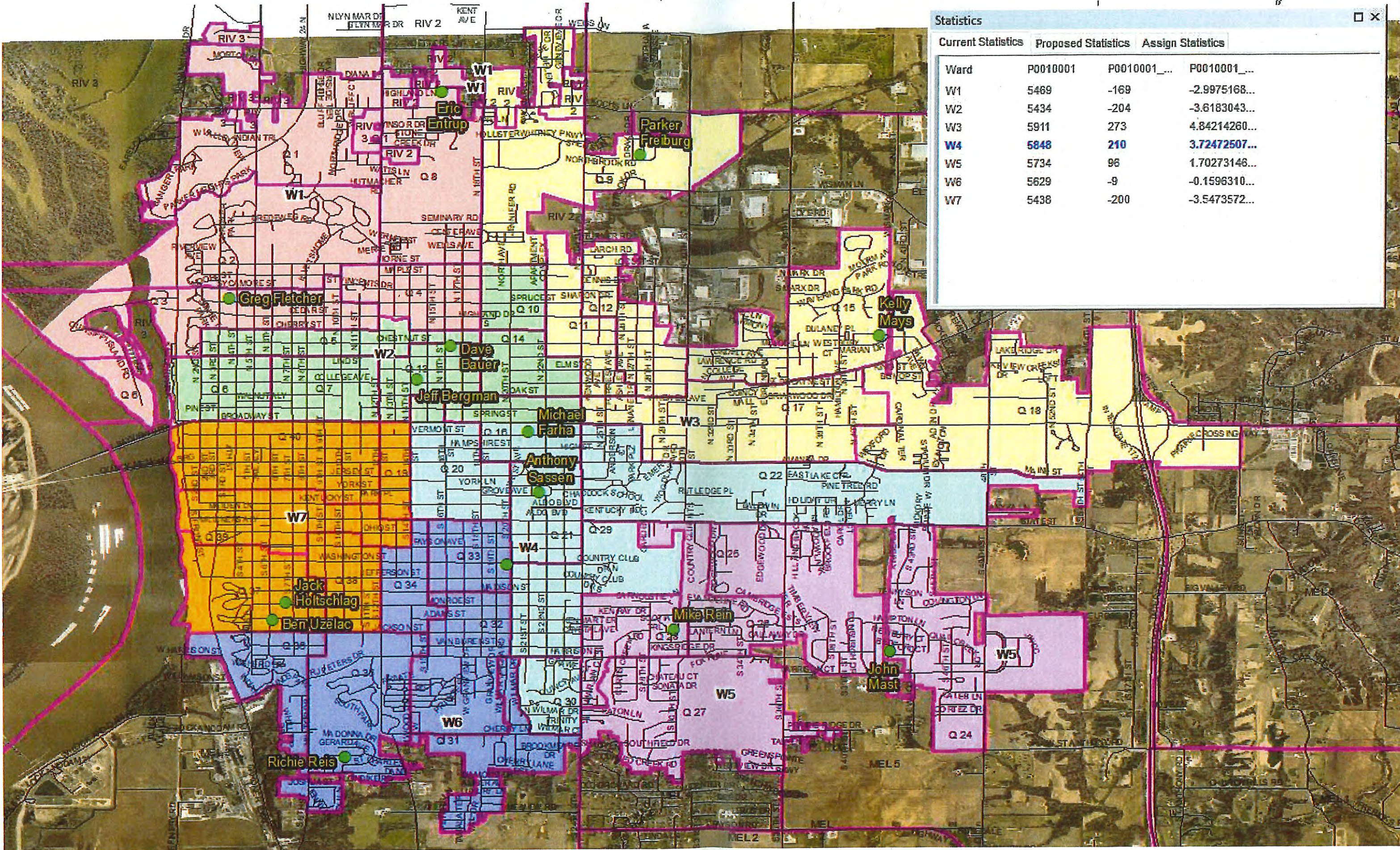
| Ward | Population | Difference from Target | % Difference |
|------|------------|---------------------------|--------------|
| 1 | 5,469 | -169 | -3% |
| 2 | 5,434 | -204 | -3.61% |
| 3 | 5,911 | 273 | 4.84% |
| 4 | 5,848 | 210 | 3.72% |
| 5 | 5,734 | 96 | 1.7% |
| 6 | 5,629 | -9 | -.16% |
| 7 | 5,438 | -200 | -3.55% |

This recommendation will be introduced to the Council as an Ordinance on November 8, 2021 and will be advanced to the Adams County Clerk for his review prior to third reading passage.

The Committee adjourned at 4:45PM

Respectfully Submitted,

Jeff Mays, DOAS



| Statistics | | | |
|--------------------|---------------------|-------------------|----------------------|
| Current Statistics | Proposed Statistics | Assign Statistics | |
| Ward | P0010001 | P0010001_... | P0010001_... |
| W1 | 5469 | -169 | -2.9975168... |
| W2 | 5434 | -204 | -3.6183043... |
| W3 | 5911 | 273 | 4.84214260... |
| W4 | 5848 | 210 | 3.72472507... |
| W5 | 5734 | 96 | 1.70273146... |
| W6 | 5629 | -9 | -0.1596310... |
| W7 | 5438 | -200 | -3.5473572... |

ORDINANCE NO. _____

AN ORDINANCE ADOPTING WARD MAP AND AMENDING TITLE I (GENERAL PROVISIONS) OF CHAPTER 11 (WARDS AND BOUNDARIES) OF THE MUNICIPAL CODE OF THE CITY OF QUINCY

WHEREAS, municipalities that elect aldermen by wards should review the population of those wards every ten (10) years following the national decennial census; and,

WHEREAS, if necessary, the boundaries of the wards are to be redrawn to ensure that the population of the wards are substantially equal as required under the United States Constitution; and,

WHEREAS, the US Census Bureau released data from the 2020 Census showing the City of Quincy's population; and,

WHEREAS, the Census data shows the current wards are not substantially equal; and,

WHEREAS, the City of Quincy is a home rule unit of local government pursuant to provisions of Section 6, Article VII (Local Government) of the Constitution of the State of Illinois; and,

WHEREAS, this Ordinance is being adopted pursuant to such authority, pursuant to section 11.01 of the Municipal Code of the City of Quincy, and such other authority as provided by law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, as follows:

Section 1. **ADOPTION AND AUTHENTICATION OF OFFICIAL WARD MAP:** Attached hereto and incorporated herein by reference is the official ward map of the City of Quincy, which ward map is hereby adopted. Upon the effective date of this Ordinance, the City Clerk shall authenticate the ward map by certifying to its adoption hereby and maintain on file an authenticated copy of the official ward map.

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 3. This ordinance shall be in full force and effect immediately from and after its passage and approval.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this _____ day of
_____, 2021.

ORDINANCE NO.

**AN ORDINANCE GRANTING A
SPECIAL USE PERMIT FOR A PLANNED DEVELOPMENT**

WHEREAS, Judith Percy & Kyra Corrigan did previously file a request for Approval of Conceptual Plan, Preliminary Plat and Final Plat with the City of Quincy, all in accordance with the Ordinances as provided; and,

WHEREAS, said Conceptual Plan and Preliminary and Final Plat have been approved by the City of Quincy, all in accordance with the Ordinances as provided; and,

WHEREAS, all requirements of Chapter 162 (Zoning Regulations) of the Municipal Code of the City of Quincy of 2015 have otherwise been complied with.

