

# Council Meeting for February 7, 2022



# CITY COUNCIL AGENDA

February 7, 2022

Final Agenda

7:00 P.M.

**Note: All items presented are subject to final action.**

## PUBLIC FORUM

### PETITIONS

By the following organizations requesting permission to conduct a raffle and have the bond requirement waived: St. Anthony Church (St. Dominic Junefest) from April 4 through June 4, 2022; and St. Anthony Church from May 21 through July 16, 2022. The City Clerk recommends approval of the permits.

**Ward  
3**

By Turner Brothers Garage, Inc. to rezone an approximately 38,000 square foot section of property located at 4701-4729 Broadway Street from C1B (Commercial) to C2 (Commercial) to establish the same zoning classification (C2) as the remaining approximately 90,000 square feet of property at 4701-4729 Broadway.

**Ward  
1**

By Recovery Anonymous to rezone the property at 1111 North 8<sup>th</sup> Street from R2 (Two-Family Residential) to R3 (Multi-Family Residential) to allow for use as a sober living house, which is considered a halfway house in the city of Quincy's Municipal Code.

**Ward  
1**

By Recovery Anonymous for a Special Permit to operate a sober living house, which is considered a halfway house in the city of Quincy's Municipal Code, at 1111 North 8<sup>th</sup> Street, presently zoned R2.

## MONTHLY REPORTS

### RESOLUTIONS

Utilities and Engineering Director and Utilities Committee recommending approval of the invoice from Midwest Meter, Inc., of Edinburg, IL in the amount of 14,484.75 for an 8 inch water meter to replace an aging meter on an industrial water service.

Utilities and Engineering Director and Utilities Committee recommending approval of the low bid from Laverdiere Construction of Macomb, IL in the amount of \$272,492.00 for the repair of two collapsed sanitary sewers.

Utilities and Engineering Director and Utilities Committee recommending approval of the invoice from Hydro-Kinetics Corporation of St. Louis, MO in the amount of \$11,482.64 for replacement pumps and valves for the N. 42<sup>nd</sup> Street lift station.

Utilities and Engineering Director and Utilities Committee recommending approval of payments for insurance on property and equipment to Willis Towers Watson Midwest, Incorporated of Chicago, IL with a down payment of \$68,167.75 and nine monthly payments of \$22,722.58 (totaling \$272,671.00).

Utilities and Engineering Director and Utilities Committee recommending approval of the invoice from JULIE, Inc. of Bedford Park, IL in the amount of \$7,802.46 for notification of utility locating requests.

Utilities and Engineering Director and Utilities Committee recommending approval of the invoice from Klingner and Associates in the amount of \$18,314.18 for payment on the Water Supply Improvement Project Phase 2 which includes the rehabilitation of filters #1 - #6, replacement of the filter backwash fill system, and structural repairs to the Water Treatment Plant building.

Airport Director, Aeronautics Committee, and Fire Chief recommending approval of the purchase of ancillary ARFF equipment from Sentinel Emergency Solutions, St. Louis, MO for \$34,159.00; Municipal Emergency Services, Deer Creek, IL for \$25,641.00; MacQueen Emergency, Eureka, MO for \$36,209.00, A.E.C. Fire & Safety, Springfield, IL for \$33,660.00 for a total cost of \$129,669.00.

Airport Director and Aeronautics Committee recommending approval of the low bid from United Contractors Midwest, Springfield, IL for the Phase 2 reconstruction of Runway 4/22 in the amount of \$6,711,739.56 to be funded 100% by an airport improvement program grant.

Airport Director and Aeronautics Committee recommending approval of the agreement with Crawford, Murphy, and Tilly Inc. for engineering and planning services for the construction of a new T-Hangar site at the Quincy Regional Airport, in the amount of \$204,600.00 to be funded 90% by a Rebuild Illinois Grant and 10% by the City of Quincy.

## **ORDINANCES**

### **Adoption of an Ordinance entitled:**

An Ordinance Amending Title XI (Business Regulations) Of The Municipal Code Of The City Of Quincy Of 2015 (Repealing massage therapist ordinance).

### **Second presentation of an Ordinance entitled:**

An Ordinance Amending Chapter 40 (Boards And Commissions) Of The Municipal Code Of The City Of Quincy (Human Rights Commission; changing quorum requirements).

### **First presentation of an Ordinance entitled:**

An Ordinance Granting A Special Use Permit For A Planned Development (2435 Maine Street; certain uses permitted and not allowed).

## **REPORT OF FINANCE**

### **Executive/Closed Session pursuant to the Open Meetings Act 5 ILCS 120/2 (c) (2) Collective Bargaining Negotiations**

## **RESOLUTION**

Mayor and Human Resource Manager recommending approval of the adoption of a Memorandum of Understanding between the International Association of Firefighters Local 63 and the City of Quincy.

# City of Quincy Department of Central Services



Kevin McClean  
Director

2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520

## FORESTRY MONTHLY REPORT

Date: January 5, 2022

To the Honorable Mayor and City Council:

The following is a report of work done by the Forestry Department for the month of December

Trees Removed – 20 total  
Concrete Trip/Fall Hazard – 0  
Sewer Issue – 0  
Water Issue – 0  
Power Line Interference – 0  
Dead/Dying – 16  
Blocked Sign – 0  
Safety Hazard – 4  
Construction Work – 0

Stumps Removed – 17

Trees Trimmed – 6

Respectfully submitted,

Kevin McClean  
Director  
Department of Central Services

**City of Quincy  
Department of Central Services**



**Kevin McClean  
Director**

**2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520**

**SIGN AND PAINT  
MONTHLY REPORT**

DATE: January 4, 2022

To the Honorable Mayor and City Council:

The following is the report of the Sign and Paint Department for the month of December

City Signs Replaced – 1

New Signs – 87

City Blocks Striped – 0

Feet of Curbs Painted – 22

Intersections Painted – 0

Parking Lots Painted - 0

Handicapped Parking Stalls Painted - 0

Barrels of Yellow Paint Used – 1

Barrels of White Paint Used – 0

Respectfully submitted,

Kevin McClean  
Director

**City of Quincy  
Department of Central Services**



**Kevin McClean  
Director**

**2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520**

**RECYCLING DIVISION  
MONTHLY REPORT**

Date: January 4, 2022

To the Honorable Mayor and City Council:

The following is a report of materials and quantities collected from the residential waste system for the month of December

<b><u>MATERIAL</u></b>	<b><u>POUNDS</u></b>	<b><u>TONS</u></b>
Fiber	102,080	51.04
Non-Fiber	36,840	18.42

Respectfully submitted,

Kevin McClean  
Director  
Department of Central Services

**City of Quincy  
Department of Central Services**



**Kevin McClean  
Director**

**2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520**

**STREET CLEANING  
MONTHLY REPORT**

DATE: January 5, 2022

To the Honorable Mayor and City Council:

The following is the report of the Street Cleaning Department for the month of December

City Blocks Swept – 383

Loads of Refuse Hauled – 16

Gallons of Water for Flushing – 3,500

Respectfully submitted,

Kevin McClean  
Director  
Department of Central Services



**OFFICE OF THE CITY CLERK  
CITY OF QUINCY  
LAURA OAKMAN**

CITY HALL SUITE 129  
730 MAINE STREET  
QUINCY, IL 62301-4956

PHONE (217) 228-4510  
FAX (217) 221-3664  
[LOakman@ci.quincy.il.us](mailto:LOakman@ci.quincy.il.us)

February 1, 2022

**TO THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL:**

I herewith submit a report of City Licenses and Permits issued by me during the month of January, 2022 the periods for which they were issued together with the fees collected and subsequently paid to the City Treasurer:

<u>#</u>	<u>NAME</u>	<u>PERIOD</u>	<u>AMOUNT EACH</u>	<u>TOTAL</u>
172	Amusement Devices	1 Year	\$ 30.00	\$ 5,160.00
39	Cat Tags	1 Year	\$ 5.00	\$ 195.00
2	Electronic Contractor Registration (Masters)	1 Year	\$ 100.00	\$ 200.00
1	Electronic Message Billboards	1 Year	\$ 500.00	\$ 500.00
1	Live Entertainment/Public Gathering	1 Year	\$ 400.00	\$ 400.00
2	Peddler's License	1 Year	\$ 25.00	\$ 50.00
1	Raffle	1 Year	\$ 60.00	\$ 60.00
1	Raffle	90 days	\$ 20.00	\$ 20.00
8	Video Gaming	1 Year	\$ 200.00	\$ 1,600.00
<b>Total Collected by the Treasurer's Office</b>				<b>\$ 8,185.00</b>

Respectfully submitted,

  
**LAURA OAKMAN**  
City Clerk

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# CITY OF QUINCY



*Office of City Treasurer*

CITY HALL + 730 MAINE STREET  
QUINCY, IL 62301

LINDA K. MOORE, DBA  
CITY TREASURER

DATE: February 1, 2022

TO: MAYOR AND THE MEMBERS OF THE CITY COUNCIL

RE: CITY TREASURER'S MONTHLY REPORT

I hereby certify that the City Treasurer's Report for the month of January 2022 has been generated and is on file in the City Treasurer's office.

Respectfully,

[REDACTED]  
Linda K. Moore, DBA  
City Treasurer

LKM/lao

TELEPHONE: 217-228-4575 + FAX: 217-221-3665



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OFFICE OF THE COMPTROLLER  
CITY OF QUINCY

CITY HALL SUITE 207  
730 MAINE STREET  
QUINCY, ILLINOIS 62301-4056

TELEPHONE  
(217) 228-4517  
FAX (217) 222-2132

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## MEMORANDUM

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DATE: February 1, 2022  
TO: Laura Oakman  
FROM: Sheri Ray  
RE: Comptroller's Monthly Report

The Comptroller's report for the month of January is now available in the Comptroller's Office.

  
Sheri Ray, Comptroller

## **RESOLUTION**

**WHEREAS**, the Department of Utilities required the purchase of an 8 inch water meter for the replacement of an aging meter on an industrial water service; and,

**WHEREAS**, Badger meters offered by Midwest Meter, Inc. offers the automatic meter reading technology that is compatible with the automatic meter reading system employed by the City of Quincy thus qualifying them as a sole source provider; and,

**WHEREAS**, the City has received an invoice from Midwest Meter, Inc. of Edinburg, Illinois totaling \$14,484.75 for the purchase of the meter; and,

**WHEREAS**, funding for the water meter is available in the 2021/2022 Water Fund fiscal year budget.

**NOW, THEREFORE BE IT RESOLVED**, that the Director of Utilities and Engineering and Utilities Committee recommend to the Mayor and Quincy City Council that normal bidding requirements be waived and the invoice from Midwest Meter, Inc., of Edinburg, Illinois in the amount of 14,484.75 be approved for payment.

Jeffrey Conte, P.E  
Director of Utilities & Engineering

February 7, 2022

## RESOLUTION

**WHEREAS**, the Department of Utilities and Engineering advertised for bids for the 2022 Collapsed Sewer Repair Project which includes the repair of two (2) collapsed sanitary sewers; and,

**WHEREAS**, the following bids were received:

Rees Construction Company Quincy, Illinois	\$327,114.00
Laverdiere Construction Macomb, Illinois	\$272,492.00
Engineer's Estimate	\$400,000.00

**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 Sewer 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 Director of Utilities and Engineering and Utilities Committee recommend to the Mayor and Quincy City Council that the low bid from Laverdiere Construction of Macomb, Illinois in the amount of \$272,492.00 be accepted and that the Mayor be authorized to sign the necessary contract documents.

Jeffrey Conte, P.E.  
Director of Utilities & Engineering

February 7, 2022

# CITY OF QUINCY

## Department of Utilities and Engineering

City Hall, Second Floor, 730 Maine Street  
Quincy, Illinois 62301

To: Mayor & City Council

From: J. Conte

cc:

Date: February 4, 2022

Subject: Items for February 7<sup>th</sup> Council Meeting

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### **Request to Award Construction Contract (Fund 502)**

The City advertised for bids to replace collapsed clay sewer pipe in two locations that have resulted in sinkholes, pavement damage and flooding of public streets with sanitary sewage. The following bids were received for the replacement of the sanitary sewers:

Laverdiere Construction	\$272,492
Rees Construction	327,114
Engineer's Estimate	400,000

The Utilities Committee considered this matter and sent a recommendation for award of the project to the low bidder, Laverdiere Construction.

### **Request to Pay Invoice (Funds 501 & 502)**

The Department is requesting approval to pay the annual assessment in the amount of **\$7,802.46** from JULIE, Inc. JULIE (Joint Utility Locating Information for Excavators) is a not-for-profit corporation that provides notification to utilities of proposed excavations in their area. Participation in JULIE is required by State law. The annual assessment is based upon the number of JULIE locates within the utility's boundaries that occurred in the previous year as well as the method of locate requests (e.g., phone, email, web-based entry). This year's assessment is down from \$8,333 in 2021, \$8,955 in 2020 and \$10,490 in 2019.

The Utilities Committee considered the request and sent a resolution to City Council with a recommendation to pay the invoice.

### **Request to Pay Invoices (Funds 501 & 502)**

The Department of Utilities & Engineering received Liberty Mutual's insurance policy renewal which covers the water & sewage treatment plants, pumping stations and storage tanks with an insured value of \$109 million. The insurance premium covering February 2022 to February 2023 is **\$272,671**.

Last year's premium was \$228,545 (19% increase over the expiring policy). It should be noted that, while Liberty Mutual's premiums have increased the past two years, this year's premium is still less than the amount paid to the previous carrier (\$276,762 to Zurich in 2018).

# CITY OF QUINCY

## Department of Utilities and Engineering

City Hall, Second Floor, 730 Maine Street  
Quincy, Illinois 62301

The Utilities Committee considered the request and sent the resolution to City Council with a recommendation to approve payment of the insurance policy invoices.

### **Request to Pay Invoice (Fund 501)**

The City is in the midst of a \$6.1 million upgrade to the water treatment plant. The Department authorized Klingner & Associates to provide construction and testing services to ensure that the construction meets the project specifications. Klingner & Associates has submitted an invoice in the amount of **\$18,314.18** for services provided late October through early January. Approximately \$5.92 million has been completed, and Klingner's invoices for their work has been \$108,495; this is 2.1% of the construction value, which is well within the range of construction engineering fees for this type of project.