NOW, THEREFORE, pursuant to Chapter 162 of the Municipal Code of the City of Quincy of 2015, be it ordained by the Mayor and City Council for the City of Quincy, Adams County, Illinois, that a Special Permit for a Planned Development be and hereby is issued as follows:

SECTION 1. Legal Description: P.I.N.: 23-1-2286-000-00

Part of the Northwest Quarter (NW1/4) of Section Six (6) in Township Two (2) South of the Base Line, in Range Eight (8) West of the Fourth Principal Meridian, Adams County, Illinois, bounded and described as follows: Commencing at a point on the North Line of Maine Street which is Two Hundred Sixty Eight (268) feet East of the intersection of the East line of 24th Street and the North line of Maine Street, thence running East on the said North line of said Maine Street a distance of Two Hundred Ninety-Two and Five Tenths (292.5) feet, more or less, to the West line of 25th Street, thence North along the West line of said 25th Street a distance of Three Hundred Eighty-Eight (388) feet, more or less, to the South line of Hampshire Street, thence West along the South line of Hampshire Street a distance of Two Hundred Ninety-Two and Five Tenths (292.5) feet, more or less, to a point due North of the point of beginning, thence South parallel to the West line of 25th Street Three Hundred Eighty-Eight (388) feet, more or less, to the place of beginning. [said that being a part of Block Three (3) in East Quincy] – commonly known as 2435 Maine Street

SECTION 2. Uses: To operate a dance studio and to operate a language school at 2435 Maine Street.

SECTION 3: Conditions:

1. That the required off-street parking (based on city code) for the dance studio and the language school be clearly designated.

ADOPTED:

CITY CLERK

APPROVED:

MAYOR

Officially published in pamphlet form this day of , 2021.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 111 (ALCOHOLIC LIQUOR DEALERS) AND
CHAPTER 112 (AMUSEMENTS)**

WHEREAS, sections of the Municipal Code of the City of Quincy are not in line with the Illinois Liquor Control Statute; and,

WHEREAS, the City of Quincy desires to make changes to its liquor control code and also code sections related to Video Gaming;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That section 111.026 APPLICATION of The Municipal Code of the City of Quincy (2105) is amended and shall read as follows:

§ 111.026 APPLICATION.

Applications for licenses shall be made to the Mayor in writing, signed by the applicant, if an individual, or by at least two members of a partnership, if the applicant is a partnership or by the President and Secretary thereof, if a club or corporation, verified by oath or affidavit and shall contain the following statements and information:

(A) The name, age and address of the applicant in the case of an individual; in the case of a co-partnership, the persons entitled to share in the profits thereof; and in the case of a corporation, the objects for which organized, the names and addresses of the officers and directors, the name and address of any person owning more than 5% of the stock and the name and address of the person who will manage the public place;

(B) The citizenship of the applicant, the place of his or her birth, and if a naturalized citizen, the time and place of his or her naturalization;

(C) The character of business of the applicant and in case of a corporation, the objects for which it was formed;

(D) The length of time the applicant has been in business of that character, or in the case of a corporation the date when its charter was issued;

(E) The amount of goods, wares and merchandise on hand at the time application is made;

(F) The location and description of the premises or place of business which is to be operated under the license;

(G) A statement whether applicant has made application for a similar or other license on premises other than described in this application and the disposition of the application;

(H) A statement that applicant has never been convicted of a felony and is not disqualified to receive a license by reason of any matter or thing contained in this chapter, laws of this state, or the ordinances of the city;

(I) Whether a previous license by any state or subdivision thereof, or by the federal government has been revoked and the reasons thereof;

(J) A statement that the applicant will not violate any of the laws of the state, or of the United States or any ordinance of the city in the conduct of his or her place of business;

(K) A written certification of the City Fire Chief that the premises subject to the license has been inspected and found in compliance with the provisions of § 159.01 of this code, adoption of 2000 International Fire Code and the NFPA Life Safety Code;

(L) An investigation of the applicant's background and financial status shall be conducted. The City Council shall have the authority to charge an investigative fee equal to the actual cost to the city of the investigation but not to exceed the amount established by Council. No license may be issued or renewed if the results of the investigation show to the satisfaction of the City Council that issuance or renewal would not be in the public interest.

(M) Information to make the determination required by section 6-2.5 of the Illinois Liquor Control Act.

Section 2. That section 111.027 RESTRICTION ON LICENSES of The Municipal Code of the City of Quincy (2105) is amended and shall read as follows:

§ 111.027 RESTRICTION ON LICENSES.

No license shall be issued to:

- (A) A person who is not a resident of the city;
- (B) A person who is not of good character and reputation in the community in which he or she resides;
- (C) A person who is not a citizen of the United States;
- (D) A person who has been convicted of a felony under any Federal or State law, unless the Liquor Commissioner determines that such person will not be impaired by the conviction in engaging in the licensed practice after considering matters set forth in such person's application in accordance with section 6-2.5 of the Illinois Liquor Control Act and the Liquor Commissioner's investigation;
- (E) A person who has been convicted of keeping a place of prostitution or keeping a place of juvenile prostitution, promoting prostitution that involves keeping a place of prostitution, or promoting juvenile prostitution that involves keeping a place of juvenile prostitution;
- (F) A person who has been convicted of pandering or other crime or misdemeanor opposed to decency and morality;
- (G) A person whose license under this chapter has been revoked for cause;
- (H) A person who at the time of application for renewal of any license issued hereunder would not be eligible for the license upon a first application;
- (I) A co-partnership unless all of the members of the co-partnership shall be qualified to obtain a license;
- (J) A corporation or limited liability company, if any officer, manager or director thereof, or any stockholder or stockholders owning in the aggregate more than 5% of the stock of the corporation, would not be eligible to receive a license hereunder for any reason other than citizenship and residence within the city;
- (K) A person whose place of business is conducted by a manager or agent unless the manager or agent possesses the same qualifications required of the licensee;
- (L) A person who has been convicted of a violation of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor, or who shall have forfeited his or her bond to appear in court to answer charges for any violation, unless the Liquor Commissioner determines

that such person will not be impaired by the conviction in engaging in the licensed practice after considering matters set forth in such person's application in accordance with section 6-2.5 of the Illinois Liquor Control Act and the Liquor Commissioner's investigation;

(M) A person who does not own the premises for which a license is sought or does not have a lease thereon for the full period for which the license is issued;

(N) Any law enforcing public official, any Mayor or Alderperson and no official shall be interested in any way, either directly or indirectly, in the manufacture, sale or distribution of alcoholic liquor, except that a license may be granted to such official in relation to premises that are not located within the territory subject to the jurisdiction of that official if the issuance of such license is approved by the State Liquor Control Commission, and except that a license may be granted to any alderperson in relation to premises that are located within the territory subject to the jurisdiction of that official if (i) the sale of alcoholic liquor pursuant to the license is incidental to the selling of food, (ii) the issuance of the license is approved by the State Commission, (iii) the issuance of the license is in accordance with all applicable local ordinances in effect where the premises are located, and (iv) the official granted a license does not vote on alcoholic liquor issues pending before the board or council to which the license holder is elected. Notwithstanding any provision of this paragraph (14) to the contrary, an alderperson may have a direct interest in the manufacture, sale, or distribution of alcoholic liquor as long as he or she is not a law enforcing public official or a mayor. To prevent any conflict of interest, the elected official with the direct interest in the manufacture, sale, or distribution of alcoholic liquor shall not participate in any meetings, hearings, or decisions on matters impacting the manufacture, sale, or distribution of alcoholic liquor;

(O) Any person, firm or corporation not eligible for a state retail liquor dealer's license;

(P) The Mayor, through the Office of Chief of Police, will ascertain the qualifications of prospective applicants. Any change in managers, corporation officers, directors or stockholder(s) owning over 5% of the stock would require a background investigation of the new manager, officers, directors or stockholder(s) before the issuance of any license. All changes will be reported to the office of the Mayor of the city within five days of their occurrences; and

(Q) Any person who knowingly shares in any manner a beneficial interest with anyone convicted of a felony within the last ten years including but not limited to the rental or lease payment by a licensee or proposed licensee to anyone convicted of a felony within the last ten years.

Section 3. That section 111.029(I) *Class I, Video Gaming Liquor* of The Municipal Code of the City of Quincy (2105) is amended and shall read as follows:

(I) Class I1, Video Gaming Liquor. Class I1, Video Gaming Liquor authorizes and entitles the licensee to sell at retail all types of alcoholic liquor for consumption on the premises. Class I1, Video Gaming Liquor licenses are only available to establishments in the City of Quincy who had or had an application pending for a City of Quincy liquor license before July 1,2021.

Class I2, Video Gaming Liquor. Class I2, Video Gaming Liquor authorizes and entitles the licensee to sell at retail all types of alcoholic liquor for consumption on the premises in a video gaming parlor.

Section 4. That section 112.148 DEVICES TO BE KEPT IN PLAIN VIEW; GAMBLING DEVICES PROHIBITED of The Municipal Code of the City of Quincy (2105) is amended and shall read as follows:

§ 112.148 DEVICES TO BE KEPT IN PLAIN VIEW; GAMBLING DEVICES PROHIBITED.

(A) All devices shall at all times be kept and placed in plain view of any person or persons who may frequent or be in any place of business where the devices are kept or used.

(B) Nothing in this subchapter shall be construed to authorize, permit or license any gambling device of any nature whatsoever, except for video gaming as is regulated pursuant to the Video Gaming Act of Illinois (ILCS Ch. 230, Act 40, §§ 1 et seq.). Notwithstanding the allowance for video gaming within the city pursuant to the Video Gaming Act, the number of video gaming terminals at any licensed establishment, licensed truck stop establishment, licensed veterans establishment or licensed fraternal establishment shall be limited to four, Except an establishment having a Class II Video Gaming Liquor License may have up to 6 video gaming terminals as allowed by the Video Gaming Act of Illinois (ILCS Ch. 230, Act 40, §§ 1 et seq.).

Section 5. That section 111.001 DEFINITIONS of The Municipal Code of the City of Quincy (2105) is amended and shall read as follows:

§ 111.001 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALCOHOLIC LIQUOR. Any spirits, wine, beer, ale or other liquid containing more than 0.5% of alcohol by volume, which is fit for beverage purposes.

BAR. (1) An establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and that generates more than 50% of its gross revenue from the sale of alcoholic liquor. BAR includes, but is not limited to, taverns, nightclubs, cocktail lounges, adult entertainment facilities and cabarets; or (2) an establishment that held a Class A liquor license prior to January 24, 2013 and operated as a bar under the Municipal Code of the City of Quincy, and that has not changed locations since January 24, 2013.

BEER GARDEN. Any portion of a bar, which is not an enclosed area.

ENCLOSED AREA. All space between a floor and a ceiling that is enclosed or partially enclosed with:

- (1) Solid walls or windows, exclusive of doorways; or
- (2) Solid walls with partitions and no windows, exclusive of doorways, that extend from the floor to the ceiling, including, without limitation, lobbies and corridors.

HOTEL. Every building or other structure, kept, used, maintained, advertised and held out to the public to be a place where food is actually served and consumed and sleeping accommodations are offered for adequate pay to traveler and guests, whether transient,

permanent or residential, in which 25 or more rooms are used for the sleeping accommodations and dining rooms being conducted in the same building or buildings in connection therewith and the building or buildings, structure or structures being provided with adequate and sanitary kitchen and dining room equipment and capacity.

PRIVATE CLUB.

(1) A not-for-profit association that has:

(a) Been in active and continuous existence for at least three years prior to the effective date of this chapter;

(b) Is the owner, lessee or occupant of a building or portion thereof used exclusively for club purposes at all times;

(c) Is operated solely for a recreational, fraternal, social, patriotic, political, benevolent or athletic purpose, but not for pecuniary gain; and

(d) Only sells alcoholic beverages incidental to its operation.

(2) An organization that is managed by a Board of Directors, executive committee or similar body chosen by the members at an annual meeting, has established by-laws, a constitution, or both to govern its activities, and has been granted an exemption from the payment of federal income tax as a club under 26 U.S.C. § 501.

RESTAURANT. (1) Any public place kept, used, maintained, advertised and held out to the public as a place where meals are served, and where meals actually are served and regularly served, without sleeping accommodations, the space being provided with adequate and sanitary kitchen and dining room equipment and capacity and having employed therein a sufficient number and kind of employees to prepare, cook and serve suitable food for its guests. To be a restaurant, more than 50% of its gross revenue must from the sale of food; or (2) or (2) an establishment that held a Class A liquor license prior to January 24, 2013 and operated as a restaurant under the Municipal Code of the City of Quincy, and that has not change locations since January 24, 2013.

RETAIL SALE. The sale for use or consumption and not for resale.

VIDEO GAMING PARLOR. An establishment that is devoted to the business of video gaming by guests on the premises and that generates more than 50% of its gross revenue from the video gaming.

Section 6. That section 111.050 FEES of The Municipal Code of the City of Quincy (2105) is amended and shall read as follows:

§ 111.050 FEES.

(A) The annual fee for the classifications of licenses above set out shall be as follows:

| Classification | Fee |
|----------------|-------|
| Class A1 | \$700 |

| | |
|-----------|--|
| Class A2 | \$700 |
| Class B | \$800 |
| Class C-1 | \$50 per day for up to three days plus \$150 for any period from four to 15 days |
| Class C-2 | \$400 for any period from one to 15 days |
| Class D1 | \$800 |
| Class D2 | \$800 |
| Class E | \$50 (annual fee) |
| Class F | \$800 |
| Class G | \$50 per day for up to three days plus \$150 for any period from four to 15 days |
| Class I1 | \$10,000 |
| Class I2 | \$2,500 |
| Nightclub | \$2,500 |

(B) All licenses shall be signed by the Mayor and City Clerk. No person shall, in the city, engage in any business or occupation or exercise any privilege mentioned or referred to in this chapter without first having obtained a license therefore, and a license is hereby expressly required for so engaging in any business or occupation or for the exercising of the privilege; and each person, firm, partnership, club, association or corporation engaged in any business or occupation or exercising any privilege for which a license is required under this chapter shall pay to the city for the license the annual fee herein required for that particular kind of business, occupation or privilege.