The Utilities Committee considered this matter and sent a resolution to City Council with a recommendation to pay the invoice.

### **Request to Pay Invoice (Fund 501)**

The Department purchased an 8" fire service meter to replace a unit that has been in service for 35 years. The City uses a Badger water meter system that is only available through the local distributor (Midwest Meter, Inc.). The purchase price is **\$14,484.75**.

The Utilities Committee considered this matter and sent a resolution to City Council with a recommendation to pay the invoice.

### **Request to Pay Invoice (Fund 501)**

The Department purchased pumps and parts for the North 42<sup>nd</sup> Street Sewage Pump station to replace equipment that has been in service for approximately 20 years. This sewage pump station serves commercial and industrial customers between Wismann Lane and Kochs Lane. Although the pumps had sustained chemical attack from the discharges of one or more industries, a 20-year service life for a sewage pump is acceptable.

The Utilities Committee considered this matter and sent a resolution to City Council with a recommendation to pay the invoice.

If you have questions or concerns about any of these items, please feel free to contact me.

## RESOLUTION

**WHEREAS**, two aging pumps at the North 42<sup>nd</sup> Street lift station recently failed and required replacement; and,

**WHEREAS**, the replacement pumps and valves were purchased from the pump manufacturer through the regional representative Hydro-Kinetics Corporation of St. Louis, Missouri; and,

**WHEREAS**, the pumps have been delivered and an invoice received in the amount of \$11,482.64 for the replacement parts; and,

**WHEREAS**, funding for the purchase of the pumps is available in the 2021/2022 Sewer Fund fiscal year budget.

**NOW, THEREFORE BE IT RESOLVED**, that the Director of Utilities and Engineering and Utilities Committee recommend to the Mayor and Quincy City Council that normal bidding requirements be waived and the invoice from Hydro-Kinetics Corporation of St. Louis, Missouri in the amount of \$11,482.64 be approved for payment.

Jeffrey Conte, P.E.  
Director of Utilities & Engineering

February 7, 2022

## **RESOLUTION**

**WHEREAS**, the City of Quincy carries comprehensive insurance on all property and equipment associated with the Department of Utilities including the Waste Water Treatment Plant and Water Treatment Plant; and,

**WHEREAS**, the Department of Utilities has received notification from its insurance broker, Willis Towers Watson Midwest, Incorporated of Chicago, that the 2022 annual premium for the All-Risk Property Insurance Policy will be \$272,671.00; and,

**WHEREAS**, the terms of this policy requires a twenty-five percent (25%) down payment of \$68,167.75 and nine (9) equal payments of \$22,722.58; and,

**WHEREAS**, the Director of Utilities and Engineering has reviewed the terms and financial summary for the policy and finds them to be acceptable; and,

**WHEREAS**, funds for a portion of this expenditure are available in the current Water Fund and Sewer Fund fiscal year budgets with the remainder being budgeted for the 2022/2023 fiscal year.

**NOW, THEREFORE BE IT RESOLVED**, that the Director of Utilities and Engineering and Utilities Committee recommend to the Mayor and Quincy City Council that payment to Willis Towers Watson Midwest, Incorporated of Chicago for a down payment of \$68,167.75 and nine (9) monthly payments of \$22,722.58 (totaling \$272,671.00) be approved for payment upon receipt of the invoices.

Jeffrey Conte, P.E.  
Director of Utilities & Engineering

February 7, 2022



## **RESOLUTION**

**WHEREAS**, the City of Quincy utilizes the JULIE Illinois One-Call System for the notification of utility locating requests; and,

**WHEREAS**, the City's annual assessment is determined by the total number of print, email and voice transmissions for the prior calendar year; and,

**WHEREAS**, an invoice in the amount of \$7,802.46 has been received for the 2022 annual assessment; and,

**WHEREASAS**, the of Director of Utilities and Engineering has reviewed this assessment and finds it to be acceptable; and,

**WHEREAS**, funds for this service are available in the 2021/2022 Water Fund and Sewer Fund fiscal year budgets.

**NOW, THEREFORE BE IT RESOLVED**, that the Director of Utilities and Engineering and Utilities Committee recommend to the Mayor and Quincy City Council that the invoice from JULIE, Inc. of Bedford Park, Illinois in the amount of \$7,802.46 be approved for payment.

Jeffrey Conte, P.E.  
Director of Utilities & Engineering

February 7, 2022

## 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 \$18,314.18 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 Utilities Committee recommend to the Mayor and Quincy City Council that the invoice from Klingner and Associates of Quincy, Illinois in the amount of \$18,314.18 be approved for payment.

Jeffrey Conte, P.E.  
Director of Utilities & Engineering

February 7, 2022

**RESOLUTION**

**WHEREAS**, the City of Quincy owns and operates Quincy Regional Airport; and

**WHEREAS**, in order to meet Federal safety standards in accordance with the Part 139 Certification Program, the airport acquired a new Aircraft Rescue Fire Fighting (ARFF) vehicle with a federal grant; and,

**WHEREAS**, the airport took delivery of the new ARFF truck in June, 2021;  
and,

**WHEREAS**, under federal regulation the airport is required to put the new rescue vehicle into service for emergency use; and,

**WHEREAS**, the ARFF truck needs ancillary equipment to be put into service;  
and,

**WHEREAS**, a request for proposal was issued for the various equipment needed;  
and,

**WHEREAS**, the various vendors were the low bidder on various pieces of the equipment; and,

**WHEREAS**, the airport proposes awarding the equipment to the following vendors:

Sentinel Emergency Solutions St. Louis, MO	\$34,159.00
Municipal Emergency Services Deer Creek, IL	\$25,641.00
MacQueen Emergency Eureka, MO	\$36,209.00
A.E.C. Fire & Safety Springfield, IL	\$33,660.00; and,

**WHEREAS**, the total cost of \$129,669.00 is included in the current budget; now,

**THEREFORE, BE IT RESOLVED** the Aeronautics Committee, the Airport Director, and Fire Chief recommend to the Mayor and City Council that the ancillary ARFF equipment be purchased and ordered with the aforementioned vendors.

Sandra Shore  
Airport Director  
February 7, 2022



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*Sandra Shore, A.A.E.*  
*Airport Director*

## MEMORANDUM

To: City Council  
CC: Mayor, Aeronautics Committee  
Re: ARFF Vehicle Equipment  
Date: 02/04/2022

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Included on Monday's agenda you will find a resolution recommending the approval of the various low bids for the ancillary equipment required to put the airport's new Aircraft Rescue Fire Fighting (ARFF) vehicle into service.

### BACKGROUND

Through a FAA grant, the airport bid and council approved the purchase of a new ARFF vehicle. The vehicle was delivered in June, 2021. In accordance with FAA guidance the airport bid the ancillary equipment separately. Four vendors bid the equipment all being the low bidder for portions of the equipment. Following the receipt of bids the airport engaged the various vendors to complete their Buy American paperwork. The vendors either could not gather the necessary information or would not due to proprietary reasons. After nine months of meetings and assistance it was clear we had exhausted our options and would not be able to reach federal approval.

### PROPOSALS

The City solicited competitive proposals for the equipment and awarded each piece to the low bidder. This resulted in each bidder receiving a portion of the award. We propose the awards in the following amounts:

Sentinel Emergency Solutions St. Louis, MO	\$34,159.00
Municipal Emergency Services Deer Creek, IL	\$25,641.00
MacQueen Emergency Eureka, MO	\$36,209.00
A.E.C. Fire & Safety Springfield, IL	\$33,660.00
<b>Total Award:</b>	<b>\$129,669.00</b>

A more detailed list is attached to this memo.

### FUNDING

Thanks to the administration and City Council the project was included in the latest budget amendment in order to meet federal regulations and put the vehicle into service.

### RECOMMENDATION

The airport staff, Fire Chief, and Aeronautics Committee is recommending the various awards to the low bidders, as described, and asks for the Council's support.

**Sentinel** \$34,159

- SCBA Gear \$30,360
- K12 Saw \$1,800
- Reducer \$159
- Sawzall Kit \$325
- Pick/Flat Head Axe \$220
- Basket and Backboard \$905
- Foam Nozzle \$390

**MacQueen** \$36,209

- LDH Spanners \$122.50
- Cutter \$6,352
- Spreader \$7,019
- Power Plant \$7,608
- 100ft Hose \$1,127
- Truck Mounted Power Plant \$9,059
- Electric Cord Reel \$4,304
- 8ft Core Hose \$617

**Municipal Emergency Services (MES)** \$25,641

- Bunker Gear \$20,070
- Little Giant Ladder \$610
- Air Chisel \$985
- Piercing Nozzles \$48
- Hydrant Wrench \$220
- Aircraft Cable Cutter \$51
- Crash Axes \$920
- Bolt Cutter \$97
- Gated Wye \$340
- Reducer \$30
- Pry Bar \$39
- Streamlight Vulccan Lights \$495
- Streamlight Survivors \$156
- Halligan Tool \$226
- Seatbelt Cutter \$44
- Fog Nozzles \$1,310

**AEC** \$33,660

- AFFF Foam \$25,480
- Nitrogen \$2,120
- Purple K \$6,060

**TOTAL: \$129,669**

## 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 Phase 2 of the reconstruction of Runway 4/22; and,

**WHEREAS**, the project was bid in accordance with Federal Procurement Procedures; and,

**WHEREAS**, the City of Quincy received two bids; and,

**WHEREAS**, United Contractors Midwest (UCM) was the low bidder; and,

**WHEREAS**, UCM's bid for the project was \$6,711,739.56; and,

**WHEREAS**, the City of Quincy wishes to award the project to UCM for said construction project; and,

**WHEREAS**, the project is to be 100% funded by the United States Department of Transportation; and,

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

**WHEREAS**, invoices for this project will be sent to the City at various times for work completed and the invoices shall be paid in a timely manner to the appropriate vendors; now,

**THEREFORE, BE I T R E S O L V E D B Y T H E C I T Y C O U N C I L O F T H E C I T Y O F Q U I N C Y, I N A D A M S C O U N T Y, I L L I N O I S**, 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 to United Contractors Midwest 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  
February 7, 2022

**BID TABULATION**

**PROJECT:** REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2  
**AIRPORT:** QUINCY REGIONAL AIRPORT  
**IL PROJ.:** UIN-4909  
**BID DATE:** 01/12/22

BASE BID - RECONSTRUCT RUNWAY 22			
ITEM NO.	ITEM DESCRIPTION	UNITS	QTY
C 100bb	CONTRACTOR QUALITY CONTROL PROGRAM (CQ	LS	1.0
C 102-5.1bb	INLET PROTECTION	EA	9.0
C 102-5.2bb	SILT FENCE	LF	4000.0
C 102-5.3bb	DITCH CHECK	LF	2500.0
C 105-6.1bb	ENGINEER'S FIELD OFFICE	LS	1.0
C 105-6.2bb	MOBILIZATION	LS	1.0
P 101-5.1bb	REMOVE BITUMINOUS PAVEMENT SURFACE	SY	33480.0
P 101-5.2bb	RUBBLIZE PAVEMENT	SY	33480.0
P 101-5.3bb	BITUMINOUS SURFACE MILLING	SY	9275.0
P 101-5.5bb	REMOVE PIPE	LF	645.0
P 101-5.6bb	REMOVE INLET	EA	3.0
P 152-4.1bb	EMBANKMENT IN PLACE	CY	80600.0
P 154-5.1bb	SUBBASE COURSE	CY	6655.0
P 209-5.1bb	CRUSHED AGG BASE COURSE	SY	33475.0
P 401-8.1bb	ASPHALT SURFACE COURSE	TON	9925.0
P 403-8.1bb	ASPHALT MIXTURE BASE COURSE	TON	8050.0
P 603-5.1bb	EMULSIFIED ASPHALT TACK COAT	GAL	11870.0
P 620-5.1bb	PAVEMENT MARKING - WATERBORNE	SF	22300.0
P 620-5.2bb	PAVEMENT MARKING - BLACK BORDER	SF	7200.0
P 620-5.3bb	TEMPORARY MARKING	SF	9650.0
P 621-5.1bb	BITUMINOUS PAVEMENT GROOVING	SY	36950.0
D 701-5.1bb	18" RCP, CLASS IV	LF	240.0
D 701-5.2bb	30" RCP, CLASS IV	LF	260.0
D 705-5.1bb	4" PERFORATED UNDERDRAIN W/SOCK	LF	5665.0
D 705-5.2bb	UNDERDRAIN CLEANOUT	EA	14.0
D 705-5.3bb	UNDERDRAIN DIRECT CONNECTION	EA	3.0
D 751-5.1bb	36" INLET	EA	3.0
D 751-5.2bb	MANHOLE - 5'	EA	1.0
D 751-5.3bb	MANHOLE - 6'	EA	1.0
T 901-5.1bb	SEEDING	AC	19.0
T 904-5.1bb	SODDING	SY	2950.0
T 908-5.1bb	HEAVY-DUTY HYDRAULIC MULCH	AC	19.0
L 108-5.1bb	1/C #8 5 KV UG CABLE	LF	65.0
L 108-5.2bb	1/C #8 5 KV UG CABLE IN UD	LF	5750.0
L 108-5.3bb	2/C #8 5 KV UG CABLE	LF	190.0
L 108-5.4bb	2/C #8 5 KV UG CABLE IN UD	LF	355.0
L 108-5.5bb	1/C #6 COUNTERPOISE	LF	5575.0
L 110-5.1bb	DUCT MARKER - IN PAVEMENT	EA	2.0
L 110-5.2bb	1-WAY CONC. ENCASED DUCT	LF	30.0
L 110-5.3bb	4-WAY CONCRETE ENCASED DUCT	LF	165.0
L 125-5.01bb	REMOVE BASE MOUNTED LIGHT	EA	25.0
L 125-5.02bb	REMOVE TAXI GUIDANCE SIGN	EA	1.0
L 125-5.03bb	ADJUST STAKE MOUNTED LIGHT	EA	8.0
L 125-5.05bb	INSTALL SALVAGED BASE MOUNTED LIGHT	EA	25.0
L 125-5.06bb	SPLICE CAN	EA	3.0
L 125-5.07bb	RUNWAY DISTANCE REMAINING SIGN BASE	EA	2.0
L 125-5.08bb	TAXI GUIDANCE SIGN, 3 CHARACTER	EA	1.0
L 125-5.09bb	TAXI GUIDANCE SIGN, 6 CHARACTER	EA	1.0
L 125-5.10bb	ADJUST IN PAVEMENT LIGHT	EA	1.0