Section 7. That section 112.002(B)(1) of The Municipal Code of the City of Quincy (2105) is amended by adding thereto the following:

| <i>Amusement</i> | <i>Fee</i> |
|-----------------------|------------|
| Video Gaming Terminal | \$100 |

Section 8. That section 111.135(A) of The Municipal Code of the City of Quincy (2105) is amended to read as follows:

(A) Generally. In addition to the above classifications, up to six (6) licenses may be issued for the establishment of a cabaret or night club in the City of Quincy which license shall permit the sale of alcoholic liquor on the premises subject to the following limitations and regulations.

Section 9. That section 111.029(A) *Class A, retail liquor* of The Municipal Code of the City of Quincy (2105) is amended and shall read as follows:

(A) Class A1, bar retail liquor. Class A, bar retail liquor authorizes and entitles the licensee to sell at retail all types of alcoholic liquor for consumption on the premises as well as in package form in a bar located within the City of Quincy.

Class A2, restaurant, hotel or private club retail liquor. Class A, restaurant, hotel or private club retail liquor authorizes and entitles the licensee to sell at retail all types of alcoholic liquor for consumption on the premises as well as in package form at a restaurant, hotel or private club within the City of Quincy. Unless otherwise allowed under the terms of a special permit issued by the Liquor Control Commissioner after a petition for the same is submitted to the Police Chief for review and recommendation thereon, or other special permit issued pursuant to the municipal code of the city, an establishment operating under a Class A license which is not a bar may serve alcoholic beverages in an area which is not an "enclosed area" only under the following conditions:

(1) Use of the unenclosed area shall not disturb the lawful use and quiet enjoyment of neighboring properties;

(2) The unenclosed area shall not be within 15 feet of public right-of-way or shall be partially enclosed by a sight proof solid permanent fence or wall, six feet in height around its perimeter, which shall not obstruct any private or public access to or from the licensed property. Chain link fence is not considered a sight proof solid fence;

(3) Any fences, walls or partial enclosures shall be located, constructed and maintained in conformance with the zoning, building and other ordinances and applicable codes of the city;

(4) Music may be played from or broadcast to the unenclosed area only until 10:00 p.m. unless otherwise permitted by ordinance or other provisions of this code; live entertainment is not allowed in an unenclosed area without first petitioning the City Council and then securing a public dance or live entertainment license as provided in § 112.095. Petitions shall be filed at least 14 days prior to the planned event; business owners or event organizers shall consult their Ward Aldermen prior to filing the petitions.

(5) No alcoholic liquor served in an open container shall be removed from the unenclosed area, except to an enclosed area of the licensed premises;

(6) Upon two well-founded complaints during a single business day, as defined in § 111.135, of excessive noise or disturbance, the unenclosed area shall be closed until the commencement of the next business day.

(7) Unenclosed areas located in an area zoned M2 (Heavy Industrial District) by § 162.028 are not required to comply with divisions (A)(2) and (4) above.

Section 10. That section 111.029(D) *Class D, multi-bar* of The Municipal Code of the City of Quincy (2105) is amended and shall read as follows:

(D) Class D1, multi-bar. Class D1, multi-bar authorizes and entitles the licensee to have two or more bars located in two or more rooms on the licenses premises which must be a bar. This shall include banquet and ballrooms;

Class D2, multi restaurant, hotel or private club. Class D2, multi restaurant, hotel or private club authorizes and entitles the licensee to have two or more bars located in two or more rooms on the licenses premises which must be a restaurant, hotel or private club. This shall include banquet and ballrooms

Section 11. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 12. This ordinance shall be in full force and effect immediately from and after its passage and approval.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this ____ day of _____, 2021.



DEPARTMENT OF POLICE CITY OF QUINCY

From the Office of Robert A. Copley, Chief of Police
530 Broadway - Quincy, Illinois 62301-4058
Phone (217) 228-4480, Fax (217) 221-2269

November 12, 2021

Mayor Mike Troup
Members of the Quincy City Council
Quincy City Hall
730 Maine Street
Quincy, IL 62301

RE: ORDINANCE AMENDING TITLE VII (TRAFFIC CODE) – MUFFLER

Dear Mayor Troup and Members of the Quincy City Council:

The purpose of this letter is to make you aware that the Police Aldermanic Committee and I support amending the muffler ordinance, Title VII (Traffic Code), Chapter 73 (Condition of Vehicles) 73.08 MUFFLER, of the Municipal Code of the City of Quincy.

The Quincy Police Department has seen an increase in the number of complaints about low speed gas bicycle traffic within the city limits. The two primary complaints are reckless driving and the noise these low speed gas bicycle engines create due to the absence or modification of the engine muffler.

All bicycle operators, including those operating low speed gas bicycles, are required to obey any and all rules of the road that apply to a motor vehicle. We have encouraged our officers to increase enforcement of these statutes, but as with most traffic infractions, violations tend to decrease when the driver or operator sees a police vehicle.

The current Muffler ordinance, as written, applies only to motor vehicles. The Illinois Vehicle Code has a specific classification for low speed gas bicycles, separating them from the classification of motor vehicle. This proposed amendment includes low speed gas bicycles in the Muffler ordinance and will allow our officers to enforce this ordinance for motor vehicles and low speed gas bicycles.

We request your approval of the amendment to, Title VII (Traffic Code), Chapter 73 (Condition of Vehicles) - 73.08 MUFFLER, of the Municipal Code of the City of Quincy. A copy is attached. If you have any questions please do not hesitate to contact me. In my absence, you may contact Deputy Chief Yates or Deputy Chief Pilkington. Thank you for your attention to this request.

Sincerely,


Robert A. Copley
Chief of Police

Cc: Mayor Mike Troup
Mr. Jeff Mays, DAS
Deputy Chief Pilkington

“Service – Pride – Dignity“

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE), CHAPTER 73
(CONDITION OF VEHICLES) OF THE MUNICIPAL CODE OF THE CITY OF
QUINCY**

WHEREAS, the City of Quincy is a home rule unit of local government pursuant to provisions of Section 6, Article VII (Local Government) of the Constitution of the State of Illinois; and,

WHEREAS, this Ordinance is being adopted pursuant to such authority, and such other authority as provided by law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, as follows:

Section 1. That Section 73.08 of the Municipal Code of the City of Quincy of 2015 be and hereby is amended to read as follows:

§ 73.08 MUFFLER.

No motor vehicle or low-speed gas bicycle, as defined by 625 ILCS 5/1-140.15 shall be operated on any street unless the vehicle or low-speed gas bicycle is provided with a muffler in efficient actual working condition; and the use of a cut-out is prohibited. No person shall modify the exhaust system of a motor vehicle or low-speed gas bicycle in a manner which will amplify or increase the noise of such vehicle above that emitted by the muffler originally installed on the vehicle or low-speed gas bicycle, and such original muffler shall comply with all the requirements of the Illinois Vehicle Code.

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 3. This ordinance shall be in full force and effect on January 1, 2022.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this _____ day of

_____, 2021.

**Report of the Town of Quincy Auditing Committee
Bill Payments for All Vendors
November, 2021**

| <u>Vendor</u> | <u>Amount</u> |
|---|-------------------|
| Adams | 385.04 |
| Alarm Systems | 47.50 |
| Ameren Illinois | 64.30 |
| City of Quincy Self Insurance | 42.63 |
| Digital Copy Systems | 29.44 |
| Illinois Chapter of the IAAO LLC | 60.00 |
| Illinois Department of Revenue | 257.52 |
| Illinois Property Assessment Institute | 50.00 |
| Illinois School Supply | 481.11 |
| International Association of Ass. Officer | 225.00 |
| Marco | 41.50 |
| O'Donnells | 56.00 |
| Total | <u>\$1,740.04</u> |

Committee:
Dave Bauer, Chairman
Jeff Bergman
Ben Uzelac

Trustee Comments

There were no comments.

The meeting resumed its sitting as a City Council on motion of Ald. Bauer.

PUBLIC FORUM

Deb Davis and Vincent Dunaway spoke on unsafe rental housing in Quincy.

Kathleen Helsabeck, Library Director, spoke on the mobile library. She provided a handout for the Aldermen.

Richard Elsenpeter and Mark Philpot from Tri-State Veterans Support spoke on increasing awareness about suicide prevention within the tri-state area. They provided a handout for the Aldermen.

PETITIONS

By the following organizations requesting permission to conduct a raffle and have the bond requirement waived: Quincy University/Mart Heinen Booster Club from 11/09/21 to 02/06/22; American Business Women's Assoc. from now until 2/26/2022. The City Clerk recommends approval of the permits.

Ald. Uzelac moved the prayer of the petition be granted. Motion carried.

By Geode 1, LLC requesting consideration to amend a Special Permit for Planned Development to allow for the construction of additional living units at 2040 Cherry Street, presently zoned R1C.

Ald. Bauer moved the petition be received and referred to the Plan Commission for study and to report back. Motion carried.

By Stephen Mock, on behalf of 3200 Quincy Holdings, LLC, requesting consideration of a subdivision (dividing one lot into two) for property commonly known as 3200 Broadway Street under the small tracts provision of the subdivision ordinance, presently zoned C2.

Ald. Freiburg moved the petition be received and referred to the Plan Commission for study and to report back. Motion carried.

Special Event Application from the Quincy Family YMCA requesting permission to hold their annual Turkey Run on Thursday, November 25, 2021. The one (1) mile, 5K, and 10K routes that begin and end at the YMCA at 3101 Maine Street. The following street closures are requested from 7:30 a.m. until 10:30 a.m. on the day of the event: Maine St., 16th to 33rd Streets; Jersey St., 16th to 20th Streets; East Ave., West Ave., Aldo Blvd; 22nd to 23rd Streets, Washington St., 16th to 22nd Streets; Jackson St., 14th to 22nd Streets; 16th St. , Maine to Jersey Streets; 16th St., Washington to Jackson Streets; 22nd St., Grove Ave. to Jackson St.; 23rd St., Maine St. to Aldo Blvd. Auxiliary Police are requested at the intersections and barricades are needed for the street closures. Applicant will have signage in place directing traffic on where to enter for St. Peter's Church services. Emergency Management Services has been involved with the coordination

of the event and approval is recommended by the Department of Utilities & Engineering.

Ald. Freiburg moved the prayer of the petition be granted and the proper authorities notified. Motion carried.

BANK STATEMENTS OF CONDITION

The bank statements of condition of State Street Bank and First Banker's Trust Company as of June, 2021, were ordered received and filed on a motion of Ald. Bauer. Motion carried.

MAYORS APPOINTMENTS

By Mayor Michael A. Troup making the appointments of Tim Schieferdecker and Chuck Scholz to the Lincoln-Douglas Debate Interpretive Center Advisory Board each for a three-year term, Jason Shimp to Quincy Preservation Commission for a three-year term, and Alderman Ben Uzelac to the Washington Theatre Redevelopment Commission for a three-year term.

Ald. Reis moved the appointments be confirmed. Motion carried.

RESOLUTION

WHEREAS, a sewer inlet collapsed at 16th and College and required repairs; and,

WHEREAS, the City of Quincy lacked the equipment necessary to excavate and replace the collapsed inlet and Derhake Brothers Excavating & Plumbing of Quincy was qualified and available for the repair under Section 44.056 of the Municipal Code of the City of Quincy; and,

WHEREAS, the repair work has been completed in a satisfactory manner and an invoice received in the amount of \$8,950.00 for all costs associated with this work; and,

WHEREAS, funding for this repair is available in the 2021/2022 Sewer Fund fiscal year budget.

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that normal bidding requirements be waived and the invoice from Derhake Brothers Excavating & Plumbing of Quincy, Illinois, in the amount of \$8,950.00 be approved for payment.

Jeffrey Conte, P.E.

Director of Utilities & Engineering

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Mast, and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

RESOLUTION

WHEREAS, the Department of Utilities is responsible for the repair and maintenance of underground sewer infrastructure throughout the City of Quincy; and,

WHEREAS, the City desires to purchase an aluminum trench box that will allow City employees to safely make repairs and replace sewer manholes up to eight (8) feet in depth; and,

WHEREAS, the City requested bids for the purchase of an aluminum trench box; and,

WHEREAS, the following bids were received:

| | |
|------------------------------------|-------------|
| Taza Supplies (dba Tiles in Style) | |
| South Holland, Illinois | \$19,250.00 |
| Technology International, Inc. | |
| Lake Mary, Florida | \$18,500.00 |
| Luby Shoring Services | |
| Fenton, Missouri | \$15,071.00 |

WHEREAS, the Director of Utilities and Engineering has reviewed the bids and finds them to be acceptable; and,

WHEREAS, funding for this purchase is available in the 2021/2022 Sewer Fund fiscal year budget.

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that the low bid from Luby Shoring Services of Fenton, Missouri, in the amount of \$15,071.00 be accepted.

Jeffrey Conte, P.E.

Director of Utilities & Engineering

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Mast, and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

RESOLUTION

WHEREAS, on October 5, 2020, the Quincy City Council awarded the contract for the Water Supply Improvement Project Phase 2 which includes the rehabilitation of filters #1-#6, replacement of the filter backwash fill system, structural repairs to the Water Treatment Plant building; and,

WHEREAS, the Department of Utilities and Engineering requires the services of an engineering firm to assist with construction phase engineering for this project; and,

WHEREAS, Klingner and Associates of Quincy has submitted an invoice in the amount of \$19,378.86 for costs associated with these services; and,

WHEREAS, funding for this service is available in the 2021/2022 Water Fund fiscal year budget.

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that the invoice from Klingner and Associates of Quincy, Illinois, in the amount of \$19,378.86 be approved for payment.

Jeffrey Conte, P.E.

Director of Utilities & Engineering

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Mast, and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

RESOLUTION

WHEREAS, the City of Quincy owns the Waste Water Treatment Plant and is permitted by the Illinois Environmental Protection Agency to discharge treated municipal and industrial effluent and storm water; and,

WHEREAS, the City's National Pollutant Discharge Elimination System (NPDES) Permit requires that the Industrial Pretreatment Program limits be reviewed by October 2021; and,

WHEREAS, Crawford, Murphy and Tilly of Springfield, Illinois, was hired to complete the extensive calculations and report the findings to the Environmental Protection Agency; and,

WHEREAS, the work has been completed in a satisfactory manner and an invoice received in the amount of \$15,430.00 for costs associated with this work;

WHEREAS, funding for this service is available in the 2021/2022 Sewer Fund fiscal year budget.