UCM	
UNIT PRICE	COST
\$ 42,618.49	\$ 42,618.49
\$ 957.92	\$ 8,621.28
\$ 7.18	\$ 28,720.00
\$ 14.41	\$ 36,025.00
\$ 18,234.72	\$ 18,234.72
\$ 291,942.41	\$ 291,942.41
\$ 5.93	\$ 198,536.40
\$ 2.14	\$ 71,647.20
\$ 3.63	\$ 33,668.25
\$ 52.50	\$ 33,862.50
\$ 2,625.00	\$ 7,875.00
\$ 9.93	\$ 800,358.00
\$ 64.41	\$ 428,648.55
\$ 19.69	\$ 659,122.75
\$ 122.46	\$ 1,215,415.50
\$ 117.83	\$ 948,531.50
\$ 3.54	\$ 42,019.80
\$ 1.79	\$ 39,917.00
\$ 2.52	\$ 18,144.00
\$ 1.47	\$ 14,185.50
\$ 1.80	\$ 66,510.00
\$ 137.55	\$ 33,012.00
\$ 194.25	\$ 50,505.00
\$ 17.27	\$ 97,834.55
\$ 1,054.20	\$ 14,758.80
\$ 1,246.35	\$ 3,739.05
\$ 9,187.50	\$ 27,562.50
\$ 14,962.50	\$ 14,962.50
\$ 19,792.50	\$ 19,792.50
\$ 2,084.25	\$ 39,600.75
\$ 11.18	\$ 32,981.00
\$ 5,407.50	\$ 102,742.50
\$ 7.22	\$ 469.30
\$ 9.59	\$ 55,142.50
\$ 5.95	\$ 1,130.50
\$ 11.04	\$ 3,919.20
\$ 4.20	\$ 23,415.00
\$ 479.33	\$ 958.66
\$ 106.84	\$ 3,205.20
\$ 130.52	\$ 21,535.80
\$ 386.93	\$ 9,673.25
\$ 727.65	\$ 727.65
\$ 912.45	\$ 7,299.60
\$ 1,640.10	\$ 41,002.50
\$ 739.20	\$ 2,217.60
\$ 981.75	\$ 1,963.50
\$ 5,220.60	\$ 5,220.60
\$ 5,971.35	\$ 5,971.35
\$ 3,603.60	\$ 3,603.60

ESS	
UNIT PRICE	COST
\$ 482,676.15	\$ 482,676.15
\$ 190.00	\$ 1,710.00
\$ 8.85	\$ 35,400.00
\$ 5.00	\$ 12,500.00
\$ 13,750.00	\$ 13,750.00
\$ 400,000.00	\$ 400,000.00
\$ 6.35	\$ 212,598.00
\$ 2.35	\$ 78,678.00
\$ 7.70	\$ 71,417.50
\$ 53.25	\$ 34,346.25
\$ 768.00	\$ 2,304.00
\$ 16.00	\$ 1,289,600.00
\$ 90.00	\$ 598,950.00
\$ 30.00	\$ 1,004,250.00
\$ 135.00	\$ 1,339,875.00
\$ 131.00	\$ 1,054,550.00
\$ 3.40	\$ 40,358.00
\$ 3.17	\$ 70,691.00
\$ 2.53	\$ 18,216.00
\$ 3.80	\$ 36,670.00
\$ 2.60	\$ 96,070.00
\$ 121.00	\$ 29,040.00
\$ 208.00	\$ 54,080.00
\$ 23.70	\$ 134,260.50
\$ 1,604.00	\$ 22,456.00
\$ 1,977.00	\$ 5,931.00
\$ 5,500.00	\$ 16,500.00
\$ 13,960.00	\$ 13,960.00
\$ 16,998.00	\$ 16,998.00
\$ 1,266.00	\$ 24,054.00
\$ 19.00	\$ 56,050.00
\$ 4,433.00	\$ 84,227.00
\$ 4.44	\$ 288.60
\$ 12.68	\$ 72,910.00
\$ 5.70	\$ 1,083.00
\$ 10.75	\$ 3,816.25
\$ 9.50	\$ 52,962.50
\$ 380.00	\$ 760.00
\$ 55.75	\$ 1,672.50
\$ 73.50	\$ 12,127.50
\$ 950.00	\$ 23,750.00
\$ 1,520.00	\$ 1,520.00
\$ 760.00	\$ 6,080.00
\$ 2,478.00	\$ 61,950.00
\$ 1,519.00	\$ 4,557.00
\$ 6,093.00	\$ 12,186.00
\$ 9,658.00	\$ 9,658.00
\$ 10,060.00	\$ 10,060.00
\$ 2,553.00	\$ 2,553.00

UCM	
CALCULATED:	\$ 5,629,550.81
WRITTEN:	\$ 5,629,550.81
CHECK:	OK

ESS	
CALCULATED:	\$ 7,630,100.75
WRITTEN:	\$ 7,630,080.75
CHECK:	ERROR

**BID TABULATION**

**PROJECT:** REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2

**AIRPORT:** QUINCY REGIONAL AIRPORT

**IL PROJ.:** UIN-4909

**BID DATE:** 01/12/22

<b>ADDITIVE ALTERNATE 1 - REMOVE RWY 18/36 NORTH</b>			
ITEM NO.	ITEM DESCRIPTION	UNITS	QTY
C 102-5.1a1	INLET PROTECTION	EA	6.0
P 101-5.1a1	REMOVE BITUMINOUS PAVEMENT SURFACE	SY	39625.0
P 101-5.4a1	CONCRETE PAVEMENT REMOVAL	SY	39625.0
P 152-4.1a1	EMBANKMENT IN PLACE	CY	15500.0
T 901-5.1a1	SEEDING	AC	14.0
T 908-5.1a1	HEAVY-DUTY HYDRAULIC MULCH	AC	14.0
L 125-5.01a1	REMOVE BASE MOUNTED LIGHT	EA	25.0
L 125-5.11a1	REMOVE WIND CONE	EA	1.0
L 125-5.12a1	REMOVE STAKE MOUNTED LIGHT	EA	6.0

<b>UCM</b>	
UNIT PRICE	COST
\$ 906.04	\$ 5,436.24
\$ 0.01	\$ 396.25
\$ 11.06	\$ 438,252.50
\$ 9.60	\$ 148,800.00
\$ 2,084.25	\$ 29,179.50
\$ 5,407.50	\$ 75,705.00
\$ 398.48	\$ 9,962.00
\$ 1,085.70	\$ 1,085.70
\$ 386.93	\$ 2,321.58

<b>ESS</b>	
UNIT PRICE	COST
\$ 190.00	\$ 1,140.00
\$ 1.00	\$ 39,625.00
\$ 6.40	\$ 253,600.00
\$ 11.80	\$ 182,900.00
\$ 1,266.00	\$ 17,724.00
\$ 4,433.00	\$ 62,062.00
\$ 178.00	\$ 4,450.00
\$ 4,814.00	\$ 4,814.00
\$ 79.80	\$ 478.80

<b>UCM</b>	
CALCULATED:	\$ 711,138.77
WRITTEN:	\$ 711,138.77
CHECK:	OK

<b>ESS</b>	
CALCULATED:	\$ 566,793.80
WRITTEN:	\$ 567,383.80
CHECK:	ERROR



**BID TABULATION**

**PROJECT:** REHABILITATE / RECONSTRUCT RUNWAY 4/22 PHASE 2

**AIRPORT:** QUINCY REGIONAL AIRPORT

**IL PROJ.:** UIN-4909

**BID DATE:** 01/12/22

<b>ADDITIVE ALTERNATE 2 - REMOVE TXY E</b>			
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>UNITS</b>	<b>QTY</b>
P 101-5.1a2	REMOVE BITUMINOUS PAVEMENT SURFACE	SY	18225.0
P 101-5.4a2	CONCRETE PAVEMENT REMOVAL	SY	18225.0
P 152-4.1a2	EMBANKMENT IN PLACE	CY	6280.0
T 901-5.1a2	SEEDING	AC	9.0
T 908-5.1a2	HEAVY-DUTY HYDRAULIC MULCH	AC	9.0
L 125-5.01a2	REMOVE BASE MOUNTED LIGHT	EA	9.0
L 125-5.02a2	REMOVE TAXI GUIDANCE SIGN	EA	2.0
L 125-5.12a2	REMOVE STAKE MOUNTED LIGHT	EA	42.0

<b>UCM</b>	
<b>UNIT PRICE</b>	<b>COST</b>
\$ 0.01	\$ 182.25
\$ 10.74	\$ 195,736.50
\$ 13.76	\$ 86,412.80
\$ 2,084.25	\$ 18,758.25
\$ 5,407.50	\$ 48,667.50
\$ 398.48	\$ 3,586.32
\$ 727.65	\$ 1,455.30
\$ 386.93	\$ 16,251.06

<b>ESS</b>	
<b>UNIT PRICE</b>	<b>COST</b>
\$ 1.00	\$ 18,225.00
\$ 6.70	\$ 122,107.50
\$ 14.15	\$ 88,862.00
\$ 1,266.00	\$ 11,394.00
\$ 4,433.00	\$ 39,897.00
\$ 240.00	\$ 2,160.00
\$ 620.00	\$ 1,240.00
\$ 80.00	\$ 3,360.00

<b>UCM</b>	
CALCULATED:	\$ 371,049.98
WRITTEN:	\$ 371,049.98
CHECK:	OK

<b>ESS</b>	
CALCULATED:	\$ 287,245.50
WRITTEN:	\$ 287,245.50
CHECK:	OK

## **RESOLUTION**

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

**WHEREAS**, as part of the Rebuild Illinois Program, the State of Illinois Department of Transportation awarded the City of Quincy funds to construct a new T-Hangar site at Quincy Regional Airport; and,

**WHEREAS**, Crawford, Murphy, and Tilly, Inc. (CMT) was selected in accordance with state 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 engineering services of said construction project; and,

**WHEREAS**, the total contract cost is not to exceed \$204,600; and,

**WHEREAS**, this project is to be 90% funded by the State of Illinois, and 10% by the City of Quincy; and

**WHEREAS**, the City share of \$20,460.00 is included in the current fiscal year budget; now,

**THEREFORE BE I T RESOLVED**, the Aeronautics Committee and Airport Director recommend to the Mayor and City Council the authorization to execute and attest the agreement with Crawford, Murphy, and Tilly Inc. for engineering and planning services for the construction of new T-Hangars at the Quincy Regional Airport.

Sandra Shore  
Airport Director  
February 7, 2022

**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 CMT Update: November 2021

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

THIS AGREEMENT, made at Quincy, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ 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 in Adams County, state of Illinois; and the project shall be identified as the Illinois Project No. UIN-TBD; AIP Project No. N/A; 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):

**CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY**

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 IN THIS CONTRACT~~**

~~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 – SITEWORK & TAXIWAY**

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.

**BB. DESIGN PHASE SERVICES – HANGAR**

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 BB – BB3. 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 NOT IN THIS CONTRACT~~

~~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 – ENVIRONMENTAL CLEARANCE**

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 150/5370-2G (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 attachments B-2, BB-2 & D-2

## **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 IN THIS CONTRACT~~**

~~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 – SITEWORK & TAXIWAY**

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 \$ **24,970.00**  
  
total amount not to exceed \$ **204,600.00**  
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.~~

**BB. DESIGN PHASE SERVICES – T-HANGAR**

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

2. a cost plus a fixed payment of \$ 12,790.00

total amount not to exceed \$ 101,000.00

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 NOT IN THIS CONTRACT**

~~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 \$ \_\_\_\_\_~~

~~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 (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 – ENVIRONMENTAL CLEARANCE**

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 \$ 660.00

total amount not to exceed \$ 5,200.00 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. 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:

September 14, 2020  
(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

**O. FEDERAL TAXPAYER IDENTIFICATION NUMBER**

The following statement is made under penalty of perjury:

"The Firm's correct Federal Taxpayer Identification Number is 37-0844662. This firm is doing business as a (please check one):

Individual                       Partnership                       Corporation

**P. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION**

(Reference: 49 CFR Part 26)

**Contract Assurance (§26.13)** - The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

In keeping with the DBE plan adopted by the Sponsor, the Consultant shall take all necessary and reasonable steps to attain DBE participation in this contract.

The work for each subconsultant should be listed separately. If the subconsultant is being utilized to meet the project DBE goal, they must be prequalified in that category and certified as a DBE in that category. Please indicate that they are certified in that category. The certification list is available on the Department's website on the "Doing Business" menu under Small Business Enterprises and IL UCP directory <http://www.dot.il.gov/ucp/ucp.html#DBEDirectory>. The percent of work is computed based on the individual subconsultant's work effort in each category

Firm Name: To be determined

Subcontract Amount (\$): To be determined

Prequalification Category	% of Work	DBE Certification
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more than one subconsultant is being used, attach additional sheets.

**NOTE:** All final payment requests shall include a completed ATTACHMENT O - DBE Final Documentation or the complete information on the Consultant's format.

**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 \_\_\_\_\_, 20\_\_\_\_.  
(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

<del><u>ATTACHMENTS A – A3</u></del>	<del>PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES NOT USED ESTIMATE OF COSTS / SALARY EXPENSES</del>
<u>ATTACHMENTS B – B6</u>	DESIGN PHASE SERVICES – SITEWORK & TAXIWAY ESTIMATE OF COSTS / SALARY EXPENSES
<u>ATTACHMENTS BB–BB3</u>	DESIGN PHASE SERVICES - HANGAR ESTIMATE OF COSTS / SALARY EXPENSES
<del><u>ATTACHMENTS C – C3</u></del>	<del>CONSTRUCTION PHASE SERVICES NOT USED ESTIMATE OF COSTS / SALARY EXPENSES</del>
<u>ATTACHMENTS D – D3</u>	PLANNING AND SPECIAL SERVICES – ENVIRONMENTAL CLEARANCE 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~~

NOT IN THIS CONTRACT



**ATTACHMENT B – B3**

**DESIGN PHASE SERVICES - SITEWORK**

**ATTACHMENT B**  
**Sitework Design Phase**  
**Estimate of Costs**

<u>Category</u>	<u>Amount</u>
1. <u>Direct Salary Costs</u> (See Attachment B-1)	<u>\$64,265.06</u>
2. <u>Overhead on Labor</u> ( 54.69% )	<u>\$35,146.56</u>
3. <u>General and Administrative Overhead</u> ( 112.14% )	<u>\$72,066.84</u>
4. <u>Direct Nonsalary Expenses</u>	
Materials and Supplies	<u>\$0.00</u>
Transportation	<u>\$429.00</u>
Printing	<u>\$275.00</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>\$24,970.00</u>
6. <u>Per Diem</u>	<u>\$0.00</u>
7. <u>Outside Services</u>	<u>\$7,500.00</u>
Estimate of Total Costs	<u>\$204,652.46</u>
<b>Total Amount Not to Exceed</b>	<b><u><u>\$204,600.00</u></u></b>
Estimated Construction Cost	<u><u>\$1,100,000.00</u></u>

**ATTACHMENT B-1**

**Sitework Design Phase**

**Estimate of Salary Expenses**

<b>Classification*</b>	<b>Hours</b>	<b>2022 Avg. Hourly Rate</b>	<b>Cost</b>
10 - Principal	5	\$86.40	\$432.00
20 - Project Engineer II	83	\$70.05	\$5,814.15
21 - Project Architect II	4	\$57.92	\$231.68
22 - Project Manager II	6	\$67.64	\$405.84
25 - Project Environmental Scientist II	0	\$67.19	\$0.00
30 - Project Engineer I	455.25	\$54.81	\$24,952.25
32 - Project Manager I	0	\$54.21	\$0.00
36 - Project Structural Engineer I	0	\$56.20	\$0.00
40 - Sr. Engineer I	4	\$40.55	\$162.20
48 - Sr. Architect II	0	\$47.42	\$0.00
43 - Sr. Planner I	0	\$41.20	\$0.00
44 - GIS Specialist	0	\$39.42	\$0.00
50 - Engineer I	433	\$31.40	\$13,596.20
55 - Environmental Scientist II	0	\$36.12	\$0.00
70 - Land Surveyor	4	\$42.03	\$168.12
80 - Sr. Technician I	402	\$38.93	\$15,649.86
81 - Sr. Technician II	32	\$48.66	\$1,557.12
90 - Technician II	32	\$33.18	\$1,061.76
110 - Admin. Assistant	12	\$19.49	\$233.88
<b>Total</b>	<b>1472.3</b> <b>(Hours)</b>	<b>\$43.65</b> <b>(Average)</b>	<b>\$64,265.06</b> <b>(Total Direct Salary Costs)</b>

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

**ATTACHMENT B-2**

**SCOPE OF WORK  
FOR  
DESIGN PHASE SERVICES  
FOR  
CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY  
(SITEWORK)  
AT  
QUINCY REGIONAL AIRPORT  
QUINCY, ILLINOIS**

**January 25, 2022**

**1. GENERAL**

This scope of work will describe Sitework Design Phase Engineering Services for the construction of a new T-Hangar Facility and associated improvements 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 design engineering of the contract work and acting directly or through an authorized representative.

The proposed project is anticipated to generally consist of the following project components:

1. Construct a new T-Hangar building (hangar design within a separate scope).
2. Construct T-Hangar taxilanes to access the new hangar building.
3. Construct aircraft parking aprons for the new hangar building.
4. Install appropriate taxiway and apron pavement markings and signage.
5. Install private utilities to the proposed T-Hangar including water, sewer, gas, electrical, and telecommunication services.
6. Perform necessary earthwork to establish appropriate grades for the building pads, pavement, shoulders, swales, etc.
7. Construct underdrains, storm sewer, and drainage swales.
8. Install temporary and permanent erosion control measures.
9. Scope assumes letting with hangar through IDOT.

**2. SCOPE OF WORK ORGANIZATION**

This scope of work generally describes the services performed by the Engineer during the design phase of the project. This scope of work describes services to be performed during five primary task groups of the design:

Task Group	Task Group Description	Associated Deliverable
1000	Startup & Schematic Design	None
2000	Preliminary Design Development	Preliminary design report
3000	Detailed Design Development	Pre-final plans & specifications
4000	Final Design Development	Final project documents
5000	General Project Related Tasks	None

Following is a summary of the tasks to be included within the task groups identified above. The included Estimate of Effort includes detailed subtasks included in this scope of services.

## **1000 - STARTUP & SCHEMATIC DESIGN**

### **Deliverable: None**

The Project Startup Task Group focuses on identifying the Project Scope, assembling relevant record drawings and other available data, and investigating the existing conditions within the limits of the Project. Following are the individual tasks to be performed in this task group:

#### Task 1100 – Preliminary Work Items

Task 1100 will include the development of the initial Project goals and scope of work, as well as preparing for and conducting meetings with the Airport, IDA and the FAA. Subtasks are detailed in attachment B-2.

#### Task 1200 – Existing Conditions Investigation

Task 1200 will include the efforts necessary to collect and assess the existing conditions upon which the design will be based.

## **2000 - PRELIMINARY DESIGN**

### **Deliverable: Preliminary Design Report**

The preliminary design phase is intended to identify and evaluate cost-effective and practical alternatives for the various work components of the Project. The consultant will document the preliminary design approach and summary of findings in a Preliminary Design Report (the "Report"). Estimate of quantities, costs, and time will also be prepared as part of the Report. Sketches will be included to help define the proposed improvements.

The Report will be submitted to and reviewed by the Airport, IDA, and FAA and revised as necessary based on the review comments. The reviewed Report will establish the final project scope that will serve as the basis for subsequent tasks performed by the Engineer.

The following tasks will be performed by the Engineer:

#### Task 2100 – General Preliminary Design & Coordination

This task will include the preliminary designs necessary to identify areas of concern as well as to provide the information necessary to prepare preliminary estimates of quantity, cost and time. Preliminary 2D and 3D designs will be prepared for the site layout, geometry of proposed pavements, 3D surface modelling of the proposed improvements, storm sewer & utility layouts, and pavement designs.

#### Task 2200 – Design Report Development

This task includes the development of the Report and will summarize the information developed in task 2100. The Report will document the design considerations, engineering analysis and design selections and, as appropriate, contain schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to the Sponsor which Engineer recommends.

#### Task 2400 – Preliminary Specification Development

A preliminary specification list will be developed under this task based on the anticipated improvements identified in the preliminary design task.

#### Task 2500 – Preliminary Estimates of Quantities, Cost & Time

This task includes the efforts necessary to quantify and estimate the total preliminary Project costs and contract time.

#### Task 2900 – Resolve Preliminary Design Reviews

This task includes the efforts associated with reviewing the Report with the Airport, IDOT, and the FAA, compiling review comments, and making necessary modifications to the Report.

### **3000 - DETAILED DESIGN DEVELOPMENT**

#### **Deliverable: Pre-Final Construction Documents**

The purpose of the detailed design phase is to further refine the preliminary designs and prepare pre-final construction documents for review by the Airport, IDA, and FAA. These documents will then be revised as necessary based on review comments.

Using the final project scope developed in the Preliminary Design Phase, the Engineer will perform the following tasks:

#### Task 3100 – General Detailed Design & Coordination

This task will include the advancement of the schematic designs developed during the preliminary design phase. Additional detail will be added to the preliminary designs and 3D models will be refined to provide additional detail.

#### Task 3200 –Plan Development

This task includes the preparation of Pre-Final Plans for review by the Airport, IDA, and FAA. A preliminary plan sheet listing is provided in Attachment B-2.

#### Task 3400 – Development of Technical Specifications

This task involves the preparation of the pre-final technical specifications for the construction documents as well as careful consideration of any Modifications to Standards that may be required. Specifications will be prepared using either FAA or IDOT specifications as established in the Preliminary Design Report.

#### Task 3500 – Estimates of Quantities, Cost & Time

This task includes the efforts necessary to quantify and estimate the total pre-final Project costs and contract time.

#### Task 3900 – Resolve Design Reviews

The pre-final construction documents will be submitted to the Airport, IDOT and the FAA for review and comment. A design review meeting will be held and the comments arising in the review will be incorporated into the Project in the Final Design phase.

### **4000 - FINAL DESIGN DEVELOPMENT**

#### **Deliverable: Project bidding documents**

The final design phase is intended to prepare and submit the final Project Documents for the Project.

Incorporating the comments provided in the review of the pre-final submittal, the Engineer will perform the following tasks:

#### Task 4100 – General Final Design & Coordination

The designs developed during the Preliminary and Pre-Final phases will be modified as necessary to address any concerns identified in the Pre-Final review. Sitework and architectural designs will be coordinated.

#### Task 4200 –Plan Development

This task includes the preparation of Final Plans for bidding. The final plan set will be based on the pre-final plan set with the addition or removal of sheets as necessary. Notes and details will be finalized. A stormwater pollution prevention plan (SWPPP) will be prepared and submitted under this task.

#### Task 4400 – Development of Technical Specifications

This task involves the finalization of the technical specifications for the construction documents as well as the final preparation and submittal of any Modifications to Standards.

#### Task 4500 –Estimates of Quantities, Cost & Time

This task includes the efforts necessary to quantify and estimate the total final Project cost and contract time estimates. Disadvantaged Business Enterprise (DBE) goals will be prepared for review.

#### Task 4700 –Airspace / CSPP Preparation & Coordination

Under this task, the Engineer will prepare and submit proposed airspaces for Construction Operations, Construction Safety & Phasing Plans, and Proposed Improvements for review by the FAA.

#### Task 4900 – Resolve Design Reviews

This task includes a review of the Final Project Documents with the Airport, IDOT and the FAA. Comments resulting from this review will be incorporated into the final documents.

### **5000 - GENERAL PROJECT RELATED TASKS**

Deliverable: None

The task group entitled “General Project Related Tasks” includes various efforts related to but not included in the preceding task groups. Efforts include quality control reviews, project management, assistance with bidding of the project, and design phase closeout tasks.

The Engineer shall perform the following tasks:

#### Task 5100 – Quality Control & Constructability Reviews

This task will include efforts associated with the development of a quality set of construction documents, intended to minimize errors and omissions while improving constructability of the improvements.

#### Task 5200 – Project Management and Meetings

This task includes the efforts associated with management and coordination of the project, both internal and external. This includes contract preparation, invoicing, meetings, and monitoring of the project team’s efforts and deliverables.

#### Task 5300 – Bidding Assistance - for IDOT Let Projects

This task includes the various efforts associated with assisting the Airport through the bidding phase while conforming to IDOT processes.

## Task 5400 –Design Phase Closeout

This task includes the efforts associated with managing the design phase closeout for the design phase of the Project.

### 3. **EXCLUSIONS**

The following services are specifically excluded from this scope:

- Airfield electrical design (lights, signs, NAVAIDS)

### 4. **EXPENSES**

The Engineer will incur certain project-related expenses during the design phase services which may include but will not be limited to: meals, lodging, on-site 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 Sponsor.

### 5. **OUTSIDE SERVICES**

The Engineer may incur certain project related costs during the project in the form of subconsultant costs such as geotechnical engineering, testing, and material analysis. These costs will be included in the Engineer's contract with the Sponsor.



**ATTACHMENT B-2**  
**PROJECT DESCRIPTION: CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY**  
**PROFESSIONAL SERVICES - ESTIMATE OF EFFORT**  
**SITework DESIGN PHASE**

CRAWFORD, MURPHY & TILLY, INC.  
CONSULTING ENGINEERS

PREP BY: HWI  
CMT NO.: 22001059.00  
DATE: 1/25/2022

TASK NO.	SUB TASK NO.	TASK DESCRIPTION	10 - PRINCIPAL	20 - PROJECT ENGINEER II	21 - PROJECT ARCHITECT II	22 - PROJECT MANAGER II	25 - PROJECT ENGINEER / ENVIRONMENTAL SCIENTIST II	30 - PROJECT ENGINEER I	32 - PROJECT MANAGER I	36 - PROJECT STRUCTURAL ENGINEER I	40 - SR. ENGINEER I	48 - SR. ARCHITECT II	43 - SR. PLANNER I	44 - GIS SPECIALIST	50 - ENGINEER I	55 - ENVIRONMENTAL SCIENTIST II	70 - LAND SURVEYOR	80 - SR. TECHNICIAN I	84 - SR. TECHNICIAN II	90 - TECHNICIAN II	110 - ADMIN ASSISTANT	TASK HOUR SUMMARY
																						0
<b>1000</b>		<b>Startup &amp; Schematic Design</b>																				0
																						0
<b>1100</b>		<b>Preliminary Work Items</b>																				0
	1110	Scope Refinement & Project Definition	1	1				2														4
	1120	Prelim. Scope Meeting w/ Airport		2				2														4
	1130	Site Visit/Review by Design Team						6							6							12
	1140	Pre-Design Preparation, Meeting & Document.						6														6
	1150	Research Record Drawings & Available Data													6							6
	1160	Assist Sponsor w/ Project Startup		4				4														8
																						0
<b>1200</b>		<b>Existing Condition Investigation</b>																				0
	1210	Topographic & Cross-Section Surveys						2									4	24		24		54
	1220	Reduce Surveys & Prepare Models																8				8
	1230	Follow Up Surveys / Field Visits																8		8		16
	1240	Utility Investigation / Locations													4							4
	1250	Geotech / Coring RFP & Coordination						4														4
	1260	Field Coordination of Geotech Investigation						1										12				13
	1270	Pavement History Research & Review													4							4
																						0
<b>2000</b>		<b>Preliminary Design Development (35% Design Report)</b>																				0
																						0
<b>2100</b>		<b>General Prelim. Design &amp; Coordination</b>																				0
	2110	Schematic Design		4				24							8							36
																						0
<b>2200</b>		<b>Design Report Development</b>																				0
	2205	Prelim. Project Scope Discussion						1														1
	2210	Prelim. Existing Conditions Discussion						2														2
	2215	Prelim. Proposed Improvements						2														2
	2220	Prelim. Typical Sections						1														1
	2225	Prelim. Geometric Plan						4							8							12
	2230	Prelim. Pavement Design and Structure Selection						4														4
	2235	Prelim. Grading Concept & Plans						12							12							24
	2240	Prelim. Drainage Concept						4														4
	2245	Prelim. Marking Concept						1														1
	2250	Prelim. Utility Concept						2														2
	2255	Prelim. Tuffing / Erosion Control Concept													2							2
	2260	Prelim. Architectural & Hangar Coordination						2							2							8
	2265	Evaluate FAA Mods to Standards & Special Considerations			4			4														4
	2270	Review of Local Code Conditions & Requirements						4							4							8
	2275	Exhibit Preparation & Development						4							8			16				28
	2280	Geotechnical Evaluation & Report Review						2														2
	2285	Prelim. Report Compilation & Distribution						4													4	8
																						0
<b>2400</b>		<b>Preliminary Specification Discussion</b>																				0
	2410	Preliminary Specification Listing													4							4
																						0
<b>2500</b>		<b>Preliminary Estimates of Quantities, Cost &amp; Time</b>																				0
	2510	Quantity Computations						2							16							18
	2520	Cost Estimate Preparation						8														8
	2530	Estimate of Contract Time						1							4							5
																						0