NOW, THEREFORE IT BE RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that that normal bidding requirements be waived and the invoice from Crawford, Murphy and Tilly of Springfield, Illinois, in the amount of \$15,430.00 be approved for payment.

Jeffrey Conte, P.E.

Director of Utilities & Engineering

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Mast, and on the roll call the following vote resulted: Yeas: Ald. Entrup, Bergman, Bauer, Mays, Freiburg, Sassen, Rein, Mast, Reis, Awerkamp, Uzelac, Fletcher: 12. Abstain: Ald. Holtschlag. 1. Absent: Ald. Farha. 1. Motion carried.

RESOLUTION

WHEREAS, the City of Quincy utilizes a SCADA system to monitor operations at the Wastewater Treatment Plant, lift stations and combined sewer overflow (CSOs); and,

WHEREAS, the system recently required upgrades and modifications to allow for the integration of the new aeration system at the Waste Water Treatment Plant and the new South Quincy Lift; and,

WHEREAS, Richards Electric Motor Company of Quincy, Illinois, designed and installed the SCADA system that is used by the City and was available and qualified to make the necessary system upgrades; and,

WHEREAS, this work has now been completed in a satisfactory manner and invoices totaling \$77,454.75 have been received for these services; and,

WHEREAS, funding for this service is available in the 2021/2022 Sewer Fund fiscal year budget.

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that the invoices from Richards Electric of Quincy totaling \$77,454.75 be approved for payment.

Jeffrey Conte, P.E.

Director of Utilities & Engineering

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Mast, and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

RESOLUTION

WHEREAS, the City of Quincy recently requested bids for the Airport Drainage Improvement Project which includes the installation of reinforced concrete pipe culverts and flared end sections, construction of riprap berms, replacement of chain link fencing, surface restoration, and other ancillary work items at the Quincy Regional Airport; and,

WHEREAS, the following bids were received:

| | |
|-------------------------------|--------------|
| Laverdiere Construction, Inc. | |
| Macomb, Illinois | \$217,470.00 |
| Zanger Excavating, LLC | |
| Quincy, Illinois | \$150,715.00 |
| D&L Excavating, Inc. | |
| Liberty, Illinois | \$148,640.00 |
| Rees Construction Company | |
| Quincy, Illinois | \$128,428.50 |
| Engineer’s Estimate | \$150,000.00 |

WHEREAS, the bids have been reviewed by the Director of Utilities and Engineering and found to be acceptable; and,

WHEREAS, funding for this project is available in the 2021/2022 Capital Fund fiscal year budget; and,

WHEREAS, to allow for the uninterrupted progression of these projects in the event that changes or modifications are required, an additional 10% over the amount of the bid shall be included in the encumbrance for these projects.

NOW, THEREFORE BE IT RESOLVED, that the Airport Director, the Director of Utilities and Engineering and the Airport Committee recommend to the Mayor and Quincy City Council that the low bid from Rees Construction Company of Quincy, Illinois, in the amount of \$128,428.50 be accepted and the Mayor be authorized to sign the necessary contract documents.

Jeffrey Conte, P.E.
Director of Utilities and Engineering
Sandy Shore
Airport Director

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Reis, and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

RESOLUTION

Aeronautics Committee and the Airport Director recommending approval of an agreement with Crawford, Murphy, and Tilly, Inc. to provide engineering and planning services for phase two construction engineering airport project for a total contract cost not to exceed \$565,450.

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Entrup.

Ald. Rein moved to table the resolution for one week, seconded by Ald. Sassen. Motion carried.

RESOLUTION

WHEREAS, the United States Department of Transportation did on September 24th, 2021, select Hyannis Air Service, Inc. d/b/a Cape Air to continue providing Essential Air Service to Quincy Regional Airport for a four-year contract; and

WHEREAS, the City of Quincy owns and operates Quincy Regional Airport; and

WHEREAS, Cape Air will require office and counter space to conduct their operation; and,

WHEREAS, the Quincy Regional Airport is required by the Department of Transportation to provide space for business operations to Cape Air; and

WHEREAS, a lease for office and counter space has been proposed and is materially the same, with the exception of an addition of annual rent increases based on CPI, as other such leases entered into by the City and air service providers in the past.

NOW, THEREFORE, BE IT RESOLVED that upon the recommendation of the Aeronautics Committee and the Airport Director that the Mayor and City Council hereby authorize the lease of the terminal building office space to Cape Air per the terms as set out in the attached lease and directs the Mayor to execute the same on behalf of the City.

Sandy Shore
Airport Director

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Entrup, and on the roll call each of the 13

Aldermen voted yea, with 1 absent. Motion carried.

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (No Stopping or Standing on the south side of Locust Street between 4th and 5th Streets).

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (No Stopping or Standing zone on Maine Street from Emery Drive east to 30th Street).

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (Remove parking on the east side of South 6th Street between Kentucky and State Streets).

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (Remove parking on the west and east sides of North 7th Street between Broadway and Spring Street).

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (Parking Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (Right Turn Only. All southbound traffic on North 7th Street between Broadway and Spring Street).

ORDINANCE

First presentation of an Ordinance entitled: An Ordinance To Add Territory To The Quincy Adams Brown County Enterprise Zone And Amend The Quincy Adams Brown County Enterprise Zone Intergovernmental Agreement.

ORDINANCE

First presentation of an Ordinance entitled: An Ordinance Adopting Ward Map And Amending Title I (General Provisions) Of Chapter 11 (Wards And Boundaries) Of The Municipal Code Of The City Of Quincy.

ORDINANCE

First presentation of an Ordinance entitled: An Ordinance Granting A Special Use Permit For A Planned Development (to operate a dance studio and a language school at 2435 Maine Street).

REPORT OF FINANCE COMMITTEE

Quincy, Illinois, November 8, 2021

| | Transfers | Expenditures | Payroll |
|-----------------------------------|---------------|------------------|-------------|
| City Hall..... | | 5,751.64 | |
| Planning & Dev | 500.00 | | |
| Building Maintenance..... | | 234.50 | |
| Comptroller..... | | 73.35 | |
| Commissions..... | | 569.11 | |
| IT Department..... | | 299.97 | |
| Police Department..... | | 6,816.51 | |
| Fire Department | | 3,583.06 | |
| Public Works..... | | 680.01 | |
| Engineering..... | | 6,752.81 | |
| GENERAL FUND SUBTOTAL..... | 500.00 | 24,760.96 | 0.00 |
| Planning and Devel..... | | 735.52 | |
| 911 System..... | | 231.00 | |
| 911 Surcharge Fund..... | | 13,181.96 | |

| | | | |
|------------------------------------|-----------------|---------------------|-------------|
| Transit Fund..... | | 2,068.75 | |
| Capital Projects Fund..... | | 96,566.23 | |
| Special Capital Funds | | 715.28 | |
| Special Tax Alloc - TIF #2..... | | 16,009.06 | |
| Water Fund | | 256,457.17 | |
| Sewer Fund | | 344,625.66 | |
| Quincy Regional Airport Fund | | 4,612.37 | |
| Municipal Dock | | 7,086.50 | |
| Garbage Fund..... | | 58.67 | |
| To: Recycle Fund | 4,000.00 | 00.0 | |
| Recycle Fund | | 58.67 | |
| Central Garage | | 54,839.89 | |
| Self Insurance | | 7,907.78 | |
| BANK 01 TOTALS | 4,500.00 | 829,915.47 | 0.00 |
| 2019B GO Street Proj..... | | 422,409.55 | |
| 2017 G/O Bond Fund | | 609,125.00 | |
| ALL FUNDS TOTALS..... | 4,500.00 | 1,861,450.02 | 0.00 |

Jack Holtschlag
Anthony E. Sassen
Mike Rein
Richie Reis

Finance Committee

Ald. Rein, seconded by Ald. Sassen, moved the reports be received and vouchers be issued for the various amounts and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

The City Council adjourned at 7:40 p.m. on a motion of Ald. Holtschlag. Motion carried.