**ATTACHMENT B-2**  
**PROJECT DESCRIPTION: CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY**  
**PROFESSIONAL SERVICES - ESTIMATE OF EFFORT**  
**SITework DESIGN PHASE**

CRAWFORD, MURPHY & TILLY, INC.  
CONSULTING ENGINEERS

PREP BY: HWI  
CMT NO.: 22001059.00  
DATE: 1/25/2022

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 I	40 - SR. ENGINEER I	48 - SR. ARCHITECT II	43 - SR. PLANNER I	44 - GIS SPECIALIST	50 - ENGINEER I	55 - ENVIRONMENTAL SCIENTIST II	70 - LAND SURVEYOR	80 - SR. TECHNICIAN I	84 - SR. TECHNICIAN II	90 - TECHNICIAN II	110 - ADMIN. ASSISTANT	TASK HOUR SUMMARY
<b>2600</b>		<b>Preliminary Utility Coordination</b>																				0
	2610	Preliminary Coordination with Utilities						4							8							12
																						0
<b>2900</b>		<b>Resolve Preliminary Design Reviews</b>																				0
	2910	Review 35% Design Report with Owner /IDA/FAA		4				4														8
	2920	Resolve Outstanding Issues from 35% Report Review						4							8							12
																						0
<b>3000</b>		<b>Detailed Design Development (80%)</b>																				0
																						0
<b>3100</b>		<b>General Detailed Design &amp; Coordination</b>																				0
	3105	Geometric Design						2			4				4							10
	3110	Profile Design						4														4
	3115	Typical Section Design						1							2							3
	3120	Modeling & Grading Design						8							24							32
	3125	Storm Sewer Design						4							8							12
	3130	Pavement Marking Design													2							2
	3135	Pavement Designs						2														2
	3140	Utility Design						1							4							5
	3145	CSPP Design						4														4
	3150	Coordinate with Hangar Design						2							2							4
																						0
<b>3200</b>		<b>Plan Development (Estimated 59 Sheets)</b>																				0
	3205	Cover / Quantities / Index Sheets						2														13
	3210	Site / Phasing / CSPP Plans & Details						1.5							6			12				19.5
	3215	Existing Conditions / Removals / Pavement Structures Plans & Details						0.5							2			4				6.5
	3220	Survey & Control Plan						0.5							2			4				6.5
	3225	Proposed Improvement Plan & Details						1							4			8				13
	3230	Typical Sections & Details						1.5							6			12				19.5
	3235	Proposed Geometry Plan, Schedules & Details						1							4			8				13
	3240	Plan & Profile Plan Sheets						1.5							6			12				19.5
	3245	Storm Sewer Plan, Schedules & Details						1							4			8				13
	3250	Underdrain Plan, Schedule & Details						1.5							6			12				19.5
	3255	Storm Sewer & Underdrain Profiles						3							6			12				19.5
	3260	Grading & Staking Plans						1.5							6			12				19.5
	3265	Jointing Plan & Paving Details						1							4			8				13
	3270	Marking Plan & Details						1.5							6			12				19.5
	3275	Utility Plan & Details						1							4			8				13
	3280	Edge Lighting Plan & Details						0.5							2			4				6.5
	3285	Turfing Plan / Erosion Control / SWPPP & Details						1.5							6			12				19.5
	3290	Earthwork Distribution and Cross Sections						2							10			20				32
																						0
<b>3400</b>		<b>Development of Technical Specifications</b>																				0
	3410	Prepare FAA Standard Specifications						8							16							24
	3420	Prepare Modification of Standards (MOS)						8														8
	3430	Compile Pre-Final Specifications													4						4	8
																						0
<b>3500</b>		<b>Estimates of Quantities, Cost &amp; Time</b>																				0
	3510	Quantity Computations													8							8
	3520	Cost Estimate Preparation						4							8							12
	3530	Estimate of Contract Time						2							8							10
																						0

**ATTACHMENT B-2**  
**PROJECT DESCRIPTION: CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY**  
**PROFESSIONAL SERVICES - ESTIMATE OF EFFORT**  
**SITework DESIGN PHASE**

CRAWFORD, MURPHY & TILLY, INC.  
CONSULTING ENGINEERS

PREP BY: HWI  
CMT NO.: 22001059.00  
DATE: 1/25/2022

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 I	40 - SR. ENGINEER I	48 - SR. ARCHITECT II	43 - SR. PLANNER I	44 - GIS SPECIALIST	50 - ENGINEER I	55 - ENVIRONMENTAL SCIENTIST II	70 - LAND SURVEYOR	80 - SR. TECHNICIAN I	64 - SR. TECHNICIAN II	90 - TECHNICIAN II	110 - ADMIN. ASSISTANT	TASK HOUR SUMMARY
3900		<b>Resolve Design Reviews</b>																				0
	3910	Review Detailed Design with Owner /IDA/FAA		4				4														8
	3920	Resolve Outstanding Issues from Detailed Design						4							8			16				28
																						0
4000		<b>Final Design Development (100%)</b>																				0
																						0
4100		<b>General Final Design &amp; Coordination</b>																				0
	4110	Adjust Preliminary Designs				4		8							8							20
	4120	Coordinate with Hangar Design				2									2							4
																						0
4200		<b>Plan Development (Estimated 59 Sheets)</b>																				0
	4205	Cover / Quantities / Index Sheets						0.5							2			4				6.5
	4210	Site / Phasing / CSPP Plans & Details						0.75							3			6				9.75
	4215	Existing Conditions / Removals / Pavement Structures Plans & Details						0.25							1			2				3.25
	4220	Proposed Improvement Plan & Details						0.25							1			2				3.25
	4225	Typical Sections & Details						0.5							2			4				6.5
	4230	Proposed Geometry Plan, Schedules & Details						0.75							3			6				9.75
	4235	Plan & Profile Plan Sheets						0.5							2			4				6.5
	4240	Drainage Plan, Schedules & Details						0.75							3			6				9.75
	4245	Underdrain Plan, Schedule & Details						0.5							2			4				6.5
	4250	Grading & Staking Plans						0.75							3			6				9.75
	4255	Jointing Plan & Paving Details						0.75							3			6				9.75
	4260	Marking Plan & Details						0.75							3			6				9.75
	4265	Utility Plan & Details						0.5							2			4				6.5
	4270	Edge Lighting Plan & Details						0.75							3			6				9.75
	4275	Airfield Signage Plan & Details						0.5							2			4				6.5
	4280	Vault Improvements & Details						0.25							1			2				3.25
	4285	Turfing Plan / Erosion Control / SWPPP & Details						0.75							3			6				9.75
	4290	Earthwork Distribution and Cross Sections						2							10			40				52
	4295	Compile Plan Submittal & Distribute																				0
																						0
4400		<b>Development of Technical Specifications</b>																				0
	4410	Prepare FAA Standard Specifications		1				8							8							17
	4420	Prepare Modification of Standards (MOS)		1				8														9
	4430	Compile Final Specifications													4						4	8
	4440	Prepare SWPPP						2							8							10
																						0
4500		<b>Estimates of Quantities, Cost &amp; Time</b>																				0
	4510	Quantity Computations						2							16							18
	4520	Cost Estimate Preparation						8														8
	4530	Estimate of Contract Time						2							4							6
	4540	Prepare DBE Goals						2														2
																						0
4700		<b>Airspace / CSPP Preparation &amp; Coordination</b>																				0
	4710	Prepare Construction Operations Airspace						1							4							5
	4720	Prepare Proposed Improvements Airspace						1							4							5
	4730	Prepare CSPP						1							4							5
																						0
4900		<b>Resolve Final Design Reviews</b>																				0
	4910	Review Final Design with Owner /IDA/FAA		4				4														8
	4920	Resolve Outstanding Issues from Final Design Review						4							8			8				20
																						0

**ATTACHMENT B-2**  
**PROJECT DESCRIPTION: CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY**  
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5000		<b>General Project Related Tasks</b>																					0
																							0
5100		<b>Quality Control &amp; Constructability Reviews</b>																					0
	5110	Prepare QC Plan							8														8
	5120	Complete QC Reviews & Follow-up			16				16														32
	5130	Complete Constructability Reviews (Detailed & Final Designs)																		16			16
	5140	Complete Plan in Hand Reviews (Detailed & Final Designs)														16				16			32
5200		<b>Project Management and Meetings</b>																					0
	5210	Project Management & Coordination		2	16				32														50
	5220	Design Scope & Contract Preparation		2	1				16														19
	5230	Subconsultant RFP Prep & Coordination							4														4
	5240	Prepare IFE Package & Perform Negotiations			1				8														9
	5250	Coordination Meetings w/ Agencies (Teleconference)			4				4														8
	5260	Internal Project Design Meetings (8 Each)							8						8				8				24
	5270	Construction Phase Contract Preparation			1				16														17
																							0
5300		<b>Bidding Assistance - For IDOT Let Projects</b>																					0
	5310	Pre-Bid Meeting, Preparation & Attendance							12														12
	5320	Miscellaneous Bidding Phase; Addenda, Bidder questions, etc.							12														12
	5330	GATA / IGA / Sponsor Cert. Assistance			2				4														6
	5340	Bid Analysis, Tabulation & Recommendation			1				6														7
	5350	Effort Between Bidding & Notice of Award			4				16										8				28
																							0
5400		<b>Design Phase Closeout</b>																					0
	5410	Effort between Final Design & Award			4				16														20
	5420	Grant Administration & Assistance			4				4														8
	5430	Project Closeout			4				4														8
																							0
																							0
																							0
																							0
																							0
		<b>MANHOUR TOTALS</b>		5	83	4	6	0	455.25	0	0	4	0	0	0	433	0	4	402	32	32	12	1472.25

**ATTACHMENT B-3  
SITWORK DESIGN 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		\$0.585	\$0.00
Geotech	Miles		\$0.585	\$0.00
Meetings	Miles	200	\$0.585	\$117.00
RE	Miles	200	\$0.585	\$117.00
Observers	Miles		\$0.585	\$0.00
			\$0.585	\$0.00

Subtotal Mileage \$234.00

ITEM - DAILY VEHICLE	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Survey	Day	3	\$65.00	\$195.00
Geotech	Day		\$65.00	\$0.00
RE	Day		\$65.00	\$0.00
Observers	Day		\$65.00	\$0.00
RE On Site	Miles		\$0.585	\$0.00
Observers On Site	Miles		\$0.585	\$0.00
			\$0.00	\$0.00

Subtotal Daily Vehicle \$195.00

**Total - Transportation** \$429.00

**PRINTING**

ITEM	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Report	EA	5	\$20.00	\$100.00
Plans	EA	5	\$15.00	\$75.00
Specifications	EA	5	\$20.00	\$100.00
Weekly Reports	EA		\$4.00	\$0.00
Record Drawings	EA		\$25.00	\$0.00
Final Material Report	EA		\$20.00	\$0.00

**Total - Printing** \$275.00

**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		\$90.00	\$0.00
Per Diem	Day		\$28.00	\$0.00
			\$0.00	\$0.00

**Total - Per Diem** \$0.00

**OUTSIDE SERVICES**

ITEM	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Proctors	EA		\$260.00	\$0.00
PCC Cylinders	EA		\$15.00	\$0.00
Gradations	EA		\$40.00	\$0.00
Vault Testing	LS		\$500.00	\$0.00
Geotech Investigation	LS	1	\$7,500.00	\$7,500.00
Core Investigation	LS		\$0.00	\$0.00

**Total - Outside Services** \$7,500.00

**ATTACHMENT BB – BB3**

**DESIGN PHASE SERVICES - HANGAR**

**ATTACHMENT BB**  
**Hangar Design Phase**  
**Estimate of Costs**

<u>Category</u>	<u>Amount</u>
1. <u>Direct Salary Costs</u> (See Attachment B-1)	<u>\$32,834.73</u>
2. <u>Overhead on Labor</u> ( 54.69% )	<u>\$17,957.31</u>
3. <u>General and Administrative Overhead</u> ( 112.14% )	<u>\$36,820.87</u>
4. <u>Direct Nonsalary Expenses</u>	
Materials and Supplies	<u>\$0.00</u>
Transportation	<u>\$224.00</u>
Printing	<u>\$350.00</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>\$12,790.00</u>
6. <u>Per Diem</u>	<u>\$0.00</u>
7. <u>Outside Services</u>	<u>\$0.00</u>
Estimate of Total Costs	<u>\$100,976.91</u>
<b>Total Amount Not to Exceed</b>	<b><u><u>\$101,000.00</u></u></b>
Estimated Construction Cost	<u><u>\$1,000,000.00</u></u>

**ATTACHMENT BB-1**

**Hangar Design Phase**

**Estimate of Salary Expenses**

<b>Classification*</b>	<b>Hours</b>	<b>2022 Est. Avg. Hourly Rate</b>	<b>Cost</b>
10 - Principal	0	\$72.80	\$0.00
20 - Project Engineer II	29	\$69.63	\$2,019.27
21 - Project Architect II	65	\$57.36	\$3,728.40
22 - Project Manager II	0	\$61.78	\$0.00
25 - Project Environmental Scientist II	0	\$66.43	\$0.00
30 - Project Engineer I	56	\$54.09	\$3,029.04
32 - Project Manager I	0	\$54.49	\$0.00
36 - Project Structural Engineer I	60	\$53.73	\$3,223.80
40 - Sr. Engineer I	108	\$40.17	\$4,338.36
41 - Sr. Architect I	266	\$46.76	\$12,438.16
43 - Sr. Planner I	0	\$42.46	\$0.00
44 - GIS Specialist	0	\$38.35	\$0.00
50 - Engineer I	10	\$31.79	\$317.90
55 - Environmental Scientist II	0	\$35.13	\$0.00
70 - Land Surveyor	0	\$44.60	\$0.00
80 - Sr. Technician I	0	\$38.68	\$0.00
81 - Sr. Technician II	68	\$49.38	\$3,357.84
90 - Technician II	0	\$32.38	\$0.00
110 - Admin. Assistant	18	\$21.22	\$381.96
<b>Total</b>	<b>680</b> <b>(Hours)</b>	<b>\$48.29</b> <b>(Average)</b>	<b>\$32,834.73</b> <b>(Total Direct Salary Costs)</b>

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



**ATTACHMENT BB-2**

**SCOPE OF WORK  
FOR  
DESIGN PHASE SERVICES  
FOR  
CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY  
(HANGAR)  
AT  
QUINCY REGIONAL AIRPORT  
QUINCY, ILLINOIS**

**January 25, 2022**

**1. GENERAL**

This scope of work will describe Hangar Design Phase Engineering Services for the construction of new T-Hangars 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 design engineering of the contract work and acting directly or through an authorized representative.