LAURA OAKMAN
City Clerk

**Quincy Public Library
Board of Trustees Meeting
October 12, 2021
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, October 12, 2021, with Kathy Ridder presiding. Trustees present: Cheryl Predmore, Harry Ruth, Megan Duesterhaus-AuBuchon, Angela Ketteman, Ben Uzelac, Dean LaVelle, and Chris Pratt. Trustees absent: Clairice Hetzler. Others present: Kathleen Helsabeck, Kim Akers, Burgundy Hill, Bobbi Mock, and Jennifer Harvey – TQ Liaison.

I. APPROVAL OF AGENDA

Megan Duesterhaus-AuBuchon moved to approve the agenda as presented. Chris Pratt seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the September 14, 2021, regular meeting minutes as presented. Dean LaVelle seconded and the motion carried. Angela Ketteman then moved to approve the March 9, 2021, Executive Session minutes which were approved to be opened at the September meeting. Chris Pratt seconded and the minutes were approved.

III. PRESIDENT'S COMMENTS

President Kathy Ridder welcomed everyone to the meeting, and stated that the board retreat is scheduled for Friday, November 12, 2021, running from 10:00 a.m. to 4:00 p.m. with the location to be determined. There will be coffee and donuts in the morning, and lunch will be provided. The main focus of the day will be to begin work on the next strategic plan.

IV. BOARD EDUCATION

Kathleen Helsabeck gave a brief presentation on the Reference Department. She noted that this is a portion of the presentations she is giving to community organizations about the Library and the mobile library project.

V. RECOGNITION OF CORRESPONDENCE

Two comments were received through the suggestion box, one asking that the Library purchase the video game Grand Theft Auto 5 and 6 and the other asking the Library to bring back books for all age levels for the community read. Bobbi Mock noted that Grand Theft Auto is rated M for mature, which does not fit in with the Library's collection development policy and will not be purchased.

VI. PUBLIC COMMENTS

There were no comments from the public in attendance.

VII. LIBRARY REPORTS:

A. Financial Report – Cheryl Predmore

Cheryl Predmore reported that the balance in the Homebank Operating Fund as of September 30, 2021, was \$990,129.71. The balance in the reserve fund is \$400,100.83. The Library is 42% through the fiscal year.

B. Circulation and Events Report

Bobbi Mock reported that door traffic was down a bit in September, but the checkout numbers remain high. Circulation completed this year's student e-card project and added 787 new e-cards. Out of 8,331 students, over half have returned to the Library and signed up for a regular card. Circulation and Maintenance turned the DVD shelving so that the cases are not as exposed to the sunlight. This will also allow patrons access to the DVD collection during the upcoming window replacement project. The HyVee book drop is currently being repainted and will be returned in the next few weeks. The final book drop to be repaired and repainted is the one at Save-A-Lot on 12th and Locust. Once repaired, that book drop will be moved to the JWCC campus on 48th Street. The phone notification system is scheduled to be upgraded on October 13 or 14, and should result in a faster process without any interruption in service. Outreach staff attended the Alzheimer's Walk in September where they were able to interact with caregivers and provide information about homebound delivery services as well as the Library's special collections. Finally, Bobbi Mock announced that Evelyn Uppinghouse will be retiring at the end of October after 32 years at the Library. Ms. Mock also announced that she will be leaving the Library on October 14 to become the new librarian at the Illinois Veteran's Home. Kathy Ridder stated that Ms. Mock is leaving very big shoes to fill and wished her all the best in the future. Kathleen Helsabeck highlighted several of Ms. Mock's accomplishments including the 2017 RSA migration, and stated that she will be sorely missed.

Burgundy Hill reported that Quincy Reads was kicked off on September 18 and nearly all of the books have been distributed. The Library has attended several community events in September and October to promote Quincy Reads and other Library programs. She stated that the Library continues to work on the computer upgrade. YA Librarian Michelle Grinstead has resigned from her position to move to California, and Reference Clerk Sara Deters has resigned from her position for a new job at JWCC. Amanda Griesbaum has been hired as the new YA Librarian, and will start on October 18.

C. Director's Report

Kathleen Helsabeck reported that while the Friends are a great asset to the Library, they have been experiencing several instances of harassment of their members which has created a toxic environment both at the meetings and in the bookstore. Ms. Helsabeck has been working with them to try and resolve the issues, but the problems persist. She stated that she and Kathy Ridder will continue to monitor the situation. The Library has applied for several grants for the mobile library project, and has received word that it can move on to the next phase of the Illinois Humanities Grant application process. Ms. Helsabeck stated that she has done a couple of presentations to community organizations

and has several more scheduled. She reported that the window project was scheduled to start on October 11, but has been moved to the following week because of impending weather.

VIII. COMMITTEE REPORTS:

A. Audit – Cheryl Predmore: Cheryl Predmore presented the Expenditure Approval List for September 30, 2021, in the amount of \$65,279.96. There being no further discussion, Ms. Predmore moved to approve the Expenditure Approval List for September 30, 2021, as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

| | | | |
|------------------|-----|----------------------------|--------|
| Angela Kettelman | yes | Megan Duesterhaus-AuBuchon | yes |
| Dean LaVelle | yes | Cheryl Predmore | yes |
| Harry Ruth | yes | Ben Uzelac | yes |
| Chris Pratt | yes | Clairice Hetzler | absent |
| Kathy Ridder | yes | | |

The motion carried with eight yes votes, zero no votes, and one absent.

B. Finance – Cheryl Predmore: Cheryl Predmore reported that the Finance Committee is scheduled to meet on Monday, November 1, 2021, at 5:00 p.m.

C. Building & Grounds – Harry Ruth: Harry Ruth reported that the Building & Grounds Committee did not meet.

D. Personnel – Clairice Hetzler: Clairice Hetzler was absent. The Personnel Committee did not meet.

E. Policy - Megan Duesterhaus-AuBuchon: Megan Duesterhaus-AuBuchon reported that the Policy Committee met on September 20, 2021, where the committee discussed the final changes to the Sick Leave Bank Policy and the revisions to the Employee Handbook. The Board was provided with a red-lined version and final clean copy of both documents. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the revised Sick Leave Bank Policy as presented. Angela Kettelman seconded and the motion carried. Kathleen Helsabeck stated that she checked with HR Source and was informed that the Board must approve the changes to the Employee Handbook first then the Union has 15 days to review the changes. If there are no issues, then the handbook can be distributed to the staff after the 15 days are up. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the revisions to the Employee Handbook as presented. Chris Pratt seconded and the motion carried. Ms. Helsabeck noted that the revised Sick Leave Bank is part of the revised Employee Handbook.