This proposed project is anticipated to consist of the following project components:

1. Construct a new T-Hangar building.
2. Construct sitework improvements to serve the new T-Hangar (sitework to be designed within a separate scope).
3. Scope assumes letting with sitework through IDOT.

**2. SCOPE OF WORK ORGANIZATION**

This scope of work generally describes the services performed by the Engineer during the design phase of the project. This scope of work describes services to be performed during five primary task groups of the design:

Task Group	Task Group Description	Associated Deliverable
7100	Startup & Schematic Design	None
7200	Schematic Design	Schematic Design
7300	Design Development	50% Design & Specifications
7400	Pre-Final Design	90% Design & Specifications
7500	Final Design	Final Design & Specifications

Following is a summary of the tasks to be included within the task groups identified above. The included Estimate of Effort includes detailed subtasks included in this scope of services.

**7100 - STARTUP & PRELIMINARY DESIGN**

The Startup Task Group focuses on identifying the project scope, initial code coordination, agency coordination, preliminary utility coordination, sitework and survey coordination.

**7200 – SCHEMATIC DESIGN**

The schematic design phase is intended to identify and evaluate cost-effective and practical

alternatives for the various work components of the Project. The proposed scope of work will be identified which will serve as the basis for preparation of construction documents during a future design phase. The consultant will document the proposed hangar sizing and layout.

### **7300 - DESIGN DEVELOPMENT (50%)**

The design development phase is intended to further refine the design elements and prepare pre-final construction documents for review by the Airport. These documents will then be revised as necessary based on their review comments. This phase includes further architectural, structural, mechanical, plumbing, and electrical design.

### **7400 – PRE-FINAL DESIGN (90%)**

The final design development phase is intended to complete the preparation of construction documents for final review by the Airport prior to bidding. These documents will then be finalized as necessary based on their review comments. This phase also includes coordination with the ongoing sitework design.

### **7500 – FINAL DESIGN (100%)**

The final design phase is intended to complete the preparation of construction documents for bidding. These documents will then be finalized as necessary based on prior development and review comments. This phase also includes the final coordination with the ongoing sitework design.

## **3. EXCLUSIONS**

The following services are specifically excluded from this scope:

- Bidding Phase Services (included in the sitework scope).

## **4. EXPENSES**

The Engineer will incur certain project-related expenses during the design phase services which may include but will not be limited to: meals, lodging, on-site 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 Sponsor.

## **5. OUTSIDE SERVICES**

The Engineer may incur certain project related costs during the project in the form of subconsultant costs such as geotechnical engineering, testing, and material analysis. These costs will be included in the Engineer's contract with the Sponsor.

**ATTACHMENT BB-2**

**PROJECT DESCRIPTION: CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY  
PROFESSIONAL SERVICES - ESTIMATE OF EFFORT  
HANGAR DESIGN PHASE**

CRAWFORD, MURPHY & TILLY, INC.  
CONSULTING ENGINEERS

PREP BY: HWI  
CMT NO.: 22001059.00  
DATE: 1/24/2022

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
		<b>Start-up &amp; Preliminary Design</b>																				0
7100		<b>Start-up &amp; Preliminary Design</b>																				0
	7110	Project Management		4	4			20				20										48
	7115	Initial Programming / Concept Meeting		4	4			4				4										16
	7120	Initial Site Visit						8				8										16
	7125	Follow Up Programming Meeting		4	4			4				4										16
	7130	Programming Meeting Minutes										4										4
	7135	Code Review / Coordination with Code Authority			2							8										10
	7140	Aviation Planning / FAA / IDA Coordination			2							8										10
	7145	Utility Coordination										2			2							4
	7150	Survey Coordination (included in sitework scope)																				0
	7155	Coordination with Sitework										2							2			4
																						0
																						0
7200		<b>Schematic Design</b>																				0
	7210	Building Sizing & Layout		2	2			2				8										14
	7215	Schematic Design / Submittal			2					8		16							12			38
	7220	Schematic Cost Estimate			2							8										10
	7225	Schematic Design Review Meeting			4			4				4										12
	7230	Schematic Design Meeting Minutes / Design Summary										8										8
	7235	Preliminary Airspace Submittal										2			4							6
																						0
																						0
7300		<b>Design Development</b>																				0
	7310	Architectural Design			4							16										20
	7315	Structural Design			4					16		4										24
	7320	Mechanical / Plumbing Design			1						16	4										21
	7325	Electrical Design		2	1						16	4										23
	7330	50% Design / Submittal						2				8							16		4	30
	7335	50% Specification Development			2						8	8									6	24
	7340	50% Cost Estimate			1							8										9
	7345	50% Design Review Meeting		4	4			4				4										16
	7350	50% Design Meeting Minutes / Design Summary										4										4
	7355	Coordination with Sitework										2							2			4
																						0
																						0
7400		<b>Pre-Final Design</b>																				0
	7410	90% Design / Submittal			2					24	24	24							16			90
	7415	90% Specification Development		2	2						8	8									4	24
	7420	90% Cost Estimate			2						8	8										18
	7425	90% Design Review Meeting		4	4			4				4										16
	7430	90% Design Meeting Minutes / Design Summary										4										4
	7435	Coordination with Sitework										2							2			4
																						0
																						0
																						0

**ATTACHMENT BB-2**

**PROJECT DESCRIPTION: CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY  
PROFESSIONAL SERVICES - ESTIMATE OF EFFORT  
HANGAR DESIGN PHASE**

CRAWFORD, MURPHY & TILLY, INC.  
CONSULTING ENGINEERS

PREP BY: HWI  
CMT NO.: 22001059.00  
DATE: 1/24/2022

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	38 - 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	
7500		Final Design																					0
	7510	100% Design / Submittal			4					12	12	12							16				56
	7515	100% Specification Development		1	2						8	8									4		23
	7520	100% Cost Estimate			2						8	8											18
	7525	Permitting / City Coordination										12											12
	7530	Coordination with Sitework										2							2				4
	7535	Prepare & Submit Proposed Improvements Airspace										2			4								6
	7540	Project Closeout		2	4			4				4											14
																							0
																							0
																							0
																							0
<b>MANHOUR TOTALS</b>			<b>0</b>	<b>29</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>0</b>	<b>60</b>	<b>108</b>	<b>266</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68</b>	<b>0</b>	<b>18</b>	<b>680</b>	

**ATTACHMENT BB-3  
HANGAR DESIGN 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		\$0.560	\$0.00
Geotech	Miles		\$0.560	\$0.00
Meetings	Miles	400	\$0.560	\$224.00
RE	Miles		\$0.560	\$0.00
Observers	Miles		\$0.560	\$0.00
			\$0.560	\$0.00

Subtotal Mileage \$224.00

ITEM - DAILY VEHICLE	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Survey	Day		\$65.00	\$0.00
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	\$0.00

Subtotal Daily Vehicle \$0.00

**Total - Transportation** \$224.00

**PRINTING**

ITEM	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Report	EA		\$20.00	\$0.00
Plans	EA	10	\$15.00	\$150.00
Specifications	EA	10	\$20.00	\$200.00
Weekly Reports	EA		\$4.00	\$0.00
Record Drawings	EA		\$25.00	\$0.00
Final Material Report	EA		\$20.00	\$0.00

**Total - Printing** \$350.00

**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		\$90.00	\$0.00
Per Diem	Day		\$28.00	\$0.00
			\$0.00	\$0.00

**Total - Per Diem** \$0.00

**OUTSIDE SERVICES**

ITEM	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Proctors	EA		\$260.00	\$0.00
PCC Cylinders	EA		\$15.00	\$0.00
Gradations	EA		\$40.00	\$0.00
Vault Testing	LS		\$500.00	\$0.00
Geotech Investigation	LS		\$40,000.00	\$0.00
Core Investigation	LS		\$0.00	\$0.00

**Total - Outside Services** \$0.00

ATTACHMENT C – C3

~~CONSTRUCTION PHASE SERVICES~~

NOT IN THIS CONTRACT

**ATTACHMENT D – D3**

**PLANNING AND SPECIAL SERVICES**

**ENVIRONMENTAL CLEARANCE**

## ATTACHMENT D

### Special Services - Environmental Coordination

#### Estimate of Costs

<u>Category</u>	<u>Amount</u>
1. <u>Direct Salary Costs</u> (See Attachment D-1)	<u>\$1,703.34</u>
2. <u>Overhead on Labor</u> ( 54.69% )	<u>\$931.56</u>
3. <u>General and Administrative Overhead</u> ( 112.14% )	<u>\$1,910.13</u>
4. <u>Direct Nonsalary Expenses</u>	
Materials and Supplies	<u>\$0.00</u>
Transportation	<u>\$0.00</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>\$660.00</u>
6. <u>Per Diem</u>	<u>\$0.00</u>
7. <u>Outside Services</u>	<u>\$0.00</u>
Estimate of Total Costs	<u>\$5,205.02</u>
<b>Total Amount Not to Exceed</b>	<b><u><u>\$5,200.00</u></u></b>



**ATTACHMENT D-1**

**Special Services - Environmental Coordination**

**Estimate of Salary Expenses**

<b>Classification*</b>	<b>Hours</b>	<b>2022 Avg. Hourly Rate</b>	<b>Cost</b>
10 - Principal	0	\$86.40	\$0.00
20 - Project Engineer II	4	\$70.05	\$280.20
21 - Project Architect II	0	\$57.92	\$0.00
22 - Project Manager II	0	\$67.64	\$0.00
25 - Project Environmental Scientist II	0	\$67.19	\$0.00
30 - Project Engineer I	3	\$54.81	\$164.43
32 - Project Manager I	0	\$54.21	\$0.00
36 - Project Structural Engineer I	0	\$56.20	\$0.00
40 - Sr. Engineer I	4	\$40.55	\$162.20
48 - Sr. Architect II	0	\$47.42	\$0.00
43 - Sr. Planner I	20	\$41.20	\$824.00
44 - GIS Specialist	0	\$39.42	\$0.00
50 - Engineer I	0	\$31.40	\$0.00
55 - Environmental Scientist II	0	\$36.12	\$0.00
70 - Land Surveyor	0	\$42.03	\$0.00
80 - Sr. Technician I	7	\$38.93	\$272.51
81 - Sr. Technician II	0	\$48.66	\$0.00
90 - Technician II	0	\$33.18	\$0.00
110 - Admin. Assistant	0	\$19.49	\$0.00
<b>Total</b>	<b>38</b> <b>(Hours)</b>	<b>\$44.82</b> <b>(Average)</b>	<b>\$1,703.34</b> <b>(Total Direct Salary Costs)</b>

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

**ATTACHMENT D-2**  
**SCOPE OF WORK**  
**FOR**  
**SPECIAL SERVICES - ENVIRONMENTAL COORDINATION**  
**FOR**  
**CONSTRUCT NEW AIRCRAFT T-HANGAR, SITE & TAXIWAY**  
**AT**  
**QUINCY REGIONAL AIRPORT**  
**QUINCY, ILLINOIS**  
**January 25, 2022**

**1. GENERAL**

This scope of work will describe Environmental Coordination Services related to the Construct New T-Hangar, Site and Taxiway 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 design engineering of the contract work and acting directly or through an authorized representative.

The proposed project is anticipated to consist of the construction of a new T-Hangar facility, including building, pavement, utilities and other related improvements.

**2. SCOPE OF SERVICES**

- 2.1. When required, this special service phase is to identify and prepare the environmental documentation that is needed in order to satisfy requirements of the National Environmental Policy Act (NEPA) in the form of a documented categorical exclusion (Cat Ex) submitted to the Federal Aviation Administration (FAA) for approval.
- 2.2. After approval to start, the Engineer shall perform the following tasks (when required):
- 2.3. Consult with the Sponsor to define and clarify the Sponsor's requirements for the project and identify available data.
- 2.4. Visit the Site, or potential Sites, to review existing conditions and facilities.
- 2.5. Prepare FAA Documented Cat Ex Form including required Exhibits which represent the proposed improvements including a description of the project, a location map, design selections, schematic layouts, sketches and conceptual design criteria.
- 2.6. Perform Agency coordination to solicit comments and ensure that the proposed project will not violate the requirements of NEPA, the Endangered Species Act, the Historic Preservation Act or Section 404 of the Clean Water Act including monitoring and compiling responses.
- 2.7. Submittal of the documentation to FAA for review and approval including transmittal coordination with the Sponsor and follow up with FAA.
- 2.8. Coordination and distribution of the final documentation upon approval of FAA.

**3. EXCLUSIONS**

The following services are specifically excluded from this scope:

- Wetland Delineation
- Section 7 Consultation
- Archeological Surveys

**4. EXPENSES**

The Engineer will incur certain project-related expenses during the design phase services which may include but will not be limited to: meals, lodging, on-site 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 Sponsor.

**5. OUTSIDE SERVICES**

The Engineer may incur certain project related costs during the project in the form of subconsultant costs. These costs will be included in the Engineer's contract with the Sponsor.



**ATTACHMENT D-3  
SPECIAL SERVICES - ENVIRONMENTAL COORDINATION  
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		\$0.585	\$0.00
Geotech	Miles		\$0.585	\$0.00
Meetings	Miles		\$0.585	\$0.00
RE	Miles		\$0.585	\$0.00
Observers	Miles		\$0.585	\$0.00
			\$0.585	\$0.00

Subtotal Mileage \$0.00

ITEM - DAILY VEHICLE	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Survey	Day		\$65.00	\$0.00
Geotech	Day		\$65.00	\$0.00
RE	Day		\$65.00	\$0.00
Observers	Day		\$65.00	\$0.00
RE On Site	Miles		\$0.585	\$0.00
Observers On Site	Miles		\$0.585	\$0.00
			\$0.00	\$0.00

Subtotal Daily Vehicle \$0.00

**Total - Transportation** \$0.00

**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		\$90.00	\$0.00
Per Diem	Day		\$28.00	\$0.00
			\$0.00	\$0.00

**Total - Per Diem** \$0.00

**OUTSIDE SERVICES**

ITEM	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Proctors	EA		\$260.00	\$0.00
PCC Cylinders	EA		\$15.00	\$0.00
Gradations	EA		\$40.00	\$0.00
Vault Testing	LS		\$500.00	\$0.00
Geotech Investigation	LS		\$0.00	\$0.00
Core Investigation	LS		\$0.00	\$0.00

**Total - Outside Services** \$0.00

## 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 I**

**EFFORT DETAIL BREAKDOWN (Standard Format)**

Page \_\_\_\_ of \_\_\_\_ Pages

Airport: \_\_\_\_\_

Illinois Project No. \_\_\_\_\_

Federal Project No. \_\_\_\_\_

Invoice No. \_\_\_\_\_

Date: \_\_\_\_\_

**ENGINEERING COSTS BREAKDOWN**

Agreement Paragraph Governing Services	Service Performed	Date Performed	Employee's Name and Classification	Hours	Rate	Amount

Total \_\_\_\_\_

**ENGINEERING FIRM**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

NOTE:  
This format is for general information; however the consultant's format containing the 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 K**

**TESTING RATES & COST SUMMARY**

<b>DESCRIPTION OF TEST</b>	<b>ESTIMATED COST PER TEST</b>	<b>NUMBER REQUIRED</b>	<b>TOTAL \$</b>

**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**

01/03/2022

**CRAWFORD, MURPHY & TILLY, INC.  
SUMMARY OF INDIRECT OVERHEAD COST  
AUDITED CALENDAR YEAR 2020  
AND PROVISIONAL 2020/2021**

CMT ACCOUNT NUMBER	ACCOUNT NAME	% OF DIRECT LABOR COSTS
<b><u>PAYROLL BURDEN AND FRINGE BENEFITS</u></b>		
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, 6180	Employee Retirement Plan Contributions	<u>17.61%</u>
		<b>54.69%</b>
<b><u>GENERAL &amp; ADMINISTRATIVE OVERHEAD EXPENSE</u></b>		
6104-6119	Indirect Salaries - Not Allocable to Projects	66.71%
6222, 6264	Miscellaneous Taxes	1.10%
6231	Professional Fees	4.48%
6251	Rent	10.31%
6252	Utilities	0.71%
6271	Telephone & Data	2.37%
6253-6254	Maintenance, Repairs & Supplies	1.62%
6281-6285	Office Supplies, Shipping & Reproduction	0.68%
6281, 6284	Seminars, Registration & Education	1.79%
6291, 62, 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 (0.23%)	<u>4.18%</u>
		<b>112.14%</b>
<b>TOTAL OVERHEAD</b>		<b><u>166.83%</u></b>

**ATTACHMENT N**

**PROJECT CERTIFICATION**

Airport: Quincy Regional Airport Letting Date: \_\_\_\_\_  
IL Project No.: \_\_\_\_\_  
Project No.: \_\_\_\_\_  
Contract No: \_\_\_\_\_

Project Description: T-HANGAR DEVELOPMENT

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):9/14/2020 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  EA  EIS  FONSI  
Approval Date (Required):\_\_\_\_\_.
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.  
 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.  Yes  No.  
Approval Date of MOS (If applicable):\_\_\_\_\_.
6. The design conforms to the approved programmed project scope.  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).  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.  
 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.			
<b>Totals</b>			

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**

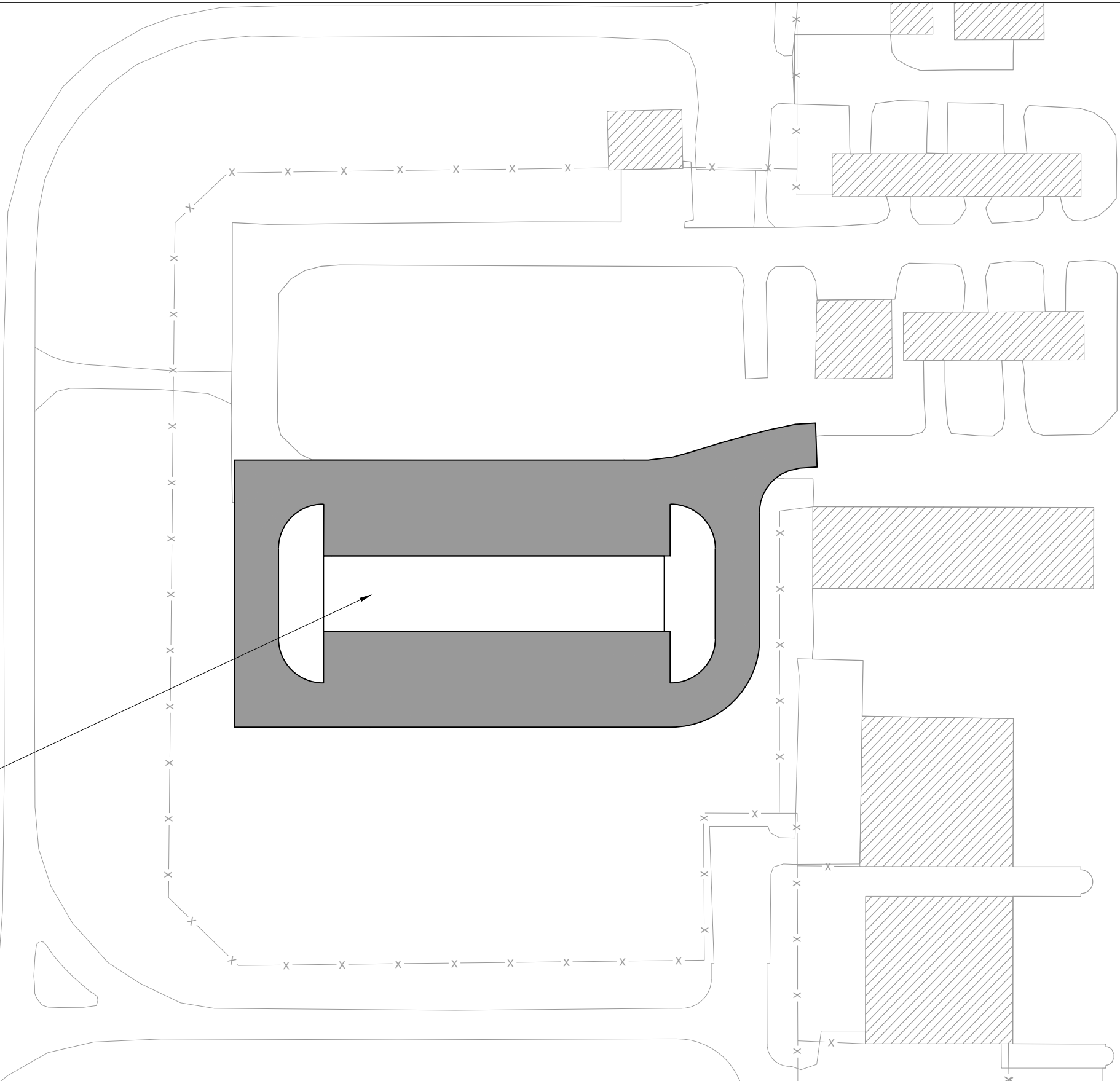
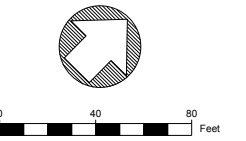
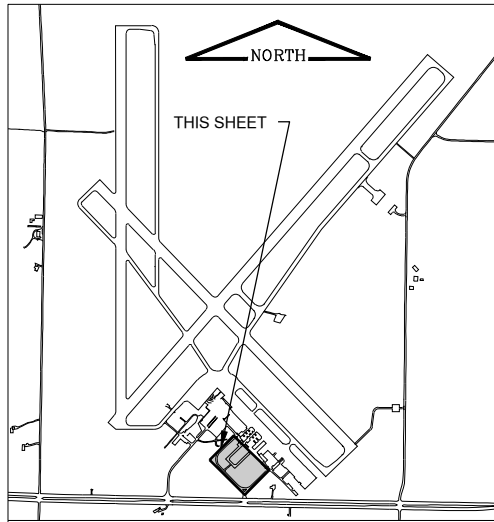
\_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Date



**ATTACHMENT P**

**PROJECT SKETCH**



NEW T-HANGAR &  
TAXIWAY

NEW AIRCRAFT T-HANGAR

**ATTACHMENT Q**

**PROJECT LETTING SCHEDULE**

**ATTACHMENT R**

**OP&P PROGRAM LETTER**

**ATTACHMENT S**

**CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL /  
ADMINISTRATIVE EXPENSE RATE LETTER  
(01/03/2022)**



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

January 3, 2022

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 \$95,200,000.

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 T**

**CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS**

**ENGINEER'S PRE-DESIGN OPINION OF PROBABLE PROJECT COST**

**PROJECT:** NEW AIRCRAFT T-HANGAR FACILITY  
**AIRPORT:** QUINCY REGIONAL AIRPORT  
**IL PROJ.:** UIN-XXXX  
**DATE:** 1/31/2022

NEW T-HANGAR FACILITY			PROJECT TOTAL		
ITEM NO.	ITEM DESCRIPTION	UNITS	QTY	UNIT PRICE	COST
	ENGINEER'S FIELD OFFICE	LS	1.0	\$ 20,000.00	\$ 20,000.00
	MOBILIZATION	LS	1.0	\$ 125,000.00	\$ 125,000.00
	SUBGRADE REPAIR	SY	550.0	\$ 125.00	\$ 68,750.00
	UNCLASSIFIED EXCAVATION	CY	2500.0	\$ 20.00	\$ 50,000.00
	SILT FENCE INSTALLATION & REMOVAL	LF	750.0	\$ 10.00	\$ 7,500.00
	INLET PROTECTION	EA	6.0	\$ 875.00	\$ 5,250.00
	CRUSHED AGG. BASE COURSE - 6"	SY	5500.0	\$ 30.00	\$ 165,000.00
	6" HMA PAVEMENT	TON	2000.0	\$ 150.00	\$ 300,000.00
	PAVEMENT MARKING - WATERBORNE	SF	2000.0	\$ 1.75	\$ 3,500.00
	18" RCP, CLASS IV	LF	750.0	\$ 175.00	\$ 131,250.00
	INLET	EA	5.0	\$ 6,950.00	\$ 34,750.00
	MANHOLE - 4'	EA	1.0	\$ 15,000.00	\$ 15,000.00
	SEEDING	AC	2.0	\$ 2,000.00	\$ 4,000.00
	HEAVY-DUTY HYDRAULIC MULCH	AC	2.0	\$ 3,800.00	\$ 7,600.00
	PAVEMENT REMOVAL	SY	1700.0	\$ 25.00	\$ 42,500.00
	T-HANGAR BUILDING	SF	12000.0	\$ 65.00	\$ 780,000.00

PRELIMINARY CONSTRUCTION COST ESTIMATE SUMMARY		CONSTRUCTION
CONSTRUCTION COST SUBTOTAL:		\$ 1,760,100.00
20% DESIGN CONTINGENCY:		\$ 352,020.00
<b>ENGINEER'S PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST:</b>		<b>\$ 2,112,120.00</b>

PRELIMINARY ADMINISTRATIVE COST ESTIMATE SUMMARY		ESTIMATED COST
IDA ADMINISTRATION:		\$ 9,000.00
NPDES PERMIT:		\$ 750.00
BUILDING UTILITY CONNECTIONS:		\$ 60,000.00
DESIGN PHASE SERVICES:		\$ 310,800.00
INDEPENDENT FEE REVIEW:		\$ 4,000.00
CONSTRUCTION PHASE SERVICES:		\$ 169,000.00
<b>ENGINEER'S PRELIMINARY OPINION OF PROBABLE ADMINISTRATIVE COST:</b>		<b>\$ 553,550.00</b>

<b>ENGINEER'S PRELIMINARY OPINION OF PROBABLE PROJECT COST</b>	<b>\$ 2,665,670.00</b>
--	------------------------

**NOTE:**  
 THIS OPINION OF PROBABLE PROJECT COST IS APPROXIMATE AND IS BASED ON CONSTRUCTION OCCURRING IN 2024. 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.  
 THIS ESTIMATE INCLUDES A 20% DESIGN CONTINGENCY



**ATTACHMENT U**

**RETAINER AGREEMENT**

# PROFESSIONAL SERVICES CONTRACT

Final Prepared: 8/5/2020

THIS AGREEMENT, made and entered into this 14TH day of SEPTEMBER, 2020, 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. T-Hangar Taxiway Rehabilitation.
- B. New hangar ramp and road access construction. Relocation of fencing.
- C. T-Hangar Taxiway Construction.