F. Ad Hoc Advocacy – Dean LaVelle. Dean LaVelle reported that the Ad Hoc Advocacy Committee did not meet, but stated he has been reviewing some of the past

advocacy efforts and would like to meet to discuss future plans. He also stated that Kathleen Helsabeck did a great job with her presentation to Rotary, and he will be asking Rotary to donate funds for the mobile library project. Mr. LaVelle then asked if the Library had applied for the American Rescue Plan Humanities Grants for Libraries through the American Library Association. ALA has made funds available for libraries recovering from the pandemic; grant applications are being accepted through December 2, 2021. Burgundy Hill said she was not aware of that grant, and will check into it.

G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder.

Kathy Ridder reported that the Foundation met on September 15 to further discuss funding for the mobile library project. The next meeting is on Wednesday, November 17, 2021, at noon at the Library.

IX. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

X. NEW BUSINESS

No New Business was brought before the Board.

XI. PUBLIC COMMENTS

There were no comments from the public in attendance.

There being no further discussion, Chris Pratt moved to adjourn the meeting. Dean LaVelle seconded, and the meeting was adjourned at 6:33 p.m.

Respectfully submitted,
Kimberly Akers

AGENDA
QUINCY PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING
NOVEMBER 9, 2021 - 6:00 p.m.

- I. APPROVAL OF AGENDA
- II. APPROVAL OF MINUTES
 - *Regular Meeting – October 12, 2021
- III. PRESIDENT’S COMMENTS
- IV. BOARD EDUCATION
- V. RECOGNITION OF CORRESPONDENCE
 - *comments from suggestion box
 - *email from Kayla Carpenter
 - *email from Amanda Davis - YWCA
- VI. PUBLIC COMMENTS
- VII. LIBRARY REPORTS
 - Financial Reports – Cheryl Predmore
 - Library Report – Kathleen Helsabeck
- VIII. COMMITTEE REPORTS
 - Audit – Cheryl Predmore
 - *Approval of October 31, 2021, Expenditures
 - Finance – Cheryl Predmore
 - *Form of Motion – Approve Memo to Mayor
 - Building & Grounds – Harry Ruth
 - Personnel – Clairice Hetzler
 - Policy – Megan Duesterhaus-AuBuchon
 - *Form of Motion – Revised Coronavirus Policy
 - *Form of Motion – Revised Library Materials Policy
 - *Form of Motion – New Security Camera Policy
 - *Form of Motion – Revised Issuance of Library Cards Policy
 - *Form of Motion – Revised Confidentiality Policy
 - *Form of Motion – Revised Interlibrary Loan Policy
 - *Form of Motion – Revised Patron Code of Conduct
 - *Form of Motion – Revised Meeting Room Policy
 - *Form of Motion – Revised Staff and Patron Parking Lot Policy
 - *Form of Motion – Revised Notary Policy
 - *Form of Motion – Eliminate Policy for the Use of the Library Piano
 - *Form of Motion – Revised Proctored Exam Policy
 - *Form of Motion – Revised Technology Policy
 - *Form of Motion – Revised Volunteer Policy
 - Ad Hoc Advocacy – Dean LaVelle
 - Mary Weems Barton/Quincy Public Library Foundation

- IX. UNFINISHED BUSINESS
- X. NEW BUSINESS
 - A. Annual Audit – Wade Stables
 - B. 2022 Holiday Closure Schedule
- XI. PUBLIC COMMENTS



DEPARTMENT OF CENTRAL SERVICES COMMITTEE MEETING NOTICE

A Central Services Committee meeting will be held Monday, November 15th in Engineering's Conference Room 235 of City Hall at **5:30 p.m.** before the City Council meeting.

Agenda

1. Call Meeting to Order
2. Approval of Minutes
3. Public Comment (3 minutes)
4. Old Business
5. New Business
 - a) Residential Roll-Out Trash Carts
 - b) Purchase of Dump Truck with V-Box
 - c) Review of Monroe St. (16th to 18th) Bids
 - d) 48th & State - Additional Engineering Fees
6. Late Additions

Respectfully submitted,

Kevin McClean
Central Services Director



CITY OF QUINCY

Comptroller's Office

SHERI RAY
Comptroller

CITY HALL – 730 MAINE STREET
Quincy, Illinois 62301-4056
217-228-4517

CITY COUNCIL
MEETING OF THE WHOLE
MONDAY NOVEMBER 15, 2021
CITY HALL COUNCIL CHAMBERS
6:00 P.M.

- AGENDA:
- 1.) Lauterbach and Amen Pension Actuarial Presentation
 - 2.) Discussion/Questions
 - 3.) Public Comment

CC: City Council
Mayor Mike Troup
Jeff Mays
Lonnie Dunn
Laura Oakman
Linda Moore



CITY OF QUINCY

Department of Information Technology

*Corey Dean
IT Manager
City Hall – 730 Maine Street
Quincy, IL 62301
(217) 221-3675*

Technology Committee Meeting

Monday, November 15, 2021 – 8:00 or After City Council Meeting

Location: 2nd Floor IT Training Room

AGENDA

- 1. City Council - Chamber Audio/Visual Upgrades**
- 2. City Hall – Access Control**
- 3. Website Feature Enhancement Proposal**
- 4. AT&T/FirstNet – Equipment Upgrade Costs**



Quincy Riverfront Master Plan
Steering Committee
Governance Plan Subcommittee Meeting
Wednesday, November 17, 2021
5:00 p.m.
Quincy City Council Chambers
Quincy City Hall (1st Floor)
730 Maine Street
Quincy, IL 62301

AGENDA

- 1) Call the Meeting to Order**
- 2) Review and Approve Minutes from August 24, 2021 Meeting**
- 3) Discussion and Formation of Governance Plan**
- 4) Old Business**
- 5) New Business**
- 6) Public Comment**
- 7) Schedule Next Meeting**
- 8) Adjourn Meeting**

BOARD OF FIRE AND POLICE COMMISSIONERS

Closed Meeting

Date: Wednesday, December 13, 2021

Time: 1:00 p.m.

Place: Caucus Room

Agenda:

1. Call to Order – Attendance
2. Pending Business
3. New Business
 - a. Commission Interviews with Quincy Police Department Lateral Transfers
4. Adjournment

BOARD OF FIRE AND POLICE COMMISSIONERS

Closed Meeting

Date: Wednesday, December 15, 2021

Time: 1:00 p.m.

Place: Caucus Room

Agenda:

1. Call to Order – Attendance
2. Pending Business
3. New Business
 - a. Commission Interviews with Quincy Police Department Lateral Transfers
4. Adjournment

BOARD OF FIRE AND POLICE COMMISSIONERS

Closed Meeting

Date: Wednesday, December 16, 2021

Time: 1:00 p.m.

Place: Caucus Room

Agenda:

1. Call to Order – Attendance
2. Pending Business
3. New Business
 - a. Commission Interviews with Quincy Police Department Lateral Transfers
4. Adjournment