**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 14TH day of SEPTEMBER, 2020.

SPONSOR  
City of Quincy

  
\_\_\_\_\_  
(Signature of Authorized Person)

Kyle A. Moore  
\_\_\_\_\_  
(Printed Name of Authorized Person)

Mayor  
\_\_\_\_\_  
(Title of Authorized Person)

ATTEST: \_\_\_\_\_

Title: \_\_\_\_\_

State of Illinois County of Adams.

Signed (or subscribed or attested) before me on \_\_\_\_\_  
(date)

by \_\_\_\_\_  
(name of person).

\_\_\_\_\_  
Signature of notary public.



CONSULTANT  
Crawford, Murphy & Tilly Inc.

Bradley M. Hamilton  
\_\_\_\_\_  
(Signature)

**Bradley M. Hamilton**  
**Director of Aviation Services**

ATTEST: Bradley M. Hamilton  
\_\_\_\_\_

Title: GRAND MANAGER  
\_\_\_\_\_

State of Illinois County of Sangamon.

Signed (or subscribed or attested) before me on 9-9-2020  
(date)

by Bradley M. Hamilton  
(name of person)

  
\_\_\_\_\_  
Signature of notary public.



(seal)

## **RESOLUTION**

**WHEREAS**, the duly authorized representatives of the City of Quincy, in good faith have negotiated a Memorandum of Understanding and have reached tentative agreement between the City of Quincy and the International Association of Firefighters Local 63.

**WHEREAS**, the purpose of the Memorandum is to provide the settlement agreement language for the outstanding demand to bargain filed on December 22, 2021 involving employer proposed changes to the Health Insurance coverage for bargaining unit members.

**WHEREAS**, the Mayor and Human Resource Manager recommend to the Quincy City Council adoption of the Memorandum of Understanding;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and other necessary City Officials are authorized to sign this agreement.



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE XI (BUSINESS REGULATIONS)  
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 XI of the Municipal Code of the City of Quincy of 2015 be and hereby is amended by deleting and repealing Chapter 130 of Title XI in its entirety.

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 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 \_\_\_\_\_, 2022.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 40 (BOARDS AND COMMISSIONS) OF THE MUNICIPAL CODE OF THE CITY OF QUINCY**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section 40.156 of the Municipal Code of the City of Quincy be and hereby is amended to read as follows:

**40.156 ESTABLISHMENT OF COMMISSION.**

There is hereby established a commission to be known as the Human Rights Commission consisting of 9 members to be appointed by the Mayor, by and with the advice and consent of the City Council, to serve for three years or until their successors are duly appointed and qualified; provided, however, that of the initial members, five shall be appointed for three years, five for two years and five for one year. The Commission shall choose its own Chairperson and Secretary. The Commission shall render an annual report, to the Mayor and City Council.

QUORUM. Five voting members of the Commission shall constitute a quorum; provided, however, that if any vacancies exist as to voting members a simple majority of voting members then serving shall constitute a quorum.

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 its passage, approval and publication.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_

CITY CLERK

APPROVED: \_\_\_\_\_

\_\_\_\_\_

MAYOR

Officially published in pamphlet form this \_\_\_\_ day of \_\_\_\_\_, 2022.

## ORDINANCE NO.

### AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A PLANNED DEVELOPMENT

**WHEREAS**, Rupp Enterprises 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 (NW<sup>1</sup>/<sub>4</sub>) 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. Commonly known as 2435 Maine Street.

**SECTION 2. Uses:**

- The following uses are allowed:
  - o Gymnasium
    - Youth Sports Practices
    - Adult Recreational Sports Leagues
    - Personal/Group Training (Fitness/Athletics/Agility)
  - o Kitchen
    - Preparation of Baked Goods
    - Preparation of Seasoning Mix
  - o Classrooms
    - Dance Studio
    - Music/Recording Studio
    - Limited Educational Opportunities
- The following uses are not allowed:
  - o Retail sales
  - o Professional Office Space

- Indoor Customer Seating within the Kitchen
- Youth Sports Games/Competitions

**SECTION 3: Conditions:**

- The petitioner must notify the Department of Planning and Development of any future tenants to confirm future uses are in compliance with this Special Permit for Planned Development
- The petitioner shall construct a second parking lot (with a minimum of 30 parking stalls) following the issuance of a total of ten Certificates of Occupancy for the proposed residential units.
  - The parking lot must receive a site plan review by City Staff and must be hard-surface as required by city code.
  - No future Certificates of Occupancy for residential units shall be issued until the parking lot has been completed and reviewed for site plan compliance by city staff.

ADOPTED:

CITY CLERK

APPROVED:

MAYOR

Officially published in pamphlet form this            day of            , 2022.

# THE CITY COUNCIL

## OFFICIAL PROCEEDINGS

### REGULAR MEETING

Quincy, Illinois, January 31, 2022

The regular meeting of the City Council was held this day at 7:00 p.m. with Mayor Michael A. Troup presiding.

The following members were physically present:

Ald. Fletcher, Entrup, Bergman, Bauer, Mays, Freiburg, Farha, Sassen, Rein, Mast, Reis, Awerkamp, Uzelac, Holtschlag. 14.

The minutes of the regular meeting of the City Council held January 24, 2022, were approved as printed on a motion of Ald. Entrup. Motion carried.

Legal Counsel: Corporation Counsel Lonnie Dunn.

**The City Clerk presented and read the following:**

### PUBLIC FORUM

Jason Priest spoke to the council.

### PETITIONS

By the following organizations requesting permission to conduct a raffle and have the bond requirement waived: Quincy Symphony Orchestra Association from now until 4/10/2022; John Wood Community College Foundation from 02/01/2022 through 1/31/2023; and by St. Francis Solanus Church from 5/1/2022 through 6/11/2022.

The City Clerk recommends approval of the permits.

Ald. Holtschlag moved the prayer of the petitions be granted. Motion carried.

### REPORT OF PLAN COMMISSION

Recommending approval of the Special Permit for Planned Development to allow for multiple uses at 2435 Maine Street, with conditions.

Ald. Farha moved the report be received and concurred in and an ordinance drafted. Motion carried.

### CITY OF QUINCY COUNCIL RESOLUTION FOR SALE OF NON-ESSENTIAL PROPERTY LOCATED AT 1122 MONROE STREET

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 through the Department of Planning and Development to address unsafe and dangerous buildings; and

WHEREAS, the City of Quincy received a judicial deed to 1122 Monroe Street; and

WHEREAS, the Department of Planning and Development advertised the property for sale located at 1122 Monroe Street; and

WHEREAS, the City received a purchase proposal for 1122 Monroe Street from Simon Holtschlag in the amount \$5,500 for both lots with plans to build a single family home on the lot within a year.

NOW, THEREFORE BE IT RESOLVED that the City sells 1122 Monroe Street to Simon Holtschlag for \$5,500. The Mayor and City Council authorize the sale of 1122 Monroe Street.

This Resolution shall be in full force and effect from and after its passage, as provided by law.

PASSED and APPROVED this 1st day of February 2022.

SIGNED:

Michael A. Troup, Mayor

ATTEST:

Laura Oakman, City Clerk

Ald. Farha moved for the adoption of the resolution, seconded by Ald. Sassen, and on the roll call the following vote resulted: Yea: Ald. Rein, Mast, Reis, Awerkamp, Uzelac, Fletcher, Entrup, Bergman, Bauer, Mays, Freiburg, Farha, Sassen. 13. Abstain: Ald. Holtschlag. 1. Motion carried.

**CITY OF QUINCY COUNCIL RESOLUTION  
FOR SALE OF NON-ESSENTIAL PROPERTY  
LOCATED AT 633 STATE STREET**

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 through the Department of Planning and Development to address unsafe and dangerous buildings; and

WHEREAS, the City of Quincy received a judicial deed to 633 State Street; and

WHEREAS, the Department of Planning and Development advertised the property for sale located at 633 State Street; and

WHEREAS, the City received a purchase proposal for 633 State Street from Michael Fitzgerald in the amount \$1,000 with plans to build a single family home on the lot within a year and a half.

NOW, THEREFORE BE IT RESOLVED that the City sells 633 State Street to Michael Fitzgerald for \$1,000. The Mayor and City Council authorize the sale of 633 State Street.

This Resolution shall be in full force and effect from and after its passage, as provided by law.

PASSED and APPROVED this 1st day of February 2022.

SIGNED: Michael A. Troup, Mayor

ATTEST: Laura Oakman, City Clerk

Ald. Uzelac moved for the adoption of the resolution, seconded by Ald. Reis, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

**RESOLUTION**

WHEREAS, two proposed nationwide settlement agreements have been reached that would resolve all opioid litigation brought by states and local political subdivisions against three pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen, and one manufacturer, Janssen Pharmaceuticals, Inc., and its parent company Johnson & Johnson; and

WHEREAS, the proposed settlements require the Distributors to pay \$21 billion over 18 years and Janssen to pay \$5 billion over no more than 9 years, to abate the opioid epidemic; and

WHEREAS, Illinois has joined both settlements and invited local subdivisions (cities and counties) to participate; and

WHEREAS, any subdivision that does NOT participate cannot directly share in any of the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds; and

WHEREAS, the City of Quincy is entitled to 0.2800247680% of the Local Government Recovery Fund in accordance with the Illinois Opioid Allocation Agreement should it choose to participate; and

WHEREAS, the required settlement documents must be executed and submitted electronically in January to participate in the settlement;

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Clerk on behalf of the City Council execute such documents and all other documents necessary for the carrying out of said application and they are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

This Resolution shall be in full force and effect from and after its passage, as provided by law.

PASSED this 31st day of January 2022 and APPROVED this 1st day of February 2022.

SIGNED: Michael A. Troup, Mayor

ATTEST: Laura Oakman, City Clerk

Ald. Uzelac moved for the adoption of the resolution, seconded by Ald. Holtschlag, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

**ORDINANCE**

Second presentation of an Ordinance entitled: An Ordinance Amending Title XI (Business Regulations) Of The Municipal Code Of The City Of Quincy Of 2015. (Repealing massage therapist ordinance.)

**ORDINANCE**

First presentation of an Ordinance entitled: An Ordinance Amending Chapter 40 (Boards And Commissions) Of The Municipal Code Of The City Of Quincy (Human Rights Commission).

**REPORT OF FINANCE COMMITTEE**

Quincy, Illinois, January 31, 2022

	Transfers	Expenditures	Payroll
City Hall.....		99.89	
Building Maintenance.....		1,893.25	
Comptroller.....		306.20	
Commissions.....		324.80	
IT Department.....		806.95	
Police Department.....		29,145.19	
Fire Department.....		6,772.16	
Public Works.....		912.70	
Engineering.....		3,185.83	
Tax Distribution/Subsidies.....		78,228.29	
<b>GENERAL FUND SUBTOTAL .....</b>	<b>0.00</b>	<b>121,675.26</b>	<b>0.00</b>
Planning and Devel.....		160.82	
911 System.....		10,444.79	
911 Surcharge Fund.....		45,547.91	
State Forfeiture Fund.....		1,650.00	
Police DUI Fund.....		7,942.97	
Transit Fund.....		1,251.34	
Capital Projects Fund.....		6,274.76	
Water EPA 2019 Proj Fund.....		423,957.98	
Sewer EPA 2019 Proj Fund.....		643,550.00	
Water Fund.....		57,022.14	
Sewer Fund.....		9,094.24	
Quincy Regional Airport Fund.....		147.67	
Regional Training Facility.....		90.50	
Central Garage.....		8,470.85	
Self Insurance.....		620.69	
Econ Dev Revolv Loan Fund.....		4,204.55	
Animal Rescue Trust.....		195.00	
<b>BANK 01 TOTALS .....</b>	<b>0.00</b>	<b>1,342,301.47</b>	<b>0.00</b>
<b>ALL FUNDS TOTALS.....</b>	<b>0.00</b>	<b>1,342,301.47</b>	<b>0.00</b>

Michael Farha  
 Jack Holtschlag  
 Anthony E. Sassen  
 Mike Rein  
 Richie Reis  
**Finance Committee**

Ald. Farha, seconded by Ald. Sassen, moved the reports be received and vouchers be issued for the various amounts and on a roll call each of the 14 Aldermen voted yea. Motion carried.

**MOTION**

Ald. Fletcher moved to allow a dumpster on city right-of-way at 1329 N. 6th for two weeks. Motion carried.

The City Council adjourned at 7:21 p.m. on a motion of Ald. Holtschlag. Motion carried.

**LAURA OAKMAN**  
 City Clerk



**PERSONNEL  
COMMITTEE MEETING NOTICE**

Monday, February 7, 2022  
4:00 PM

A Personnel Committee meeting will be held Monday, February 7<sup>th</sup>, 2022 in the Caucus Conference Room of City Hall at 4:00 p.m.

Agenda

1. Call Meeting to Order
2. Approval of Minutes
3. Public Comment (3 minutes)
4. Health Insurance Past Premium Charge
5. Performance Review Proposed Salary Increase
6. Updated Worker's Compensation and Liability Procedures
7. Health Ins. Last Day of Coverage for Terminations
8. Late Additions

Respectfully submitted,

Carrie Potter  
Human Resources Manager



**AGENDA**  
**POLICE ALDERMANIC COMMITTEE MEETING**  
**Monday, February 7, 2022**

DATE: Monday, February 7, 2022

PLACE: Caucus Room

TIME: 6:00 p.m.

I. Call meeting to order

II. Approve Minutes

III. Public Comment (limited to 3 minutes per person)

IV. Old Business

V. New Business

- Accountability of Police and Fire Chiefs to the public and elected officials.
- Fire and Police Commission Funding Request

VI. Adjourn

# SMALL RENTAL REHAB PROGRAM MEETING

Thursday, February 10, 2022  
4:30 p.m.  
City Council Chambers  
Quincy City Hall (First Floor)  
730 Maine Street



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## AGENDA

- Call the meeting to order
- Review documents and guidelines for program
- Public Comment
- Meeting Adjourns